

Council of Legal Education

Norman Manley Law School



DOCUMENT SERVICES

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PREAMBLE

The Office of the Registrar provides document services to support the endeavours and career advancement of students and alumni. This documents details how one may access these services and the costs associated with them. Specifically, it contains information about the cost for processing and dispatching transcripts, status letters and other verification documents. Please note that, in most cases, the cost of each service is a combination of processing and dispatch costs. Additional charges apply for express processing times.

This document also deals briefly with examination fees and addresses application fees for deferred applications.

LIST OF DOCUMENT SERVICES

Status Letters

- Confirmation of Programme Admission
- Confirmation of Registration Status
- Authentication of programme completion
- *Programme Information – course outlines, grading system, delivery modality
- Tuition - Statement/Status

Verification

- Authentication of Offer Letter
- Certification of Individual Grade Notification Results Sheet
- Replacement of Individual Grade Notification Results Sheet

Certification (Legal Education Certificate/ Award)

- Certification of authenticity of Legal Education Certificate (whole copy required)
- LEC Replacement Letter – Official letter confirming receipt of award (in the event of damage or loss)

Transcript Academic Record

- Student Copy (for pick up)
- Official Copy (institution to institution only)

Emergency Examination Cards – (only available in exam room)

* - Additional fees may apply.

SERVICES AND COSTS

DOCUMENT	^a PROCESSING FEES (\$ - JMD/USD) [each]				
	2- Days	3- Days	5 -Days	10 -Days	^b Copies
Status Documents	1,000/10		500/5		200
Verification NMLS Documents	500/5		300/3		
Certification Of LEC	1,000/10		500/5		
LEC Replacement Letter			10,000/100		
Transcript Of Academic Record		3000/30	2,500/25	1,000/10	500/5
EXAMINATION COSTS (JMD/USD)					
SERVICE	ADMIN. FEE	Per COURSE			
Emergency Examination Card		1,000/10			
Local (JMD/USD) Supplementary Examinations		6,500/65			
^c Overseas (USD) Supplementary Examinations	50	250			

- a. Processing days do not include the date of payment.
- b. **Copies are duplicates of the requested document going to the same institution.**
Request must be made on the same date, requested service must be the same, dispatch and processing fees apply for each addressee.
- c. Express and dispatch fees apply only if no other document service is requested.

Additional Notes:

- A separate form is required for each request
- It is not the policy of the Law School to dispatch transcripts electronically. However, in light of the restrictions placed on the receipt of paper by some institutions due to COVID-19, we have sought to facilitate electronic dispatch where confirmation is received from these institutions. If the instructions are on their website, please forward a copy with your request. Otherwise, we require the submission instructions from an authorized official at the institution. Applicants are usually advised of the dispatch date and provided with a copy of the cover letter sent with the transcript by post.
- Student copy, status letters and transcripts for the Student's Loan Bureau, US or Japanese embassy may be collected by hand.

DISPATCH SERVICES - Cost to be added to chosen document processing service fee

Local Services

Method	Cost (\$ - JMD/USD)
Registered Mail (traditional mail) 2 – 4 weeks	Inland – 300/3
4 – 7 weeks	Overseas – 500/5
Bearer (on UWI Campus only)	300/3
ZIP Mail Inland (*Post office to door, #next business day)	800/ 8

* - subject to availability

- from date of posting

Overseas Express Dispatch Services - Tracking available

Jamaica Post (Expedited) - Fast Track

Destination (estimated transit time in days)	Cost (\$ JMD)
USA – Miami, New York (3-5)	4700
USA – All other destinations (4-6)	4700
Canada & Caribbean , except Cuba)(5-7)	4400
Central & South America (5-7)	4800
Europe (6-8)	5000
^d Other Destinations (6 -12)	6400

^d – Please confirm service to your chosen destination

Conditions:

- Jamaica Post advises that delivery times are not guaranteed as there may be Customs clearance delays in destination countries.
- National unrest or acts of God may cause delivery delays.

Courier - DHL

Courier costs for DHL can be ascertained by calling the Accounts department or sending an e-mail to nmlsdocumentservices@uwimona.edu.jm.

EXAMPLE COST CALCULATION

Transcript Service

Standard Ten (10) Day Service:

Basic Transcript processing fee – \$1000.00 (JMD)/ \$10.00 USD

Dispatch method – Registered Mail (overseas) - \$ 500.00 (JMD)/ \$5.00 USD

Total Service cost= \$1000.00 + \$500.00 = \$1,500.00/15.00 USD

Five (5) Day Express Service

Five (5) day service - \$2,500.00/25.00 USD

Dispatch method - Registered Mail (overseas) - \$ 500.00/ 5.00 USD

Total (5 – Day) service cost = \$2,500.00 + \$500.00 = \$ 3,000.00/ \$30.00 USD

DOCUMENT REQUEST PROCESS

Steps

1. Read through relevant sections of information in the NMLS Document Service Cost booklet.
2. Printing legibly, please complete and sign the relevant document service form or where applicable, address a letter to the Registrar.
3. Make payment for the service. Please calculate by adding up (Service + processing time + dispatch fees).
4. Submit the completed form/letter with proof of payment. Scanned electronic submissions are accepted.
5. Authorisation of Proxy -
 - Where the Student/Alumnus is authorising someone to act on his/her behalf, signed approval is required (see form).
 - Copies of valid ID of the Student/Alumnus and that of their proxy are required.
 - A clear indication of degree of proxy authorisation is required (see form).

Special Note

1. Processing time is counted from the business day following payment and submission of the correctly completed request form.
2. Proof of payment must be submitted in order to track and confirm off-site payments.
3. Changes to the request may delay processing time
4. A request form is required for each dispatch address.
5. Forms/letters must be signed in order to be eligible for processing
6. a. Official transcripts are only dispatched Institution to Institution
7. Cannot be sent by courier to P.O. Box addresses.

PAYMENT INFORMATION

Unless otherwise stated, the opening hours for the Accounting Department are:

- Monday to Friday 8:30 a.m. to 3:30 p.m.
- 8:30 a.m. to 3:00 p.m. on the last working day of each month

On - Site

Payment may be made in person at the Law School:

- by cash (JMD/USD*) or debit/credit card.
- by manager's cheque in Jamaican Dollars in favour of the Norman Manley Law School.

* - where applicable exchange rate is dependent upon daily bank rate

Off – Site/ Remote Payment

Please note that:

- No online Credit Card payment facility is available at this time.
- *Presentation of proof of payment is required at the point of submission of the completed request form/letter, following off-site payment.*

Local Bank Payment

- National Commercial Bank Jamaica Limited - Current Account No. 401406468 by cash or direct transfer

Wire Transfer -

- Bank: National Commercial Bank Jamaica Limited
- Address: The University of the West Indies, Mona, Kingston 7, Jamaica, W.I.

- Account No.: 401406468
- Account Name: Council of Legal Education Norman Manley Law School
- Wire Code: JNCBJMKX

Note:

The National Commercial Bank Jamaica Limited will charge a processing fee of approximately US\$30.00 for each wire transfer.

For the NMLS service request to be actioned, this fee must be added to the NMLS processing and dispatch service fees.

USD Cashier's Cheques/ Bank Drafts

Deposits to the previously listed National Commercial Bank Jamaica Limited (NCB) account using a USD Bank Draft or a Cashier's Cheque, in favour of Norman Manley Law School, drawn on specific overseas banks are other accepted forms of payment.

Our bankers have advised us that they accept Cashier's Cheques that are drawn on the following overseas banks:

- Bank of New York
- Bank of America
- JP Chase Morgan
- Barclays Bank
- Citibank
- Toronto Dominion Bank

NCB may make changes to this listing of overseas bankers without notice.

GENERAL INFORMATION

Incomplete or inconsistent student records may lead to:

- An increase in processing time and dispatch delays
- Services being suspended or cancelled where anomalies cannot be appropriately resolved

Status Documents

Requests for programme details or financial information may attract an additional fee.

Verification of Documentation

The copies of the Individual Grade Notification sheet will bear the date of issue of the replacement and not that of the original.

Certification of Authenticity of the Legal Education Certificate (LEC)

Individuals requiring certification of the authenticity of their LEC are required to present the original document along with a true to size, copy of LEC certificate at the point of submission of the request form.

Certification of Students' Record/Certificate

In the event of loss or significant damage to a Legal Education Certificate, the certificate cannot be replaced. The Law School can however issue a letter to the candidate confirming his/ her receipt of the award.

LEC Replacement letter will bear:

- the name of the awardee and date of award as it appeared on the original certificate,
- the seal of the Council of Legal Education
- the signature of the sitting Registrar.

Transcripts

The complete transcript of the LLB granting institution must be on file for the production of an NMLS transcript. Transcripts for Year I students can only be produced following the publication of Year I final examination results. Transcripts should be requested using the **Transcript Request Form**. Request Forms are available on the school's website (type any of the following in the search bar: transcript request form/ document services guidelines); on MS Teams in Office of the Registrar → Student Affairs → Files; at the Reception Desk of the Ring Road building; or may be sent by electronic mail upon request. Transcripts addressed to institutions will bear the embossed seal and are sent with a cover letter. A copy of this cover letter is mailed to the client.

A Student Copy transcript may be requested for personal use. This will bear the "STUDENT COPY" stamp and the NMLS inked seal. No letter will accompany this transcript.

EXAMINATIONS

Overseas Supplementary Examinations

Students who are **domiciled** in Caribbean territories outside of Jamaica, where there are **approved** UWI Open Campus Facilities, may sit Supplementary Examinations in those territories at those facilities. **Conditions and fees apply.**

An application to sit Supplementary Examinations, as outlined above, must be made in writing to the Registrar **not later than one week** after the publication of the May examination results.

Local Supplementary Examinations

Students who are scheduled to sit supplementary examinations as **second sittings**, locally, will be charged an administrative fee per course.

Emergency Examination Cards

These cards are valid for only one sitting

Payment of the card fee must be made prior to sitting the exam.

DEFERRAL OF ADMISSION

Application fees for admission to both the Six-Month and Two-Year Programmes are non-refundable and non-transferrable.

Where applicable, uncollected documents will be destroyed 30 business days post preparation date.

A handwritten signature in blue ink, appearing to read 'Carlando Francis', with a stylized flourish extending from the end.

Carlando Francis
Registrar
August 2021

