

# THE UNIVERSITY OF THE WEST INDIES

## CRM RECRUIT

### UNDERGRADUATE RECRUITMENT AND ADMISSIONS PORTAL

### USER GUIDE



# UWI

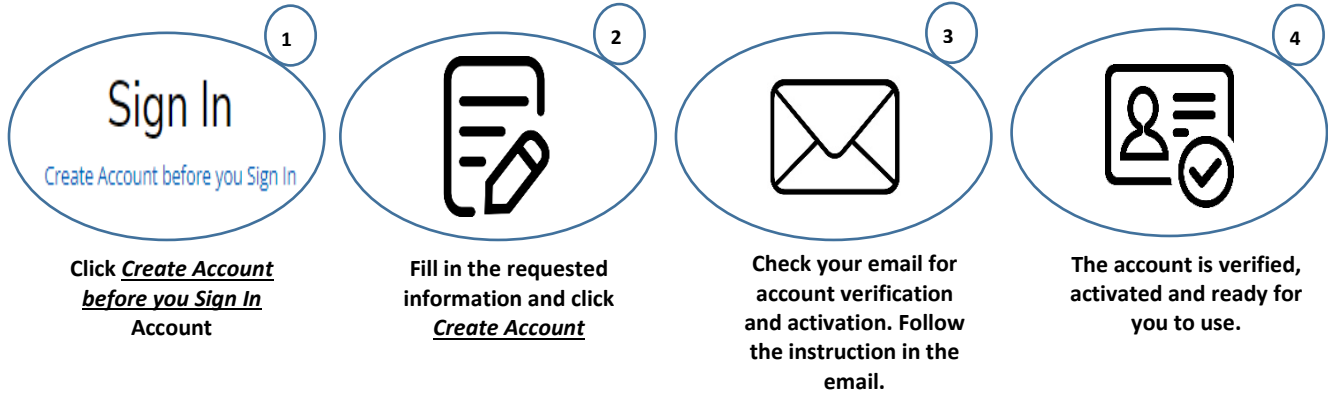
ST. AUGUSTINE  
CAMPUS



## TABLE OF CONTENTS

|   | <b>PAGE</b> |
|---|-------------|
| CREATE AN ACCOUNT SUMMARY                             | 2           |
| STEP 1 - CREATING AN ACCOUNT                          | 3 - 5       |
| STEP 2 - SIGN IN TO YOUR ACCOUNT                      | 6 - 7       |
| RESETTING YOUR PASSWORD                               | 8 - 10      |
| IF YOUR ACCOUNT IS LOCKED                             | 11          |
| HOW TO APPLY STEP SUMMARY                             | 12          |
| STEP 1 – HOW TO APPLY                                 | 13 – 27     |
| STEP 2 – PAY APPLICATION FEE                          | 28 – 33     |
| STEP 3 – UPLOAD YOUR SUPPLEMENTAL ITEMS AND DOCUMENTS | 34 - 35     |
| STEP 4 – VIEW YOUR APPLICATION STATUS                 | 36          |
| STEP 5 – VIEW YOUR APPLICATION DECISION               | 37 – 39     |
| STEP 6 – ACCESSING YOUR DECISION LETTER               | 40 – 41     |
| STEP 7 – RESPONDING TO THE OFFER                      | 42 - 48     |

## CREATE AN ACCOUNT SUMMARY



**NOTE:** Mandatory fields in the Application Form are indicated with an asterisk (\*)

## STEP 1 - CREATING AN ACCOUNT

An account is created so that Prospects can revisit the Constituent Experience, register for events and complete online applications.

All prospects/applicants must create an account via <https://uwi.elluciancrmrecruit.com/Apply> before their first **Sign In**.

To create an account the user can:

1. Select '**Create Account before you Sign In**' as displayed below:



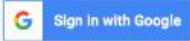
**OR**

2. Select the '**Create Account**' tab as displayed below:



When option (1) or (2) above is selected, the **Create Account** page will display for the user to enter their information. Upon completion, the user must click **'Create Account'**:

## Create Account



### Contact Information

|                 |                      |                         |                      |
|-----------------|----------------------|-------------------------|----------------------|
| First Name *    | <input type="text"/> | Last Name *             | <input type="text"/> |
| Email Address * | <input type="text"/> | Confirm Email Address * | <input type="text"/> |
| Mobile Phone *  | <input type="text"/> | Other Phone             | <input type="text"/> |


### Demographic Information

|                           |                      |                             |                      |
|---------------------------|----------------------|-----------------------------|----------------------|
| Birth Date (mm/dd/yyyy) * | <input type="text"/> | Birth Country *             | <input type="text"/> |
| Country of Nationality *  | <input type="text"/> | T&T Birth Certificate PIN * | <input type="text"/> |
| Country of Residence *    | <input type="text"/> |                             |                      |

### Account Information

This password must be in line with the UWI password policy which is:-  
- A minimum of eight characters or more;  
- At least one special character (!, @, \$, \* etc)

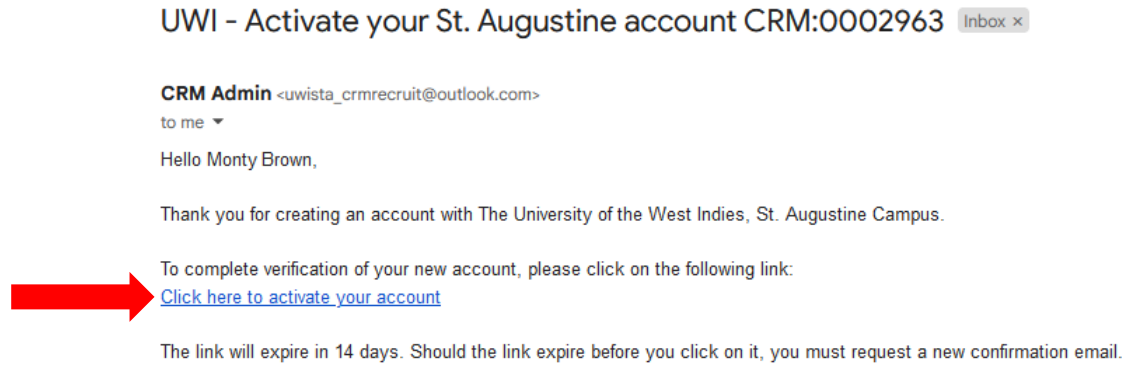
|            |                      |                    |                      |
|------------|----------------------|--------------------|----------------------|
| Password * | <input type="text"/> | Confirm Password * | <input type="text"/> |
|------------|----------------------|--------------------|----------------------|



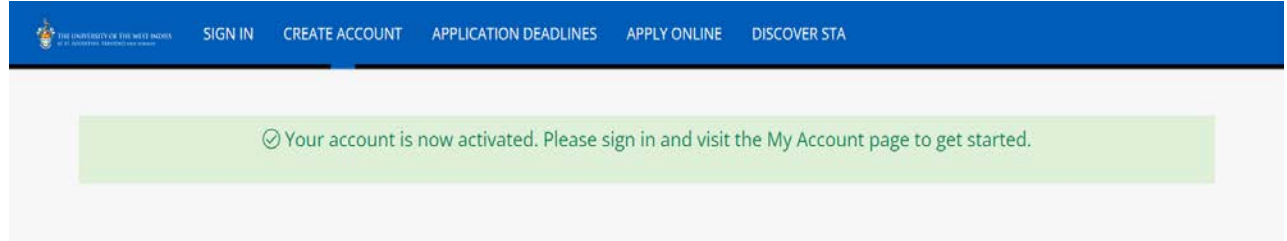
When **'Create Account'** is selected the following notification is then displayed:

**“Your account is pending activation. You will receive an email soon containing instructions on how to activate your account. If you do not receive an email, you can use the link below to have the activation link resent to your email address”**

The following activation email is sent to the user’s email entered in the creation of the account:



When the user selects **'Click here to activate your account'** in the email, the following information below is displayed:



## STEP 2 - SIGN IN TO YOUR ACCOUNT

The user is required to enter their Email and Password used in the creation of the account, then select **Sign In**.

The user can also **Sign In** using their Facebook or Google accounts.

### Sign In

[Create Account before you Sign In](#)

Email

Password

 [SHOW](#)

[Forgot your password?](#)


Remember Me


Are you signed in from a public computer?

[Sign In](#)

---

OR

 [Connect with Facebook](#)

 [Sign in with Google](#)

The University of the West Indies  
St. Augustine Campus  
St. Augustine  
Trinidad and Tobago, W.I.  
Tel: (868) 662-2002 | Fax: (868) 663-9684  
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After selecting **'Sign In'** the **My STA Account** page then displays:

Welcome, Joy to The UWI, St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class programmes and facilities within a vibrant, cosmopolitan community. We look forward to you joining us.

### My Applications

You do not currently have any applications.

[Create a New Application](#)

### STA Events

[View Upcoming Events](#)

You are not currently registered for any events.

### Contact Information

[Update Profile](#)

|  |  |
|--|--|
| <b>First Name *</b><br>Joy                       | <b>Last Name *</b><br>Test                               |
| <b>Email Address</b><br>uwicrmtest68@hotmail.com | <b>Confirm Email Address</b><br>uwicrmtest68@hotmail.com |
| <b>Mobile Phone *</b><br>868-123-6874            | <b>Other Phone</b><br>868-123-4789                       |

### Demographic Information

|  |  |
|--|--|
| <b>Birth Date (mm/dd/yyyy) *</b><br>9/27/2000        | <b>Birth Country *</b><br>TRINIDAD & TOBAGO          |
| <b>Country of Nationality *</b><br>TRINIDAD & TOBAGO | <b>T&amp;T Birth Certificate PIN *</b><br>1234567890 |
| <b>Country of Residence *</b><br>TRINIDAD & TOBAGO   |  |

### Need Help?

[Application Portal User Guides](#)

- Graduate Studies
- Undergraduate

**Admissions Offices**

Lloyd Braithwaite Bldg.  
St Augustine Campus  
Trinidad and Tobago, WJ  
Main Phone: (868) 662-2002


**Undergraduate:** Ext. 82154, 82157  
Email: [ugapply@sta.uwi.edu](mailto:ugapply@sta.uwi.edu)

**Postgraduate:** Ext. 82209, 82616  
Email: [postgrad@sta.uwi.edu](mailto:postgrad@sta.uwi.edu)

**International Office:** Ext. 82180, 82635, 83856  
Email: [internationaloffice@sta.uwi.edu](mailto:internationaloffice@sta.uwi.edu)

Arthur Lok Jack Global School of Business  
The UWI St Augustine Campus  
Tel: (868) 299-0218 ext.: 348, 192  
Email: [admissions@lokjackgsb.edu.tt](mailto:admissions@lokjackgsb.edu.tt)  
Website: [www.lokjackgsb.edu.tt](http://www.lokjackgsb.edu.tt)

### Our Graduates



Future Caribbean leaders - among the best and brightest in the world!



## RESETING YOUR PASSWORD

To reset password the user must select **'Forgot your Password?'**

**Sign In**  
Create Account before you Sign In

Email

Password

 [SHOW](#)

[Forgot your password?](#)

The below page then displays for the user to enter their email address and select **'Send Email'**:

**Forgot Password**

To reset your password, enter your email address.

Email Address

[Back](#) [Send Email](#)

Need Help?

[868-662-2002](tel:868-662-2002) [ugapply@sta.uwi.edu](mailto:ugapply@sta.uwi.edu); [postgrad@sta.uwi.edu](mailto:postgrad@sta.uwi.edu)

After selecting **'Send Email'** the below message displays:

## Check your email

You should receive an email with a [link](#) to reset your password.

[Return to sign in](#)

The user receives the following email and must select **Reset Password**:

Reset your Password CRM:0002962 Inbox x

**CRM Admin** <uwista\_crmrecruit@outlook.com>

to me ▾

Hi Monty Brown,

Please click the link below to reset your password.

 [Reset Password](#)

Having trouble viewing this email? Copy and paste the following link into your browser:

<https://uwitest.elluciancrmrecruit.com/Apply/Account/ResetPasswordStep2?t=kTZohpev2kilSXnjEh6bS4w5zThN0OZT>

After selecting **Reset Password** in the email, the below message displays and the user must enter the required information and select **Reset Password**:

## Reset Password

Enter your new password

This password must be in line with the UWI password policy which is:- A minimum of eight characters or more; - At least one special character (!, @, \$, \* etc)

New Password


SHOW


Confirm New Password

SHOW

[Reset password](#)

Need Help?

 868-662-2002

 [ugapply@sta.uwi.edu](mailto:ugapply@sta.uwi.edu); [postgrad@sta.uwi.edu](mailto:postgrad@sta.uwi.edu)

After selecting **Reset Password** the below message displays and the user must select **Go to sign in**:

# Reset Password

Your password has been reset.

[Go to sign in](#)

Need Help?

 [868-662-2002](tel:868-662-2002)

 [ugapply@sta.uwi.edu](mailto:ugapply@sta.uwi.edu); [postgrad@sta.uwi.edu](mailto:postgrad@sta.uwi.edu)

## IF YOUR ACCOUNT IS LOCKED

After **five (5) attempts** of entering the **incorrect Password**, the user is locked and the information below is displayed:

⊘ Your account has been locked. Please contact the system administrator. ✕

### Sign In

Create Account before you Sign In

Email

Password

SHOW

The user **cannot** change the password using the **'Forgot your password?'** link on the Constituent Experience site.

The user must email [ugapply@sta.uwi.edu](mailto:ugapply@sta.uwi.edu) to request that the account be unlocked.

After receiving email notification that the account has been unlocked and the **Password** reset, once they log into the system the user would be prompted to change the **Password**:

### Change Password

You must change your password before continuing.

Password

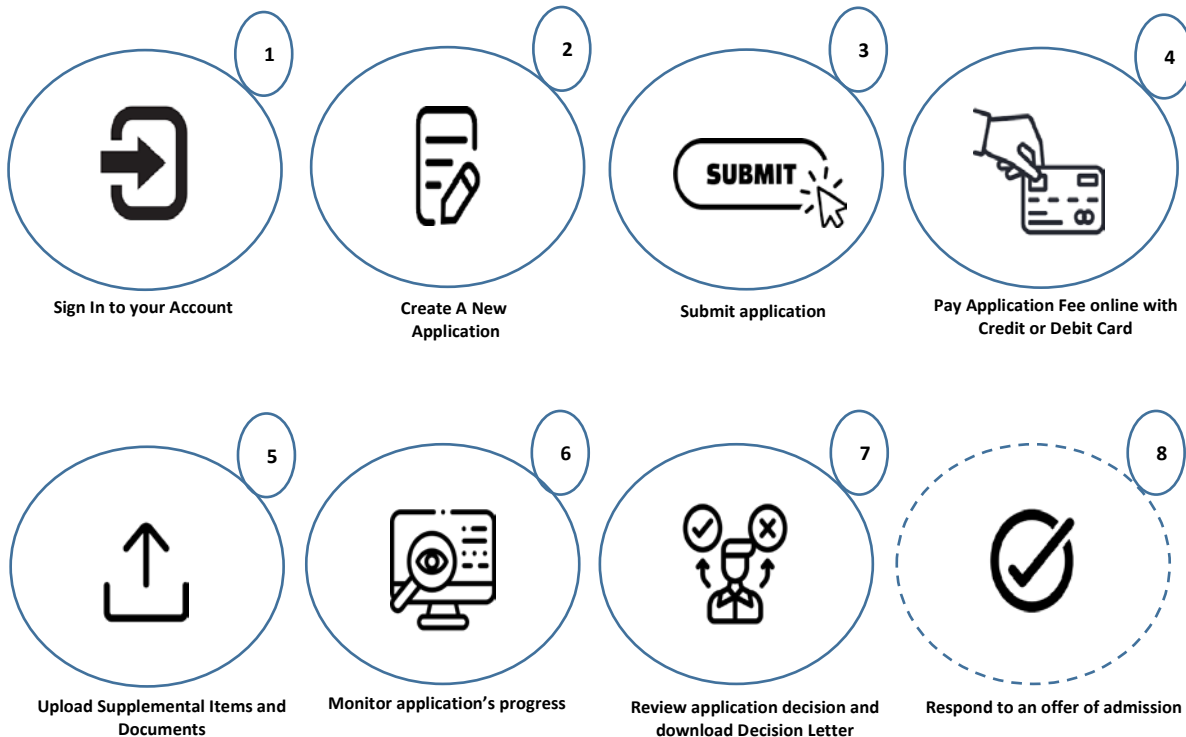
New Password

Confirm New Password

This password must be in line with the UWI password policy which is:-  
- A minimum of eight characters or more;  
- At least one special character (!, @, \$, \* etc)

Change Password

## HOW TO APPLY STEP SUMMARY

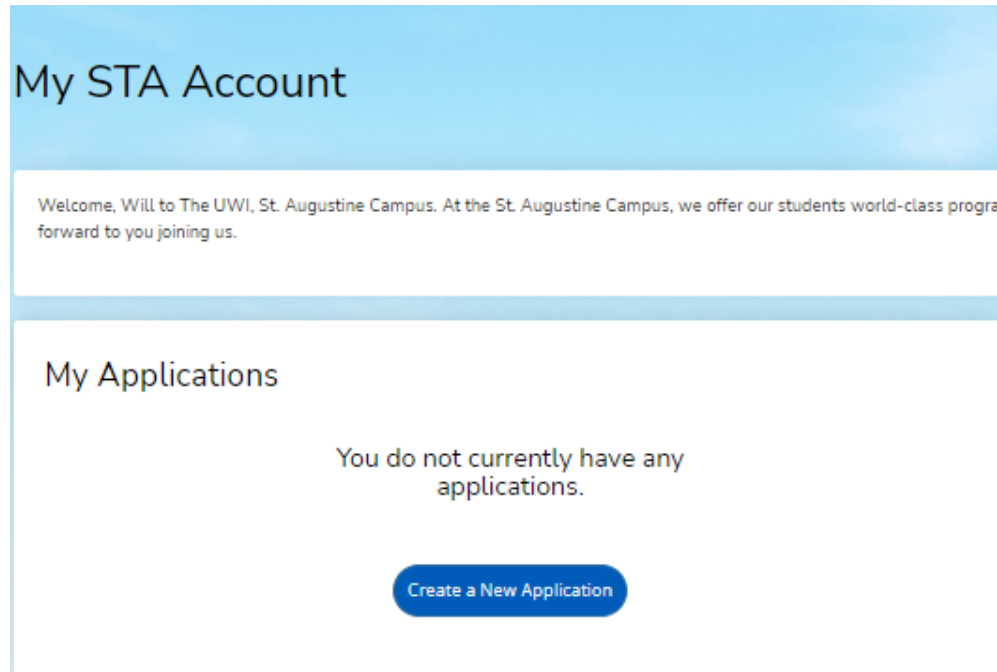


## STEP 1 - HOW TO APPLY

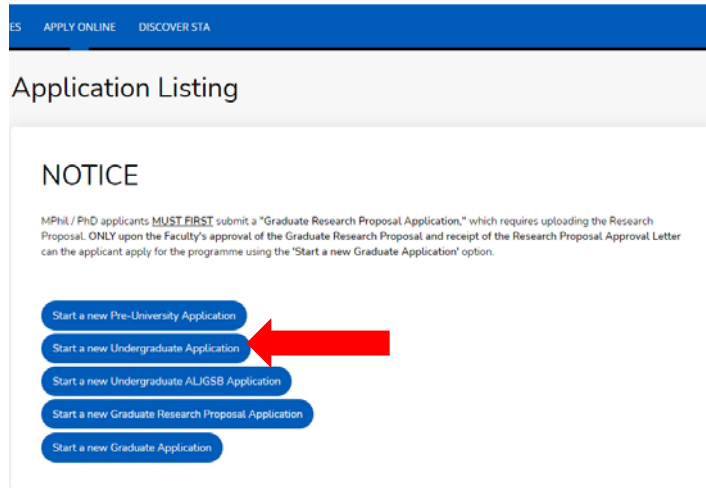
**An applicant can ONLY submit one (1) application per Academic Term.**

**An application must have a Primary Programme and the user may select one (1) Alternative Choice Programme.**

**Sign In** to your Account to access the **My STA Account** page → select '**Create a New Application**' under **My Applications**:



After selecting **'Create a New Application'** the information below is displayed for the user to select **'Start a new Undergraduate Application'** under **'Your New Career awaits'**:



After **'Select an area of interest'** will display with the **Academic Level**. Select the **Academic Programme**, **Entry Term**, **Career Goal** (optional) and **'Submit'**:

The screenshot shows a web interface with a grey header containing the text 'Online Application'. Below the header is a white box with the title 'Select an area of interest'. The form contains four dropdown menus: 'Academic Level' (with 'Undergraduate' selected), 'Academic Programme', 'Entry Term', and 'Career Goal'. At the bottom of the form are two buttons: 'Back' (light blue) and 'Submit' (dark blue).

When the user selects 'Submit' the **Application Form** displays with the **Entry Term**, **Academic Programme** and **Application Number**:

The screenshot shows a web interface for an application form. At the top, the title 'January 2023 - BA Dance' is displayed in a large, dark font. Below the title, there are two links: 'Review' (underlined) and 'Supplemental Items & Documents'. A horizontal blue bar separates the header from the main content area. Below this bar, the text 'Application Number d2d1e8110133e56a' is shown on the left, and 'Print' and 'Withdraw' buttons are on the right. Below this, there is a horizontal navigation bar with six tabs: 'Plans' (underlined), 'Personal', 'Academics', 'Examinations Completed', 'Examinations in Progress', and 'Signature'. The entire interface is set against a light gray background.

The user is then required to enter information within six (6) tabs before the **Application Form** can be submitted:

This screenshot is identical to the one above, showing the 'January 2023 - BA Dance' application form interface. It includes the title, navigation links, application number, and the six tabs: 'Plans', 'Personal', 'Academics', 'Examinations Completed', 'Examinations in Progress', and 'Signature'.



# PLANS TAB

## January 2023 - BA Dance

[Review](#) Supplemental Items & Documents

Application Number d2d1e8110133e56a

 Print  
 Withdraw

[Plans](#) [Personal](#) [Academics](#) [Examinations Completed](#) [Examinations In Progress](#) [Signature](#)

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

### Academic Plans

Academic Level \*

Academic Programme \*

Campus Location \*

Entry Term \*

Enrollment Status \*

Career Goal

### Alternative Choice Programme

[+ Add Alternative Choice Programme](#)

### The UWI Related Information

Are you interested in campus housing?

Yes  No

If you are a scholarship or bursary recipient, please indicate the type of award that you received?

Are you a past or current UWI student? \*

Yes  No

Are you a UWI Staff member? \*

Yes  No

Are you the dependent of a UWI Staff Member? \*

Yes  No

How will you fund your programme of study? \*

Will you be able to meet your financial obligation at the start of the programme? \*

Yes  No

Country Responsible for Fees

How did you learn about The UWI? \*

[Save Application](#)

[Save & Continue](#)

## ALTERNATIVE CHOICE PROGRAMME

To add an **Alternative Choice Programme** select **+Add Alternative Choice Programme**:

January 2023 - BA Dance

Review Supplemental Items & Documents

Application Number d2d1e8110133e56a Print Withdraw

Plans Personal Academics Examinations Completed Examinations in Progress Signature

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

**Academic Plans**

Academic Level \* Undergraduate

Academic Programme \* BA Dance

Campus Location \*

Entry Term \* January 2023

Enrollment Status \*

Career Goal Educator

**Alternative Choice Programme**

+ Add Alternative Choice Programme

Select **Alternative Choice Programme** from the drop down → select **Enrollment Status** from the drop down:

### Alternative Choice Programme

Alternative Choice Programme 1

— Delete Alternative Choice Programme

Select Alternative Academic Programme

Enrollment Status \*

### Alternative Choice Programme

Alternative Choice Programme 1

— Delete Alternative Choice Programme

Select Alternative Academic Programme

Enrollment Status \*

To delete the **Alternative Choice Programme** select - **Delete Alternative Choice Programme**:

### Alternative Choice Programme

Alternative Choice Programme 1



[- Delete Alternative Choice Programme](#)

Select Alternative Academic Programme

Enrollment Status \*

# PERSONAL TAB

## January 2023 - BA Dance

[Review](#) Supplemental Items & Documents

Application Number d2d1e8110133e56a

[Print](#)  
[Withdraw](#)

[Plans](#) [Personal](#) [Academics](#) [Examinations Completed](#) [Examinations in Progress](#) [Signature](#)

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

### Name

Prefix

Ms. ▼

First Name \*

Will

Middle Name

Last Name \*

Smith

Suffix

▼

Is your present name different from your birth certificate and is not due to marriage?

Yes  No

Are you the first in your family to attend university? \*

Yes  No

### Permanent Address

Country \*

TRINIDAD & TOBAGO ▼

State/Province/Borough/County \*

Arima ▼

Address Line 1 \*

Lime Street

Address Line 2

Lemon Avenue

Town/Village/City \*

Malabar

If you know your ZIP/Postal Code, please update it here.

00000

## Contact Details

Home Phone

868-123-4444

Mobile Phone \*

868-667-1234

Email Address \*

uwicrmttest50@hotmail.com

## Demographics

Birth Date (mm/dd/yyyy) \*

6/2/2000

Country of Birth \*

TRINIDAD & TOBAGO

Country of Nationality \*

TRINIDAD & TOBAGO

T&T Birth Certificate PIN \*

0000014785

Do you have dual citizenship?

Yes  No

Gender \*

Male

Marital Status

Single

Native Language

English

## Medical Information

Do you have any medical condition? \*

Yes  No

Do you have any special needs? \*

Yes  No

# Work Experience

Please list the paid job you have held during the past five years where the work experience is relevant to your application (including summer employment).

[+ Add Record](#)

# Emergency Contact Information

|                                     |                        |
|-------------------------------------|------------------------|
| Contact First Name *                | Contact Last Name *    |
| <input type="text"/>                | <input type="text"/>   |
| Contact Relationship to Applicant * | Contact Phone Number * |
| <input type="text" value="v"/>      | <input type="text"/>   |

# Parent/Guardian Information

|                                |                      |
|--------------------------------|----------------------|
| Relationship to you            |                      |
| <input type="text" value="v"/> |                      |
| Prefix                         |                      |
| <input type="text" value="v"/> |                      |
| First Name                     | Middle Name          |
| <input type="text"/>           | <input type="text"/> |
| Last Name                      |                      |
| <input type="text"/>           |                      |
| Email Address                  | Home Phone           |
| <input type="text"/>           | <input type="text"/> |
| Mobile Phone                   |                      |
| <input type="text"/>           |                      |

# Household Income

Monthly Household Income in TTD

[Previous Page](#) [Save Application](#) [Save & Continue](#)

## ACADEMICS TAB

**Maximum of two (2) High School records can be entered.**

### January 2023 - BA Dance

[Review](#) Supplemental Items & Documents

Application Number d2d1e8110133e56a [Print](#) [Withdraw](#)

[Plans](#) [Personal](#) [Academics](#) [Examinations Completed](#) [Examinations in Progress](#) [Signature](#)

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

#### High School Attended

Select Add High School to list each high school you have attended.

[High School 1](#)

I am attending/have attended a home school

High School

St Anthony's College

|                       |                      |
|-----------------------|----------------------|
| Graduated *           | Self-reported GPA    |
| Yes                   | 3.50                 |
| Attended From Month * | Attended From Year * |
| September             | 2015                 |
| Attended To Month *   | Attended To Year *   |
| June                  | 2020                 |

[+ Add High School](#)

**Maximum of five (5) College records can be entered.**

## College/University Attended

Select Add College to list each college/university where you have taken courses for credit. You can enter a maximum of five (5) colleges/universities. Please have an official transcript sent from each institution as soon as possible.

### College 1

[- Delete College](#)

College

University of Trinidad & Tobago (UTT) - (Couva, Couva, TRINIDAD & TOBAGO) ×

Graduated \*

Degree in progress

Transcript GPA

3.5

Attended From Month \*

September

Attended From Year \*

2022

Degree Type Earned or Expected \*

Associates Degree

[+ Add College](#)

## TOEFL Test Scores

I have taken or plan to take the TOEFL exam.

Please report date that you have taken or plan to take the TOEFL exam. Then, report the individual scores you have earned.

Test

TOEFL Paper

Exam Date

(mm/dd/yyyy)

6/15/2022

Score

677

[Previous Page](#)

[Save Application](#)

[Save & Continue](#)



## EXAMINATIONS COMPLETED TAB

Candidates who enter their CXC/CSEC/CAPE - Unique Candidate Number (UCN) are **NOT** required to enter their CXC/CSEC/CAPE examination results.

**Maximum of twenty (20)** BGCSE, GCEA, GCEAO, GCEAS, GCEO, IGCSE and WAEC Examination records can be entered. Applicants who pursued these examinations are required to enter their examination results.

### January 2023 - BA Dance

[Review](#) Supplemental Items & Documents

---

Application Number d2d1e8110133e56a
[Print](#) [Withdraw](#)

---

Plans
Personal
Academics
Examinations Completed
Examinations in Progress
Signature

---

Have you taken and passed CXC Exams?

Yes  No

Enter your CXC - Unique Candidate Number (UCN) \*

The Unique Candidate Number is the 11 digit number located on the upper left section of the CXC Certificate.

How many high school academic certificates do you have?

Have you completed and passed examinations at BGCSE, GCE O/A, IGCSE, WAEC exams?

Yes  No

#### BGCSE, GCEA, GCEAO, GCEAS, GCEO, IGCSE and WAEC Examinations ONLY

| Examination   | Test Score  | Month Taken   | Year Taken   |
|---|---|---|--|
| Examination 1<br><input style="width: 100%;" type="text" value="GCEA Music"/> | Test Score 1<br><input style="width: 100%;" type="text" value="A"/> | Month Taken<br><input style="width: 100%;" type="text" value="June"/> | Year Taken<br><input style="width: 100%;" type="text" value="2017"/> |
| Examination 2<br><input style="width: 100%;" type="text"/>                    | Test Score 2<br><input style="width: 100%;" type="text"/>           | Month Taken<br><input style="width: 100%;" type="text"/>              | Year Taken<br><input style="width: 100%;" type="text"/>              |
| Examination 3<br><input style="width: 100%;" type="text"/>                    | Test Score 3<br><input style="width: 100%;" type="text"/>           | Month Taken<br><input style="width: 100%;" type="text"/>              | Year Taken<br><input style="width: 100%;" type="text"/>              |
| Examination 4<br><input style="width: 100%;" type="text"/>                    | Test Score 4<br><input style="width: 100%;" type="text"/>           | Month Taken<br><input style="width: 100%;" type="text"/>              | Year Taken<br><input style="width: 100%;" type="text"/>              |
| Examination 5<br><input style="width: 100%;" type="text"/>                    | Test Score 5<br><input style="width: 100%;" type="text"/>           | Month Taken<br><input style="width: 100%;" type="text"/>              | Year Taken<br><input style="width: 100%;" type="text"/>              |
| Examination 6<br><input style="width: 100%;" type="text"/>                    | Test Score 6<br><input style="width: 100%;" type="text"/>           | Month Taken<br><input style="width: 100%;" type="text"/>              | Year Taken<br><input style="width: 100%;" type="text"/>              |
| Examination 7<br><input style="width: 100%;" type="text"/>                    | Test Score 7<br><input style="width: 100%;" type="text"/>           | Month Taken<br><input style="width: 100%;" type="text"/>              | Year Taken<br><input style="width: 100%;" type="text"/>              |

## EXAMINATION IN PROGRESS TAB

**Maximum of fifteen (15)** BGCSE, GCEA, GCEAO, GCEAS, GCEO, IGCSE, WAEC, CSEC and CAPE Examination records can be entered. Applicants who are pursuing/have examinations in progress for any of these exams are required to enter the information in this tab.

### January 2023 - BA Dance

[Review](#)

[Supplemental Items & Documents](#)

Application Number d2d1e8110133e56a

[Print](#)  
[Withdraw](#)

[Plans](#) [Personal](#) [Academics](#) [Examinations Completed](#) [Examinations in Progress](#) [Signature](#)

Do you have high school examinations in progress or are you awaiting results?

Yes  No

| Examination                         | Month Taken/Scheduled | Year |
|-------------------------------------|-----------------------|------|
| Examination 1<br>CAPE French Unit 1 | June                  | 2022 |
| Examination 2                       |                       |      |
| Examination 3                       |                       |      |
| Examination 4                       |                       |      |
| Examination 5                       |                       |      |
| Examination 6                       |                       |      |
| Examination 7                       |                       |      |
| Examination 8                       |                       |      |

# SIGNATURE TAB

## January 2023 - BA Dance

[Review](#) Supplemental Items & Documents

Application Number d2d1e8110133e56a

 Print  
 Withdraw

[Plans](#) [Personal](#) [Academics](#) [Examinations Completed](#) [Examinations in Progress](#) [Signature](#)

Please note that once submitted, this application can no longer be edited or changed. Upon successful submission, you will see a confirmation message, and the status of your application submission will be updated in the 'My Applications' area.

### Certification

Please affirm the following before you submit your application.

Do you certify the following? \*

I certify that all of the information submitted in the application is my own work, factually, and honestly presented. I authorize all schools attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

Do you certify the following? \*

I understand that certified copies are documents where the originals have been seen and verified, with copies stamped and signed as a true copy by either a Notary Public OR Commissioner of Affidavit OR Justice of the Peace OR High/Secondary School Principal/Vice-Principal.

Do you certify the following? \*

I understand that ALL uploaded application supporting documents will be verified before my application status is updated and I may be required to resubmit documents that are not acceptable and or not certified.

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Signature \*

Signature Date \*

W.Smith

8/25/2022

[Previous Page](#)

[Save Application](#)

[Preview Before Submission](#)

When **Preview Before Submission** is selected the Application Form displays as one continuous document. The user can select **Edit Application** to make changes to the application or **Submit Application**.

Please note that once submitted, this application can no longer be edited or changed. Upon successful submission, you will see a confirmation message, and the status of your application submission will be updated in the 'My Applications' area.

## Certification

Please affirm the following before you submit your application.

Do you certify the following? \*

I certify that all of the information submitted in the application is my own work, factually, and honestly presented. I authorize all schools attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

Yes

Do you certify the following? \*

I understand that certified copies are documents where the originals have been seen and verified, with copies stamped and signed as a true copy by either a Notary Public OR Commissioner of Affidavit OR Justice of the Peace OR High/Secondary School Principal/Vice-Principal.

Yes

Do you certify the following? \*

I understand that ALL uploaded application supporting documents will be verified before my application status is updated and I may be required to resubmit documents that are not acceptable and or not certified.

Yes

---

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Signature \*

W.Smith

Signature Date \*

8/25/2022

Edit Application

Submit Application

When **Edit Application** is selected the Application Form with the six (6) tabs displays for the user to make changes, after which they must go to the **Signature** Tab to re-do the **Preview Before Submission** process.

## STEP 2 – PAY APPLICATION FEE

An applicant must pay the Application Fee as follows:

- Nationals of Trinidad and Tobago: TTD90.00
- Non-Nationals: TTD204.00

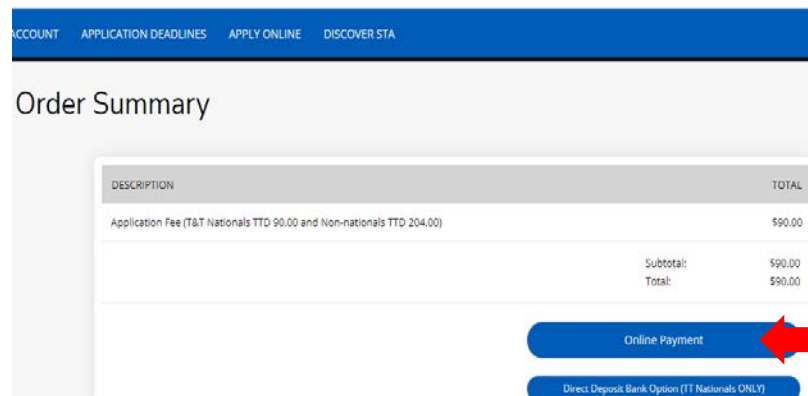
The Application Fee can be paid using:

- **Online Payment** – for **TT Nationals and Non-Nationals** using a Trinidad and Tobago issued Debit Chip Card OR an International Credit Card (VISA/Mastercard)
- **Direct Bank Deposit Option** – for **TT Nationals ONLY** by making the requisite payment at any branch of Republic Bank Limited, Trinidad and Tobago using the bank's UWI Application Processing Fee deposit slip

Until the requisite Application Fee is paid, the application status will remain as **'Started'**.

### ONLINE PAYMENT OPTION

When **'Submit Application'** is selected, the **'Order Summary'** displays for payment of the **Application Fee** → select **'Online Payment'**:



The screenshot shows the 'Order Summary' page with a blue navigation bar at the top containing links for 'ACCOUNT', 'APPLICATION DEADLINES', 'APPLY ONLINE', and 'DISCOVER STA'. Below the navigation bar, the title 'Order Summary' is displayed. A table lists the application fee details:

| DESCRIPTION  | TOTAL   |
|--|---------|
| Application Fee (T&T Nationals TTD 90.00 and Non-nationals TTD 204.00) | \$90.00 |
| Subtotal:  | \$90.00 |
| Total:   | \$90.00 |

Below the table, there are two blue buttons: 'Online Payment' and 'Direct Deposit Bank Option (TT Nationals ONLY)'. A red arrow points to the 'Online Payment' button.

Enter the required information as displayed below → select **'Continue'**:

The screenshot shows a payment confirmation page for The University of the West Indies. The page is divided into two main sections: "Payment Method" and "Confirmation".

**Transaction Details:**

- Transaction: CRM Payment
- Amount: TTD 1.00

**Card Information:**

- Card number: \*\*\*\*1111 ✓
- Expiration date: 02 ✓ / 2023 ✓
- Card security code: 125 ✓
- Name on card: Jen Brown

**Personal Information:**

- Email: serty@hotmail.com

Buttons: Cancel, Continue

**Debit and Credit Cards** - We accept credit or debit cards with the following logos:  
VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, BCard, STARBUCKS, WELLS FARGO

The user is then prompted to review their information → select **'Continue'**:

The screenshot shows a payment review page for The University of the West Indies. The page is divided into two main sections: "Payment Method" and "Confirmation".

**Review Information:**

- Transaction: CRM Payment, TTD 1.00
- Payment date: 8/25/22
- Payment method: Jen Brown, Visa card ending in \*\*\*\*1111, expires 02/2023
- Billing address: Not provided
- Email: serty@hotmail.com

**Return Policy:**

Inquire about a refund

Buttons: Print, Cancel, Back, Continue

**Agreement:** By selecting the Continue button you are agreeing to the [Payment Policy](#).

The payment is then processed, if successful the below displays and the user is required to select '**Click to check your application status**' to return to their **My STA Account** page:

# Apply Online

Thank you for your payment. Your application has been submitted!

Authorization Number: 105113


[Click to check your application status](#)



An email confirming payment is sent to the email address entered on the payment gateway:

Hello,  
Thank you for submitting the payment shown below.

|                               |                                      |
|-------------------------------|--------------------------------------|
| <b>Transaction Type:</b>      | CRM Payment                          |
| <b>Payer:</b>                 | Niah Hypolite                        |
| <b>Amount:</b>                | 14.00 USD                            |
| <b>Masked Account Number:</b> | *****1111                            |
| <b>Confirmation Number:</b>   | 20220720000003                       |
| <b>Transaction ID:</b>        | 0eecd338-4f08-ed11-8a01-0a1a1f83a603 |
| <b>Card Type:</b>             | Visa                                 |

If the payment is declined the below displays and the user is required re-do the payment process:

 THE UNIVERSITY OF THE WEST INDIES  
AT ST. AUGUSTINE, TRINIDAD AND TOBAGO Help

 —————   
Payment Method Confirmation

**Payment declined.** Try a different payment method or cancel. ×

**Review the information below before continuing.** You will be returned to the host system to complete your transaction.

|                 |  |
|-----------------|--|
| Transaction     | CRM Payment<br>TTD 1.00                                      |
| Payment date    | 8/25/22  |
| Payment method  | Jen Brown<br>Visa card ending in ****1111<br>expires 04/2024 |
| Billing address | Not provided   |
| Email           | serty@hotmail.com  |

**Return Policy**

Inquire about a refund

Print

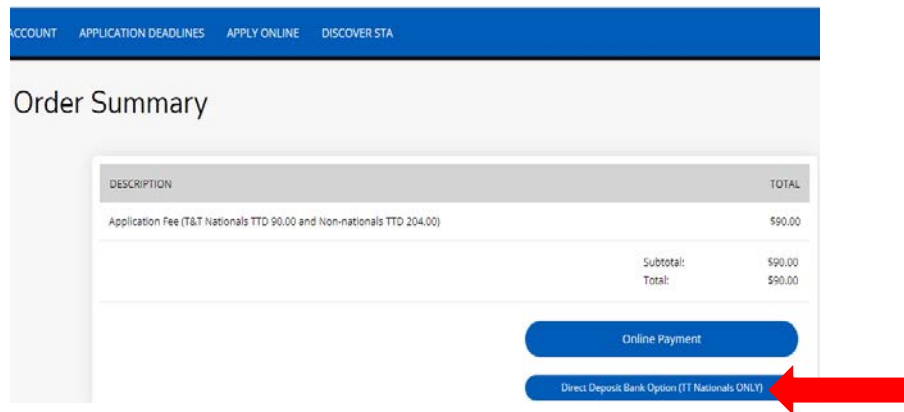
**By selecting the Continue button you are agreeing to the [Payment Policy](#).**

Cancel Back Continue

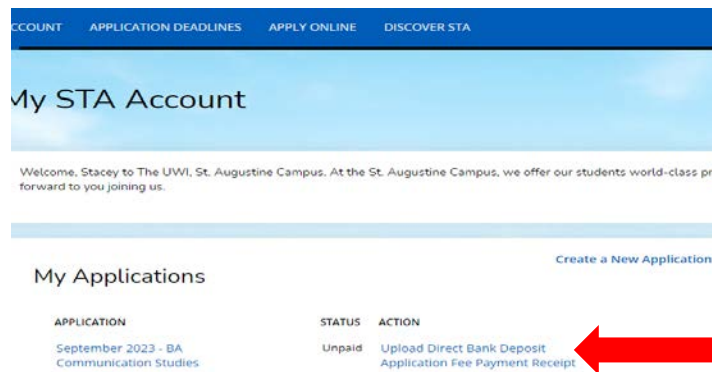


## DIRECT BANK DEPOSIT OPTION (TT NATIONALS ONLY)

When **'Submit Application'** is selected, the **'Order Summary'** displays for payment of the **Application Fee** → select **'Direct Deposit Bank Option (TT Nationals ONLY)'**:

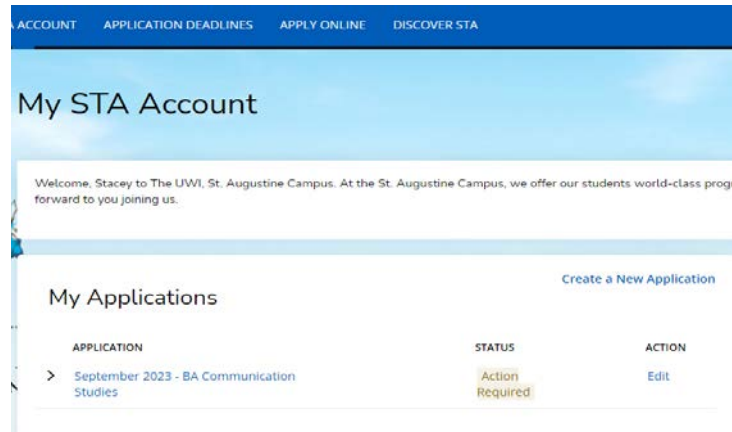


The **My STA Account** page will display the information below:



Under **Action** select **'Upload Direct Bank Deposit Application Fee Payment Receipt'**.

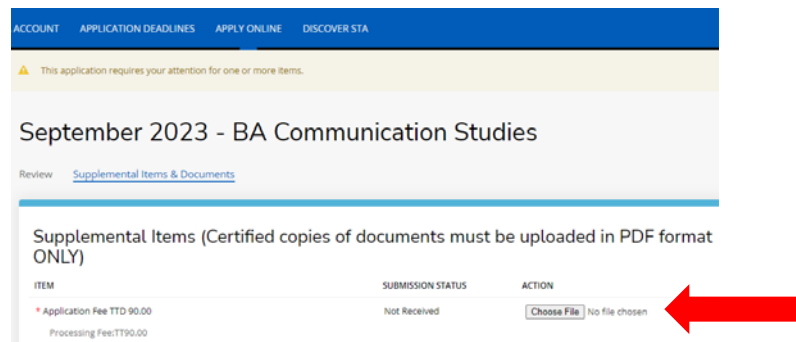
The below will then display:



Pay the Application Fee at any branch of Republic Bank Limited, Trinidad and Tobago using the bank's UWI Application Processing Fee deposit slip. Ensure that the bank's representative signs and stamps the slip.

After payment of the Application Fee at Republic Bank Limited, the user must **'Sign In'** to their account → under **Action** select **'Edit'**.

The below will then display for the user to upload the **'Application Fee Payment Receipt'**. Select **'Choose File'** under **Action** and attach the respective document → select **'You must Click Here To Upload File'** for the document to be uploaded:




## STEP 3 – UPLOAD YOUR SUPPLEMENTAL ITEMS AND DOCUMENTS

Each **Item must be uploaded as a single PDF file.**

For the application status of **'Action Required – Supplemental items are required to complete your application'** the user selects **'View'**:

[Create a New Application](#)

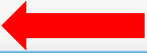
### My Applications

| APPLICATION                               | STATUS          | ACTION   |
|---|-----------------|--|
| ▼ <a href="#">January 2023 - BA Dance</a> | Action Required | <a href="#">View</a>  |

Supplemental items are required to complete your application.

The **'Supplemental Items and Documents'** page will display:

### September 2023 - BA Communication Studies

[Review](#) [Supplemental Items & Documents](#) 

Supplemental Items (Certified copies of documents must be uploaded in PDF format ONLY)


| ITEM  | SUBMISSION STATUS | ACTION  |
|---|-------------------|---|
| * Application Fee TTD 90.00<br>Processing Fee:TT90.00 | Received          | <a href="#">Bank Receipt.pdf</a> <a href="#">(REMOVE)</a> |
| * Birth Certificate                                   | Not Received      | <a href="#">Choose File</a> No file chosen                |
| * Official College Transcript 1                       | Not Received      |   |

To upload a Supplemental Item with the **Submission Status** of **'Not Received'** the user selects **'Choose File'** under **Action** and attach the respective document → select **'You must Click Here To Upload File'** for the document before choosing another file:

### September 2023 - BA Communication Studies

[Review](#) [Supplemental Items & Documents](#)

Supplemental Items (Certified copies of documents must be uploaded in PDF format ONLY)

| ITEM  | SUBMISSION STATUS | ACTION   |
|---|-------------------|--|
| * Application Fee TTD 90.00<br>Processing Fee:TT90.00 | Received          | <a href="#">Bank Receipt.pdf</a> <a href="#">(REMOVE)</a>  |
| * Birth Certificate                                   | Not Received      | <a href="#">Choose File</a> No file chosen  |
| * Official College Transcript 1                       | Not Received      |  |

After uploading the file the **Submission Status** then changes from **'Not Received'** to **'Received'**. To remove the document select **Remove**:




My Account   APPLICATION DEADLINES   APPLY ONLINE   DISCOVER STA

⚠ This application requires your attention for one or more items.

## January 2023 - BA Dance

Review   [Supplemental Items & Documents](#)

### Supplemental Items

| ITEM                  | SUBMISSION STATUS | ACTION  |
|-----------------------|-------------------|---|
| * Birth Certificate   | Received          |  Birth Certificate.pdf<br>(REMOVE)  |
| * Deed Poll/Affidavit | Received          |  Legal Affidavit (1).pdf<br>(REMOVE)   |

Deed Poll or Affidavit supporting a name change or correction of a specific component in the individual's name.

## STEP 4 – VIEW YOUR APPLICATION STATUS

When ‘**Click to check your application status**’ is selected, the **My STA Account** page populates and **My Applications – Status** displays:

The screenshot shows the 'My STA Account' page. At the top, there is a light blue header with the text 'My STA Account'. Below this is a welcome message: 'Welcome, Scottie to The UWI, St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class prog forward to you joining us.' Below the message is a horizontal line, and then a 'Create a New Application' link. The main section is titled 'My Applications' and contains a table with three columns: APPLICATION, STATUS, and ACTION. The table has one row with the following data: APPLICATION: '> January 2023 - BA Dance', STATUS: 'Action Required' (highlighted in yellow), and ACTION: 'View'.

| APPLICATION               | STATUS          | ACTION |
|---------------------------|-----------------|--------|
| > January 2023 - BA Dance | Action Required | View   |

### The statuses of an application are:

1. **Started** – The application is incomplete. This status indicates that the prospective student has begun to fill out the application but has not yet completed it. The applicant is not required to complete the entire application at one time
2. **Action Required** – Some action is required by the applicant regarding the application i.e. to submit supplemental items and documents or to respond to an offer of admission
3. **Submitted** – The application has been completed, the Application Fee paid and for each of the applicant’s supplemental items and documents the submission status is received
4. **Withdrawn** – The applicant is no longer interested in submitting an application for consideration and has withdrawn the application
5. **Completed** – All required supplemental items and documents have been received and the application is ready for review. This status is set after verifying the application and the uploaded supplemental items and documents
6. **Applicant Accepted** – Offer was accepted by the applicant
7. **Applicant Declined Offer** – Offer was declined by the applicant
8. **Unsuccessful** – Applicant failed to meet the matriculation requirement(s)
9. **Deferred** – The applicant’s request to defer entry to the next academic year has been approved

## STEP 5 – VIEW YOUR APPLICATION DECISION

### Decision Types:

**Admit** – All matriculation requirements have been met for a firm offer. The application **Decision History - Status** displays **'Offered'**

**Admit Deferred** – All matriculation requirements have been met for a firm offer for the Bachelor of Medicine, Bachelor of Surgery (MBBS) programme however, entry is approved for the succeeding academic year. The application **Decision History - Status** displays **'Offered'**

**Conditional Admit** – specific requirement(s) outstanding for the current application cycle, which must be fulfilled before a firm offer can issued. The application **Decision History - Status** displays **'Conditional Admittance'**

**Unsuccessful** - Applicant failed to meet the matriculation requirement(s). The application **Decision History - Status** displays **'Unsuccessful'**

For an **Admit** decision, the **Status 'Action Required'** will display:

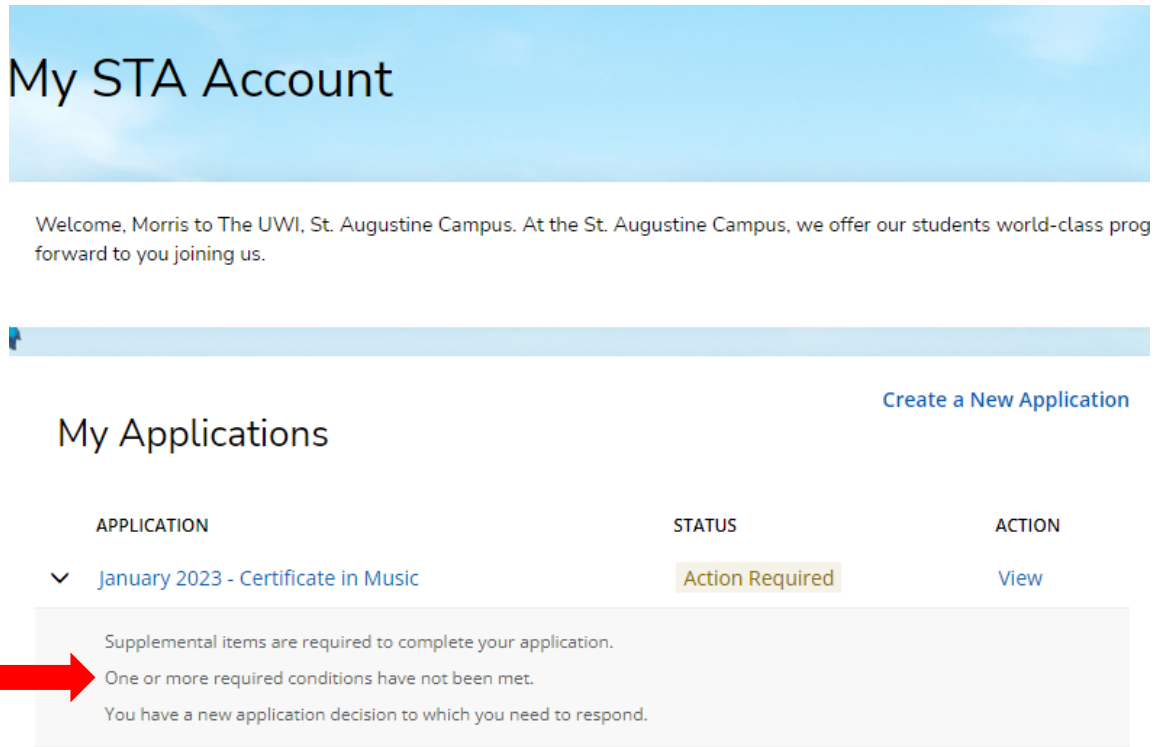
The screenshot shows the 'My STA Account' dashboard. At the top, there is a welcome message: 'Welcome, Angela to The UWI, St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class programmes and facilities within a vibrant, cosmopolitan community. We look forward to you joining us.' Below this is a 'My Applications' section with a 'Create a New Application' link. A table lists applications with columns for 'APPLICATION', 'STATUS', and 'ACTION'. One application is listed: 'January 2023 - BA Dance' with a status of 'Action Required' and a 'View' link. A red arrow points to a notification banner at the bottom of the table that reads: 'You have a new application decision to which you need to respond.' To the right of the table is a 'Need Help?' section with contact information for Admissions Offices: 'Lloyd Braithwaite Bldg. St. Augustine Campus, Trinidad and Tobago, W.I. Main Phone: (868) 662-2002'. Below that, it says 'Undergraduate: Ext. 82154, 82157' and 'Email: arfmic@beta.uwi.edu'.

| APPLICATION             | STATUS          | ACTION |
|-------------------------|-----------------|--------|
| January 2023 - BA Dance | Action Required | View   |

You have a new application decision to which you need to respond.

**Need Help?**  
Admissions Offices  
Lloyd Braithwaite Bldg.  
St. Augustine Campus  
Trinidad and Tobago, W.I  
Main Phone: (868) 662-2002  
Undergraduate: Ext. 82154, 82157  
Email: arfmic@beta.uwi.edu

For a **Conditional Admit** decision, the **Status 'Action Required'** will display:



My STA Account

Welcome, Morris to The UWI, St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class prog forward to you joining us.

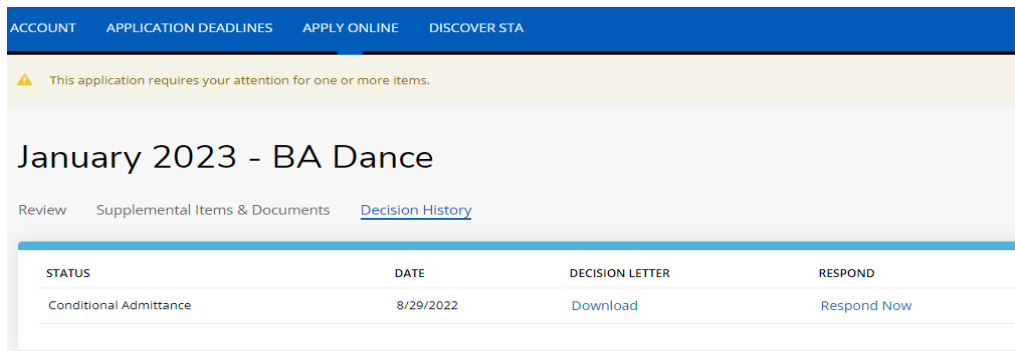
Create a New Application

### My Applications

| APPLICATION                           | STATUS          | ACTION |
|---------------------------------------|-----------------|--------|
| ▼ January 2023 - Certificate in Music | Action Required | View   |

Supplemental items are required to complete your application.  
One or more required conditions have not been met.  
You have a new application decision to which you need to respond.

When **'View'** is selected, **Decision History** is displayed:



ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

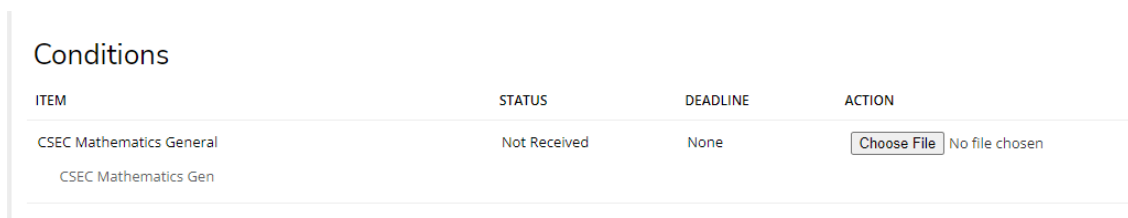
⚠ This application requires your attention for one or more items.

### January 2023 - BA Dance

Review Supplemental Items & Documents Decision History

| STATUS                 | DATE      | DECISION LETTER          | RESPOND                     |
|------------------------|-----------|--------------------------|-----------------------------|
| Conditional Admittance | 8/29/2022 | <a href="#">Download</a> | <a href="#">Respond Now</a> |

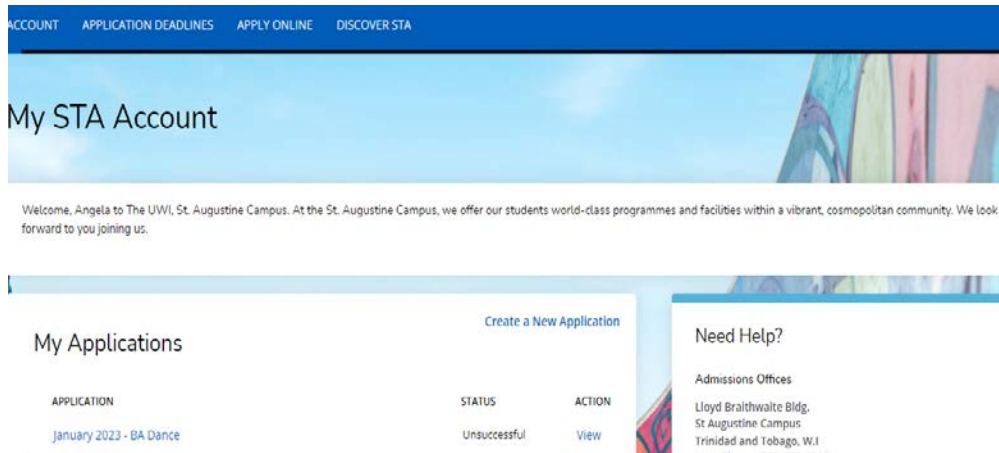
To view the required condition(s) go to **Supplemental Items and Documents** → scroll down to **Conditions** → when the results for the examination is officially released upload the respective **Preliminary Result Slip** under **Action**:



### Conditions

| ITEM   | STATUS       | DEADLINE | ACTION  |
|--|--------------|----------|---|
| CSEC Mathematics General<br>CSEC Mathematics Gen | Not Received | None     | <input type="button" value="Choose File"/> No file chosen |

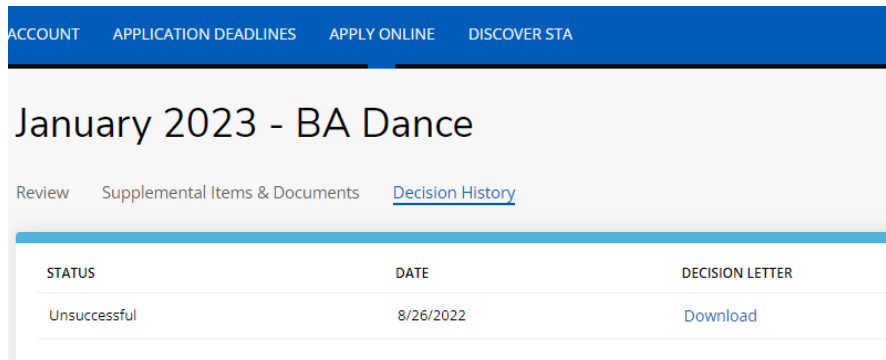
For an **Unsuccessful** decision, the **Status** will display **'Unsuccessful'**:



The screenshot shows the 'My STA Account' page. At the top, there is a navigation bar with links: ACCOUNT, APPLICATION DEADLINES, APPLY ONLINE, and DISCOVER STA. Below the navigation bar, the page title 'My STA Account' is displayed. A welcome message follows: 'Welcome, Angela to The UWI St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class programmes and facilities within a vibrant, cosmopolitan community. We look forward to you joining us.' Below the welcome message, there is a 'My Applications' section with a 'Create a New Application' link. A table lists the application 'January 2023 - BA Dance' with a status of 'Unsuccessful' and a 'View' action link. To the right, there is a 'Need Help?' section with contact information for Admissions Offices: Lloyd Braithwaite Bldg, St Augustine Campus, Trinidad and Tobago, W.I.

| APPLICATION             | STATUS       | ACTION               |
|-------------------------|--------------|----------------------|
| January 2023 - BA Dance | Unsuccessful | <a href="#">View</a> |

When **'View'** is selected, **Decision History** is displayed:



The screenshot shows the 'Decision History' page for the application 'January 2023 - BA Dance'. The page title is 'January 2023 - BA Dance'. Below the title, there are three tabs: 'Review', 'Supplemental Items & Documents', and 'Decision History' (which is selected). Below the tabs, there is a table with the following data:

| STATUS       | DATE      | DECISION LETTER          |
|--------------|-----------|--------------------------|
| Unsuccessful | 8/26/2022 | <a href="#">Download</a> |



## STEP 6 – ACCESSING YOUR DECISION LETTER

The user selects **'Download'** under **Decision Letter** to save and view the letter:

ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

⚠ This application requires your attention for one or more items.

### January 2023 - BA Dance

Review Supplemental Items & Documents [Decision History](#)

| STATUS  | DATE      | DECISION LETTER          | RESPOND                     |
|---------|-----------|--------------------------|-----------------------------|
| Offered | 8/26/2022 | <a href="#">Download</a> | <a href="#">Respond Now</a> |

ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

⚠ This application requires your attention for one or more items.

### January 2023 - BA Dance

Review Supplemental Items & Documents [Decision History](#)

| STATUS                 | DATE      | DECISION LETTER          | RESPOND                     |
|------------------------|-----------|--------------------------|-----------------------------|
| Conditional Admittance | 8/29/2022 | <a href="#">Download</a> | <a href="#">Respond Now</a> |

My application - January 2023 - x +

itest.elluciancmrecruit.com/Apply/Application/Application?applicationID=217b1701-f817-ed11-8a00-0e561467d473#tab-decisions

ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

### January 2023 - Practitioner's Certificate in Drama, Theatre in Education

Review Supplemental Items & Documents [Decision History](#)

| STATUS       | DATE      | DECISION LETTER          |
|--------------|-----------|--------------------------|
| Unsuccessful | 8/11/2022 | <a href="#">Download</a> |

When the letter is downloaded, it will display as a PDF document:

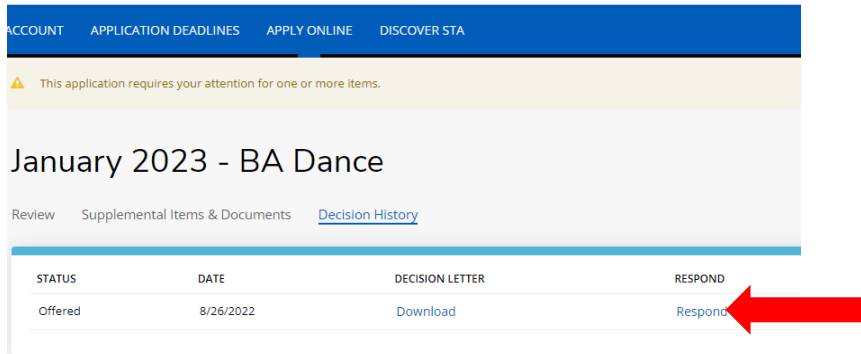
The screenshot shows a web application interface for "January 2023 - BA Dance". At the top, there is a blue navigation bar with links: "MY STA ACCOUNT", "APPLICATION DEADLINES", "APPLY ONLINE", and "DISCOVER STA". Below the navigation bar, the page title is "January 2023 - BA Dance". There are three tabs: "Review", "Supplemental Items & Documents", and "Decision History" (which is selected). A table displays the decision history:

| STATUS             | DATE      | DECISION LETTER          |
|--------------------|-----------|--------------------------|
| Applicant Accepted | 8/26/2022 | <a href="#">Download</a> |
| Offered            | 8/26/2022 | <a href="#">Download</a> |

At the bottom left of the page, there is a PDF file icon and the text "UG Acceptance Let....pdf". A red arrow points to this icon.

## STEP 7 – RESPONDING TO THE OFFER

For an **Admit** and **Conditional Admit** decision, the user must select **Respond Now** under **Respond**.



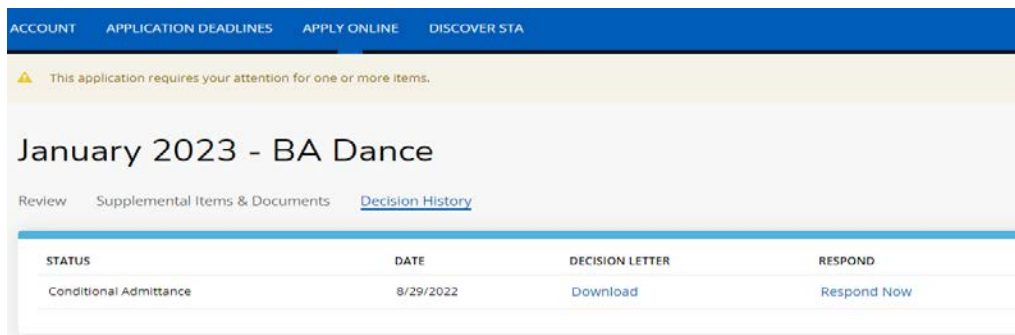
ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

⚠ This application requires your attention for one or more items.

### January 2023 - BA Dance

Review Supplemental Items & Documents [Decision History](#)

| STATUS  | DATE      | DECISION LETTER          | RESPOND                 |
|---------|-----------|--------------------------|-------------------------|
| Offered | 8/26/2022 | <a href="#">Download</a> | <a href="#">Respond</a> |



ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

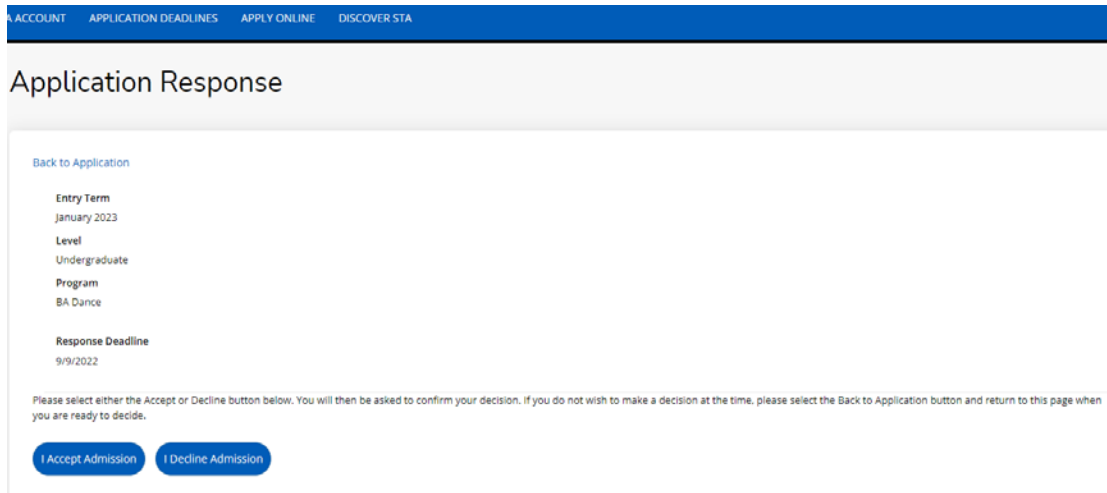
⚠ This application requires your attention for one or more items.

### January 2023 - BA Dance

Review Supplemental Items & Documents [Decision History](#)

| STATUS                 | DATE      | DECISION LETTER          | RESPOND                     |
|------------------------|-----------|--------------------------|-----------------------------|
| Conditional Admittance | 8/29/2022 | <a href="#">Download</a> | <a href="#">Respond Now</a> |

When **Respond Now** is selected the information below is displayed:



ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

## Application Response

[Back to Application](#)

**Entry Term**  
January 2023

**Level**  
Undergraduate

**Program**  
BA Dance

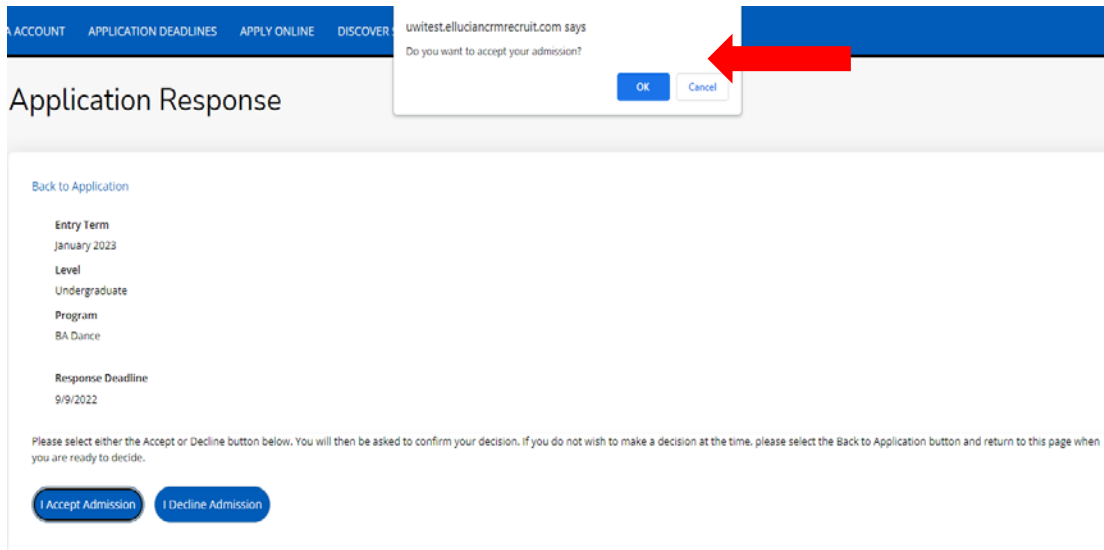
**Response Deadline**  
9/9/2022

Please select either the Accept or Decline button below. You will then be asked to confirm your decision. If you do not wish to make a decision at the time, please select the Back to Application button and return to this page when you are ready to decide.

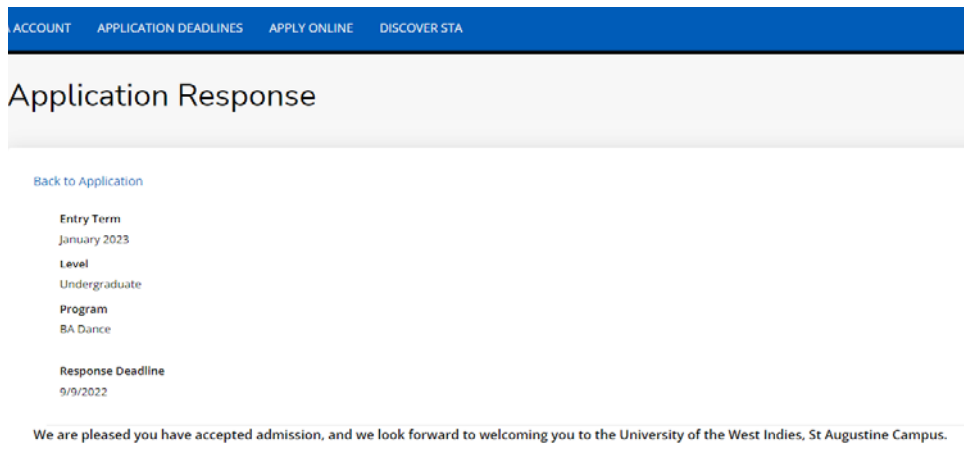
[I Accept Admission](#) [I Decline Admission](#)

The user can select **I Accept Admission** or **I Decline Admission**.

When 'I Accept Admission' is selected the below information displays for the user to confirm the decision:



When the decision is confirmed the information below is displayed:



For an **Admit** decision, the **Decision History** tab displays '**Applicant Accepted**' under **Status**. The user can select '**Download**' under **Decision Letter** to save and view the **Acceptance Letter** as displayed below:

| STATUS             | DATE      | DECISION LETTER          |
|--------------------|-----------|--------------------------|
| Applicant Accepted | 8/26/2022 | <a href="#">Download</a> |
| Offered            | 8/26/2022 | <a href="#">Download</a> |

For a **Conditional Admit** decision, the **Decision History** tab displays '**Conditional Offer Accepted**' under **Status**. The user can select '**Download**' under **Decision Letter** to again access the **Conditional Offer Letter** as displayed below:

| STATUS                     | DATE      | DECISION LETTER          |
|----------------------------|-----------|--------------------------|
| Conditional Offer Accepted | 8/29/2022 | <a href="#">Download</a> |
| Conditional Admittance     | 8/29/2022 | <a href="#">Download</a> |

When the condition(s) for a **Conditional Admit** have been met, an **Admit** decision is then entered. The **Decision History** tab displays '**Offered**' under **Status**. The user can select '**Download**' under **Decision Letter** to access the **Offer Letter** as displayed below:

| STATUS                     | DATE      | DECISION LETTER          | RESPOND                     |
|----------------------------|-----------|--------------------------|-----------------------------|
| Offered                    | 8/29/2022 | <a href="#">Download</a> | <a href="#">Respond Now</a> |
| Conditional Offer Accepted | 8/29/2022 | <a href="#">Download</a> |                             |
| Conditional Admittance     | 8/29/2022 | <a href="#">Download</a> |                             |

When the user accepts the Offer the **Decision History** tab displays **'Applicant Accepted'** under **Status**. The user can select **'Download'** under **Decision Letter** to save and view the **Acceptance Letter** as displayed below:

| STATUS                     | DATE      | DECISION LETTER          |
|----------------------------|-----------|--------------------------|
| Applicant Accepted         | 8/29/2022 | <a href="#">Download</a> |
| Offered                    | 8/29/2022 | <a href="#">Download</a> |
| Conditional Offer Accepted | 8/29/2022 | <a href="#">Download</a> |
| Conditional Admittance     | 8/29/2022 | <a href="#">Download</a> |

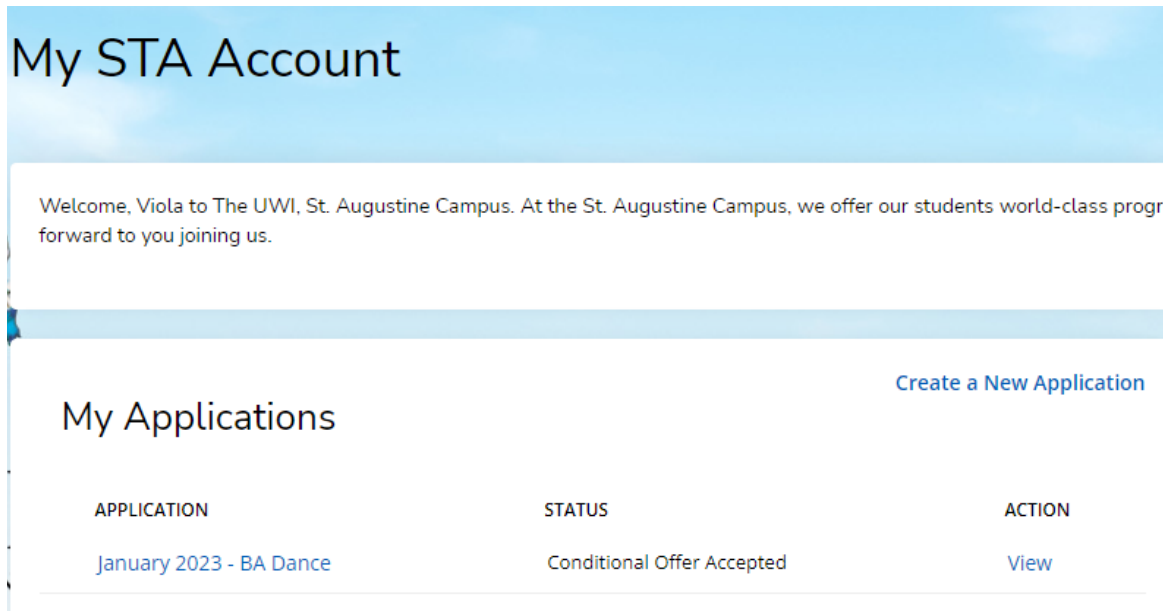
For an **Admit** decision, when the user returns to the **My STA Account** page the **'My Applications – Status'** will display **'Applicant Accepted'** as displayed below:

My Applications

| APPLICATION             | STATUS             | ACTION               |
|-------------------------|--------------------|----------------------|
| January 2023 - BA Dance | Applicant Accepted | <a href="#">View</a> |

**Need Help?**  
 Admissions Offices  
 Lloyd Braithwaite Bldg.  
 St Augustine Campus  
 Trinidad and Tobago, W.I  
 Main Phone: (868) 662-2002

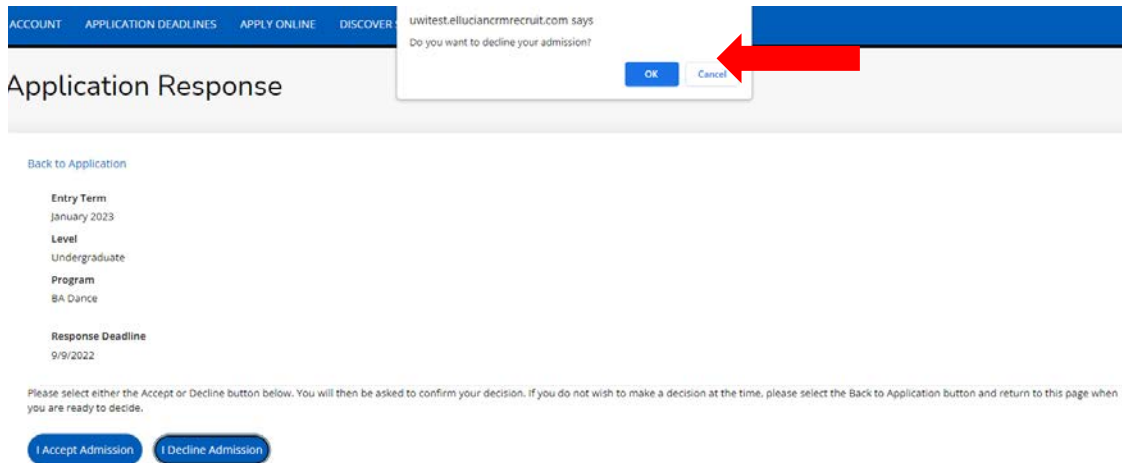
For a **Conditional Admit** decision, when the user returns to the **My STA Account** page the **'My Applications – Status'** will display **'Conditional Offer Accepted'** as displayed below:



The screenshot shows the 'My STA Account' page. At the top, there is a blue header with the text 'My STA Account'. Below this, a welcome message reads: 'Welcome, Viola to The UWI, St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class programs and look forward to you joining us.' A horizontal blue bar separates this from the main content area. On the right side of this bar is a link that says 'Create a New Application'. The main content area is titled 'My Applications'. Below the title is a table with three columns: 'APPLICATION', 'STATUS', and 'ACTION'. There is one row of data: 'January 2023 - BA Dance' under 'APPLICATION', 'Conditional Offer Accepted' under 'STATUS', and 'View' under 'ACTION'.

| APPLICATION             | STATUS                     | ACTION |
|-------------------------|----------------------------|--------|
| January 2023 - BA Dance | Conditional Offer Accepted | View   |

When **'I Decline Admission'** is selected the below information displays for the user to confirm the decision:



The screenshot shows the 'Application Response' page. At the top, there is a navigation bar with links: 'ACCOUNT', 'APPLICATION DEADLINES', 'APPLY ONLINE', and 'DISCOVER'. To the right of these links, it says 'uwitest.elluciancrmrecruit.com says' and 'Do you want to decline your admission?'. Below this is a dialog box with 'OK' and 'Cancel' buttons. A red arrow points to the 'Cancel' button. The main content area is titled 'Application Response'. Below the title, there is a link 'Back to Application'. The page displays the following information: 'Entry Term: January 2023', 'Level: Undergraduate', 'Program: BA Dance', and 'Response Deadline: 9/9/2022'. At the bottom, there is a message: 'Please select either the Accept or Decline button below. You will then be asked to confirm your decision. If you do not wish to make a decision at the time, please select the Back to Application button and return to this page when you are ready to decide.' Below this message are two buttons: 'I Accept Admission' and 'I Decline Admission'.

[MY ACCOUNT](#)   [APPLICATION DEADLINES](#)   [APPLY ONLINE](#)   [DISCOVER STA](#)

## Application Response

[Back to Application](#)

**Entry Term**  
 January 2023

**Level**  
 Undergraduate

**Program**  
 BA Dance

**Response Deadline**  
 9/12/2022

We are sorry to hear that you will not be attending the University of the West Indies, St Augustine Campus, and wish you all best in your future endeavors.

For an **Admit** decision, when the decision is confirmed the below information is displayed. The **Decision History** tab displays '**Applicant Declined Offer**' under **Status**:

[MY ACCOUNT](#)   [APPLICATION DEADLINES](#)   [APPLY ONLINE](#)   [DISCOVER STA](#)

## January 2023 - BA Dance

[Review](#)   [Supplemental Items & Documents](#)   [Decision History](#)

| STATUS                   | DATE      | DECISION LETTER          |
|--------------------------|-----------|--------------------------|
| Applicant Declined Offer | 8/26/2022 | <a href="#">Download</a> |
| Offered                  | 8/26/2022 | <a href="#">Download</a> |

For a **Conditional Admit** decision, when the decision is confirmed the below information is displayed. The **Decision History** tab displays '**Conditional Offer Declined**' under **Status**:

[MY ACCOUNT](#)   [APPLICATION DEADLINES](#)   [APPLY ONLINE](#)   [DISCOVER STA](#)

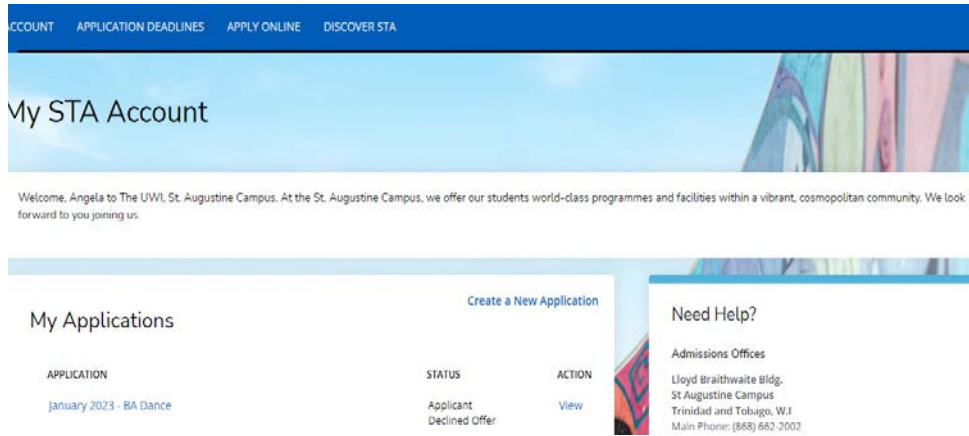
## January 2023 - BA Dance

[Review](#)   [Supplemental Items & Documents](#)   [Decision History](#)

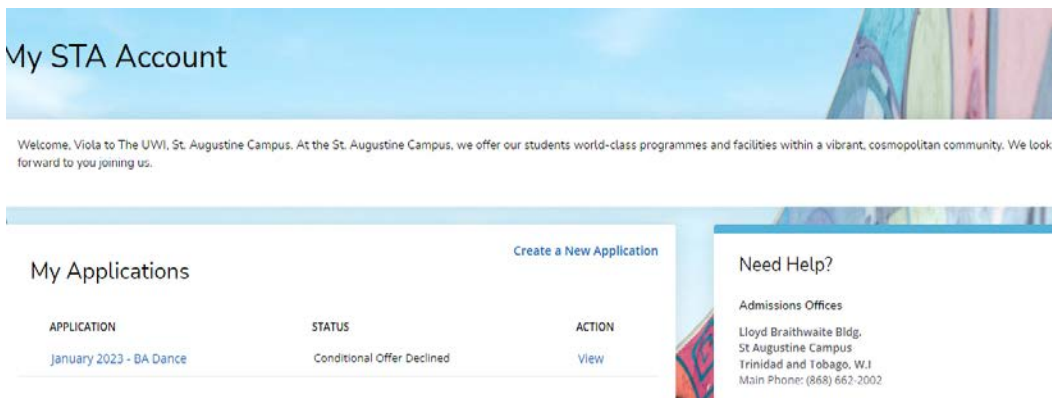
| STATUS                     | DATE      | DECISION LETTER          |
|----------------------------|-----------|--------------------------|
| Conditional Offer Declined | 8/29/2022 | <a href="#">Download</a> |
| Conditional Admittance     | 8/29/2022 | <a href="#">Download</a> |



For an **Admit** decision, when the user returns to the **My STA Account** page the **'My Applications – Status'** will show **'Applicant Declined Offer'** as displayed below:



For a **Conditional Admit** decision, when the user returns to the **My STA Account** page the **'My Applications – Status'** will show **'Conditional Offer Declined'** as displayed below:



**The Registry**  
**The UWI St. Augustine Campus**  
**October 14, 2022**  
**(Updated February 05, 2024)**



**UWI**

ST. AUGUSTINE  
CAMPUS

