

# FACULTY OF MEDICAL SCIENCES

## SERVICES PROVIDED BY THE OFFICE OF THE DEAN

The following services are available at the Office of the Dean: Customer Service Counter, Faculty of Medical Sciences, UWI, Bld. 39 EWMSC.  
Monday to Friday 8:30 a.m. – 4:30 p.m.

You can make your request in person or via email:  
[STA-Fmsundergraddesk.Deanoffice@sta.uwi.edu](mailto:STA-Fmsundergraddesk.Deanoffice@sta.uwi.edu)

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<b>CUSTOMER SERVICE COUNTER</b>	
<b>DOCUMENT</b>	<b>DURATION</b>
English Letter	10-15 working days
Elective Letter	3-7 working days
GOTT Bursary / Scholarship Letters	10-15 working days
Caution Money Refund	3-7 working days
Medical Students Performance Evaluation: 1 <sup>st</sup> copy	6-8 weeks
Medical Students Performance Evaluation: 2 <sup>nd</sup> copy	3 weeks
Dean's Letter	10-15 working days
Verification	7-10 working days
Confirmation of Name Letter	10-15 working days
Pre-Registration Forms	10-15 working days