PRE-SCIENCE (N1) REGISTRATION GUIDELINES
2023/2024

STEP 1: REGISTER FOR COURSES ONLINE

1. Steps to Online Registration:

- To access the online registration, log in to the Student Portal at **https://my.uwi.edu**.
- Your user ID is your student registration number.
- On first login, your password is your date of birth in the **format YYYYMMDD**.
- Click on MySecureArea and register for your courses.
- You can register online wherever there is a stable and secure internet connection.
- Read the Student Registration Instruction Guide
- Follow the instructions to select courses online.
- Download The UWI St. Augustine Academic Calendar to see all the **IMPORTANT** dates and deadlines that you should know for the current Academic Year.

2. Register for Courses:

NOTE: You are required to register ONLY for the courses you were offered on your Offer Letter.

The following are the course codes and courses for each Pre-Science (N1) course:

SEMESTER I		SEMESTER II	
COURSE CODE	COURSE NAME	COURSE CODE	COURSE NAME
BIOL 0100	N1 BIOLOGY I	BIOL 0200	N1 BIOLOGY II
CHEM 0100	N1 CHEMISTRY I	CHEM 0200	N1 CHEMISTRY II
COMP 0100	N1 COMPUTER SCIENCE I	COMP 0200	N1 COMPUTER SCIENCE II
MATH 0100	N1 MATHEMATICS I	MATH 0200	N1 MATHEMATICS II
PHYS 0100	N1 PHYSICS I	PHYS 0200	N1 PHYSICS II

3. Course Registration Fee Assessment Invoice

Print and sign your Course Registration Fee Assessment Invoice. This is required to complete the financial clearance process.

- Check CAREFULLY to ensure that the courses for which you registered online are listed on your course Registration Fee Assessment Invoice.

- Ensure that the fees payable (tuition and compulsory) correspond with the financial information booklet.
  If not, contact the Student Accounts and Receivable Section (Bursary), The Lloyd Braithwaite Student Administration Building:
  Telephone: 662-2002 Extensions: 82137
  Email: servicedesk@sta.uwi.edu

STEP 2: ENROLL IN FEE PAY TO OBTAIN FINANCIAL CLEARANCE (MANDATORY)

- Click here to log into the Student Portal to register for Fee Pay.
- Click mySecure Area
- Click on Registration Road Map
  - Select Enrol in Fee Pay/Online Payments to enroll in a payment plan.
    - See tutorial video.

Additional information:

- Have questions about the Student Amenities Fee? Click here to learn more.
- Read the Frequently Asked Questions (FAQs) about FEE Pay.

STEP 3: Trinidad and Tobago Citizens ONLY-
REGISTER FOR GATE *(Government Assistance for Tuition Expenses)*

1. **REGISTER TO OBTAIN e-GATE IDENTIFICATION NUMBER**

   First, you must register for the GATE e-Service at the GATE Registration Centre (TTConnect).
   Visit **https://sta.uwi.edu/gate/** to find out about the **GATE procedure**, including eligibility, means testing and more.

   To successfully register for the GATE e-Service, you must
   - present original copies of your *birth certificate*, and one other form of identification (*National ID* or *passport* ONLY), and
   - provide *a valid e-mail address* for receiving notifications.

   After registering at the GATE Registration Centre, you will receive an email informing you that a GATE e-Service account has been created for you, along with an activation code, GATE e-Service ID, and password. After activation, use the GATE e-Service ID and password to log in to your account on the GATE e-Service website (**www.e-gate.gov.tt**) and apply for GATE online.

2. **APPLY FOR e-GATE FUNDING**

   To apply online for e-GATE funding you must have soft copies (scanned PDF OR JPEG) of the following documents:

   - UWI acceptance letter (for new students only)
   - Electronic birth certificate and one other form of identification (National ID or passport ONLY)
   - Marriage/divorce certificate (for married/divorced students) – *where applicable*
   - Latest results slip (Transcript) – *where applicable*
   - Deed poll (for name change) – *where applicable*

   Complete, edit or re-submit your application as necessary.

3. **SELECT THE APPROPRIATE PERIOD ON THE E-GATE APPLICATION FORM**
   - For the 2023/2024 Academic Year, select the period September 2023 to August 2024.
   - Select this period whether you are applying for funding for Semester 1 **or** Semester 2.

4. **SELECT THE APPROPRIATE SEMESTER ON THE E-GATE APPLICATION FORM**
   - **DO NOT** select **ANNUAL**.
   - Select Semester 1 (one) if you are applying for funding for September to December.
   - Select Semester 2 (two) if you are applying for funding for January to May.

5. **INSERT YOUR UWI STUDENT REGISTRATION NUMBER ON THE E-GATE APPLICATION FORM**
   - New students – your UWI registration number is included in your offer letter.
   - Continuing students – Use your assigned UWI registration number. DO NOT use the number on your UWI Student Smart Card.

6. **SELECT THE CORRECT INSTITUTION ON THE E-GATE APPLICATION FORM**
    - Select "**The University of the West Indies, St. Augustine**."

7. **PRINT THE STUDENT COPY OF THE E-GATE APPLICATION FORM**
    - Sign the copy of the printed form (top right, next to your name).
    - Submit the signed form to UWI along with the documents listed in STEP 4 below.

Please ensure the correct information is entered under programme information:

- Programme Level: Certificate
- Programme: Certificate Pre-Science Programme N1
- Enrolment Type: Full-time
- Enrolment year: Year 1
- Period: Sep 2023 – Aug 2024
- Academic year: 23/24
- Semester: 1 (DO NOT select ANNUAL)
  Select Semester I (one) if you are applying for funding for Sept. – Dec.
  Select Semester II (two) if you are applying for funding for Jan. to May.
- Level: 1

If the above information on the e-GATE Application Form is incorrect, it will NOT be accepted.

STEP 4: MAINTAIN FINANCIAL CLEARANCE

Submit Your Registration Documents

This should be submitted via **e-Courier** before the deadline date of your first instalment.
You are required to scan the following documents (as applicable), then save and upload them as **ONE** PDF document.

a. Signed fee assessment sheet
b. Signed e-GATE application form (where applicable)
c. Scholarship letter (where applicable)
d. Proof of payment (where applicable)
    1. Bank Deposit Slip (Front and Back)
    2. Online Transfer
    3. Wire transfer
e. Final Project/Thesis Submission receipt (where applicable)
f. Approved Tuition Waiver Forms (where applicable)

After you have saved all your documents into a SINGLE PDF file, re-name your file using the following information:

1. Student ID number
2. Student's full name (first name and last name)
3. Faculty (select as appropriate: FOE, FFA, FHE, FOL, FMS, FSS, FST, AOS-Academy of Sport)

Example: **816000430SamPaulFST**

NOTE: For enquiries, please email the GATE office at gate.info@moe.gov.tt
or write to address below:

Funding and Grants Administration Division (FGAD)
GATE Department
16 Warner Street
St. Augustine
Trinidad W.I.

You may also call their helpline **800-GATE** for enquiries.

INSTALMENT SCHEDULE

With FeePay, you can pay your fees in full or choose a payment plan. See below for the instalment schedule and semester deadlines.

Remember to pay your instalments on time!

Automated Payment Plans - Sponsored Students					
Instalments	Semester 1 Deadline Dates	% of Fees Due	Semester 2 Deadline Dates	% of Fees Due	Summer Deadline Dates	% of Fees Due
1st Instalment	**31-Aug-23**	**15**	**31-Jan-24**	**15**	**31-May-24**	**50**
2nd Instalment	**30-Sept-23**	**15**	**28-Feb-24**	**15**	**30-Jun-24**	**50**
3rd Instalment	**31-Oct-23**	**70**	**31-Mar-24**	**70**		

Automated Payment Plans – Non- Sponsored Students					
Instalments	Semester 1 Deadline Dates	% of Fees Due	Semester 2 Deadline Dates	% of Fees Due	Summer Deadline Dates	% of Fees Due
1st Instalment	**31-Aug-23**	**40**	**31-Jan-24**	**40**	**31-May-24**	**50**
2nd Instalment	**30-Sept-23**	**30**	**28-Feb-24**	**30**	**30-Jun-24**	**50**
3rd Instalment	**31-Oct-23**	**30**	**31-Mar-24**	**30**		

PENALTY FOR NON-PAYMENT OF FEES

An AR Hold (Accounts Receivable) will be placed on your account once a payment is missed.

HOW TO PAY YOUR FEES

Students can pay fees using any **ONE** of the following methods:

1. **Pay online** - Mastercard or Visa Credit Cards, International Debit Chip Cards, and Trinidad & Tobago Debit Chip Cards accepted.

    a. Log on to the Student Portal at **https://my.uwi.edu.**
    b. Log on to **mySecure Area**
    c. Select **Student Services & Financial Aid**
    d. Click **Student Records**
    e. Select **FEE PAY**
    f. From there, follow steps to complete payment.

    NOTE: You can click in the "amount" field to change it to your desired figure. Once the payment is completed you will receive confirmation via email.

2. **Pay at any branch of Republic Bank Ltd**.

    a. Use The UWI student bank deposit slip or general deposit slip to make a payment to **Account Number: 160 284 581 001 CHQ.**
    b. Make sure that the student's **name, address, and UWI Student ID number** are entered on the bank deposit slip.
    c. You must receive one of the following from the bank teller: **either** 2 copies of the UWI deposit slip **or** a validated print of transaction.

3. **Pay through Internet Banking to the following bank account:**

    Republic Bank Limited
    UWI, St. Augustine, Trinidad
    RT Number: 010100903
    Account Number: 160 284 581 001 CHQ
    Account Type: CHQ
    Account Name: The University of the West Indies
    Reason for Payment: *Provide details e.g. Student ID #, Name, Reference #, etc.*

4. **Pay through Wire Transfer**

    TTD Deposits ONLY
    Republic Bank Limited
    UWI, St. Augustine, Trinidad
    Swift Address RBNKTTPX
    Account: 160 284 581 001 CHQ
    Account Name: The University of the West Indies
    Reason for Payment: Provide details e.g. Student ID #, Name, Reference #, etc.

    USD Deposits ONLY
    Intermediary Bank (Pay-Thru Bank) FW 026 009 593
    Bank of America
    100 West 33rd Street
    New York
    New York 10001
    USA
    Swift Address: BOFAUS3N

    Receiving Bank
    (Holder of the recipient's account) Account #65503 52163
    Republic Bank Limited
    FOREX Trinidad
    Swift Address: RBNKTTPX
    Account No. / Beneficiary Customer for Account #0002/110/10635 CHQ
    The University of the West Indies, St Augustine
    Reason for Payment:

STEP 5: GET UWI STUDENT ID CARD/SMART CARD

The UWI ID card is a smartcard with a chip that also allows you to access certain facilities and services on the campus.

To apply for your UWI ID Card you must have:
a.   **Financial Clearance** from the Bursary
b.   At least one form of identification – a national ID card, passport, driver's license, or birth certificate.

INSTRUCTIONS FOR NEW STUDENTS

1. **Have someone take your picture.**
   For more details and instructions on the criteria for acceptable photos: **https://idcard.sta.uwi.edu/Guide**

2. **Complete online course selection to receive an e-mail with login credentials.**
   On completion of on-line course selection, an e-mail will be sent to **your personal e-mail address** with the information and login credentials to access the UWI ID Card Photo Upload Application.

3. **Upload photo.**
   Login to the **UWI ID Card Photo Upload Application** with the credentials received and upload your photo.

4. **Photo will be validated.**
   Your photo will be reviewed to determine whether it is appropriate to be printed on the UWI ID Card. If your photo is approved, you will receive a notice stating the location, date and time to collect your UWI ID Card. If the photo has been rejected, you must submit a **new** photo. Check your e-mail regularly to see whether your photo has been accepted or if you must take and submit a new photo, and do so as soon as possible.

5. **Collect UWI ID Card**
   Having obtained financial clearance, visit the following link to receive further instructions on how to access The UWI Student ID/Smart Card: **https://idcard.sta.uwi.edu/.**
   For further information, email **IDCard.Help@sta.uwi.edu** or call 662-2002 Ext. 83120.

INSTRUCTIONS FOR CONTINUING STUDENTS

1. Your UWI Student ID Card is automatically revalidated on receipt of financial clearance.

2. If your **previous** UWI ID Card has not yet been replaced with the new smartcard ID card, you must use the process above to obtain a new UWI ID Card.
   NOTE: Financial clearance is required to obtain a UWI Student ID Card.

Congratulations! Now that you've registered, you're ready to attend classes. We wish you every success in the Pre-Science (N1) Programme.