



**THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE CAMPUS**

**INSTRUCTION & INFORMATION GUIDE
FOR APPLICATIONS TO
UNDERGRADUATE PROGRAMMES**

AUGUST 2009

ADMISSION OF STUDENTS TO UNDERGRADUATE PROGRAMMES -2009/2010

Please be advised that this document provides only application information and instructions for undergraduate programmes. For details on our programme offerings and entry requirements refer to our Undergraduate Prospectus which can be downloaded from: <http://www.sta.uwi.edu/admissions/booklets&resources>

Applications are invited for admission in August 2009 to undergraduate degree/certificate/diploma programmes on the three Campuses of The University of the West Indies. Applications are open to all persons who are recognized as having satisfied the matriculation requirements for entry to The University of the West Indies as well as such Faculty requirements as may obtain.

NB: Candidates who will be sitting examinations in November 2008 and between January and June 2009 to qualify for admission may also submit applications.

The offer of a place will be considered only where the applicant has satisfied both matriculation and faculty requirements. Due to the limited number of places available in each faculty, only applicants with the highest levels of qualification are likely to receive offers. Possession of minimum entry requirements does not guarantee a place.

THE UNIVERSITY SCHOLARSHIP EXAMINATION 2009

Individuals who will be applying to enter The University of the West Indies in August 2009 and who wish to sit the University Scholarship Examination are invited to apply.

Individuals **MUST** complete Scholarship Application forms which are separate and apart from applications for admission.

Scholarship application forms can be downloaded from our website at <http://www.sta.uwi.edu/scholexam> or obtained from the Assistant Registrar, Admissions, St. Augustine Campus, Trinidad & Tobago, the Assistant Registrar, Examinations, Cave Hill Campus, Barbados and the Senior Assistant Registrar, Examinations, Mona Campus, Jamaica.

Completed forms should be returned to:

**The Assistant Registrar
Student Affairs (Admissions)
UWI St. Augustine Campus**

with receipt of payment of the non-refundable application fee of J\$1,200; BDS\$50.00; TT\$150; BAH\$25; Eastern Caribbean US\$25.00 **by Friday December 12, 2008.**

ENGLISH LANGUAGE REQUIREMENTS

Applicants whose first language is not English are required to perform satisfactorily in an approved English Language Test. The Test of English as a Foreign Language (TOEFL) with a minimum score of 500 paper-based (*82 computer-based) has been approved for this purpose.

*Breakdown –

A minimum writing score of	22
A minimum reading score of	20
A minimum listening score of	20
A minimum speaking score of	20

OR

A certificate showing a minimum total score of 6.5 in the International English Language Testing System (IELTS).

English Language Proficiency Test

All applicants to The University of the West Indies are required to take the English Language Proficiency Test (ELPT) except for persons with the following qualifications:-

1. Grade 1-CXC General Proficiency English A Examination
2. Grade A-Cambridge GCE O'level English
3. Grade I or II in CAPE Communication Studies
4. Grade A or B-Cambridge GCE A/O Level General Paper (GP) Examination

The ELPT is usually held three times in the academic year. For 2009/2010:-

- February 19, 2009
- August 20, 2009
- October 2009 (date to be announced)

For persons who did not write the test at the first sitting a second and final sitting is usually scheduled during the first week of semester. The results of applicants who pass the test will remain valid for a period of five (5) years.

To register to sit the ELPT test kindly contact:

The English Language Foundation Programme

Faculty of Humanities & Education

The University of the West Indies

3rd Floor Campus House

Eastern Main Road

St. Augustine

TRINIDAD & TOBAGO W.I.

Tel. No.: 1 868 662 2002 Ext. 3651

TOEFL Test: A mark of 500 paper-based [82 computer-based] in the TOEFL test for foreign students will be accepted as equivalent to, and in place of, an acceptable CXC pass in English (A) from applicants whose native language is not English.

RE-ADMISSION/RE-ENTRY PROCEDURE

Students who were enrolled at The University of the West Indies and were required to withdraw; voluntarily withdrew or who have completed an academic programme, must submit an application for re-admission by the deadlines stated.

Persons applying for re-admission to degree programmes should submit documentary evidence of **ADDITIONAL** qualifications (if applicable).

Bachelor of Science (BSc)

- ❖ Accounting
- ❖ Agribusiness Management
- ❖ Banking and Finance
- ❖ Economics (Level 1)
- ❖ Management Studies

APPLICATIONS

Applications must be completed online at <http://www.dec.uwi.edu>

STUDENT SERVICES (ADMISSIONS)

Tel: 868-662-2002 ext 2271, 2607

Fax: 868-662-9747

Email: admissions@open.uwi.edu

The Registry
UWI St. Augustine
2008-10-23 (updated)

Majors may also be combined with a Minor from the following subject areas:
French, Gender and Development Studies, History, Law, Mathematics & Spanish

UWI-Open Campus

ENTRY REQUIREMENTS

For undergraduate programmes, applicants must satisfy the relevant minimum entrance requirements for matriculation either at normal or lower level.

Associate Degrees (ASc)

- ❖ Administrative Professional Office Management
- ❖ Business Management
- ❖ Paralegal Studies
- ❖ Public Sector Management

Certificates*

- ❖ Administrative Professional Office Management
- ❖ Business Management
- ❖ Community Media
- ❖ Learning Support
- ❖ Local e-governance in the Caribbean
- ❖ Online Journalism
- ❖ Substance Abuse Prevention and Treatment

* A range of programmes in several areas including continuing education, professional development and technical/vocational are offered at Centres across the region.

Diplomas

- ❖ Gender Studies
- ❖ Youth in Development Work

Bachelor of Education (BEd)

(programmes offered with Schools of Education)

- ❖ BEd Educational Administration
- ❖ BEd Literacy Studies
- ❖ BEd Primary (Language Arts option)
- ❖ BEd Secondary with options in:
 - Computer Science Education
 - History Education
 - English/Literature Education
 - Language Education: Spanish
 - Mathematics Education
 - Science Education: Chemistry

DOCUMENTS REQUIRED

The following documents must be submitted:

- Birth Certificate
- Marriage Certificate (where applicable)
- Legal Affidavit or Deed Poll if present name is different from that on the Birth Certificate
- Academic Certificates [GCE, CXC (CAPE), CXC (CSEC)]. GCE/CXC (CSEC/CAPE) Grade slips (accepted Only in cases where certificates are not yet available)
- Professional Certificate/Diploma
- Official transcripts [sent directly from granting Institutions; this does **NOT** apply to High/Secondary School students in Trinidad & Tobago]
- Autobiographical Statement (300 words) – Mandatory for Faculty of Medical Sciences
- TOEFL Examination score (If English is not native language). TOEFL score of 500 or greater
- Supplemental Sheet 1** (For Undergraduate applicants to B.Ed. Primary Education, B.Sc. Human Ecology BSc. Nursing and Certificate of Specializations in Tropical Agriculture)
- Supplemental Sheet 2** Non-Academic Criteria for Selection to the Faculty of Medical Sciences – **Mandatory for MB.BS. DDS & DVM Programmes ONLY**
- Supplemental Sheet 3** – Referee Information (Mature Applicants, Certificate and Diploma Applicants)
Hall of Residence Application Form [if you wish to live on-campus]
-
- Other (please specify)_____

Applicants **MUST** submit certified photocopies of all supporting documents which have been certified by a Notary Public/School Principal or School Vice Principal. **These documents are necessary for consideration of your application.**

TRANSCRIPTS for professional and overseas qualifications should be sent to the Student Affairs Offices on the Campus to which you are applying **DIRECT FROM THE EDUCATIONAL INSTITUTION CONCERNED by February 27, 2009 Cave Hill, Mona and St. Augustine Campuses.**

NB: GRADUATES OF UWI NEED NOT REQUEST TRANSCRIPTS

NOTES

1. Documents which are defaced or which appear to be altered in any way **WILL NOT BE ACCEPTED.**
2. Grade Slips are **NOT** Certificates.
3. Official Replacements for GCE Certificate lost or/inadvertently destroyed can be requested from the examining body i.e. London, Cambridge. The office of the Caribbean Examination Council (CXC) should be asked about replacement of CXC (CSEC/CAPE) Certificates.
4. Please note that a person in full-time employment **CANNOT** be registered as a Full-time student unless written proof of approved leave is provided prior to registration.
5. Candidates who will be sitting examinations in November 2008 and between January and June 2009 to qualify for admission may also submit applications.
6. Where professional Certificates, Diplomas and/or University degrees are submitted, applicants must request the granting Institution to forward transcripts directly to: **The Assistant Registrar, Student Affairs (Admissions)** at the Campus to which admission is being sought. It is the responsibility of the applicant to request that such transcripts are forwarded to reach the University **by February 27, 2009 - Cave Hill, Mona and St. Augustine Campuses.** **UWI graduates need not request transcripts.**
7. Applicants with qualifications in a language other than English should submit a certified English translation, together with the original.
8. All submitted documents become the property of The University of the West Indies and will not be returned.

Applicants Are Hereby Cautioned That:

- (i) Applications will not be considered if there is any indication that the accompanying papers or certificates have been altered in any way.
- (ii) Each applicant must provide his/her telephone number or the telephone number of a reliable contact person. This will facilitate urgent communication with the applicant.

- ❖ Mathematics
- ❖ Meteorology
- ❖ Microbiology
- ❖ Physics

Double Majors or Major/Minor combinations may include subjects from other Faculties viz.

- ❖ Economics
- ❖ Accounting
- ❖ Management Studies
- ❖ Sociology
- ❖ Education
- ❖ Psychology
- ❖ Spanish

For example Mathematics and Economics; Chemistry and Management; Specific programmes are available for:-

Computer Science or Information Technology; and Accounting or Management; Computer Science or Information Technology; and Accounting or Management.

FACULTY OF SOCIAL SCIENCES

Degree Programmes Offered:

Bachelor of Science (B.Sc.) The degree is offered with Specials, Majors and Minors chosen from the following subject areas:

- ❖ Accounting
- ❖ Banking and Finance
- ❖ Economics
- ❖ History
- ❖ Hotel Management (First Year courses)
- ❖ Labour and Employment Relations
- ❖ Management Studies
- ❖ Public Sector Management
- ❖ Political Science
- ❖ Psychology
- ❖ Social Sciences
- ❖ Sociology
- ❖ Social Work
- ❖ Tourism Management (First Year course)
- ❖ Hospitality & Tourism Management (3rd & 4th only 1st & 2nd offered at the Barbados Community College)

- ❖ Spanish
- ❖ Psychology
- ❖ Philosophy
- ❖ French with Management
- ❖ Spanish with Management

Majors may also be combined with a Minor from anyone of the disciplines available in other Faculties, e.g. African Studies, Economics, Education, Gender Studies, Information Technology, Law, Management Studies, Political Science and Sociology.

The Faculty also offers the following programme:

- ❖ **L.Th B Licentiate in Theology**

B.Ed. (Three-Year programme)

FACULTY OF LAW

Degree Programme Offered:

Bachelor of Laws (LL.B)

FACULTY OF MEDICAL SCIENCES

Degree Programmes offered:

Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.)

FACULTY OF PURE & APPLIED SCIENCES

Degree Programme Offered:

Bachelor of Science (B.Sc.) The degree is awarded with Majors or Minors chosen from the following subject areas:

- ❖ Biology
- ❖ Biochemistry
- ❖ Chemistry
- ❖ Computer Science
- ❖ Ecology
- ❖ Electronics
- ❖ Information Technology

HOUSING ON CAMPUS

Prospective students are asked to note that the University cannot guarantee accommodation. **An Offer of Entry to a Faculty on ANY campus gives no assurance of accommodation in a Hall of Residence.**

NOTE: Applicants who wish to live in a Hall of Residence are required to complete and submit a Hall of Residence Application Form. The completed form must be submitted to:

The Director
Student Advisory Services
The University of the West Indies
St. Augustine Campus
Trinidad & Tobago W.I.

Forms can be downloaded and printed from
<http://www.sta.uwi.edu/resources/documents/HallApplicationFormnew.doc>

APPLICANTS WITH DISABILITIES

The University of the West Indies provides a variety of services to the differently able student community. Information on these services can be accessed at
http://www.sta.uwi.edu/admissions/apply/dom_disabilities.asp

All applicants with a disability are required to complete and submit the following forms along with all other requested application documents:-

- Request for Disability Service
- Student Needs Assessment
- Statement of Disability

Forms can be downloaded and printed from
<http://www.sta.uwi.edu/resources/documents/AADLUFormsABC.doc>

On-Campus Application Centre

The University has set up an on-campus Application Centre to assist applicants with the completion of their online applications and to receive documents.

**Student Administration Building
Lewis Avenue
UWI St. Augustine Campus**

5th January to 31st January, 2009

**Monday to Friday
9.00 a.m. to 5.30 p.m.**

APPLICATION FEES

Persons applying **on-line** are **exempted from** paying an application fee.

If you are **applying on paper**, you **must include** with your application a NON-REFUNDABLE application fee. For residents of Commonwealth Caribbean countries the fee is as follows:

- | | |
|---|------------|
| ❖ St. Augustine Campus, Trinidad & Tobago | TT \$90.00 |
| ❖ Cave Hill Campus, Barbados | BDS\$30.00 |
| ❖ Mona Campus Jamaica | J\$900.00 |
| ❖ International applicants | US\$30.00 |

The application fee can be paid by bank draft or certified cheque in US\$ or EC\$ made payable to: The University of the West Indies.

Applicants in Trinidad & Tobago can pay the application fee at any branch of Republic Bank Ltd.

Anatomy

Biochemistry

Pharmacology

Physiology

Bachelor of Science (B.Sc.) Diagnostic Imaging (Radiography)

Bachelor of Science Nursing (B.Sc.N.) (Post RN) (Face-to-face)

Bachelor of Science Nursing (Post RN)

(B.Sc.N.) (Online*)

Bachelor of Science Nursing (B.Sc.N.) (Generic**)

Bachelor of Science (B.Sc.) Physical Therapy

* offered by The University of the West Indies in conjunction with Ryerson University.

** This four-year programme is also offered in conjunction with Browns Town Community College, Excelsior Community College and Knox Community College.

CAVE HILL CAMPUS

FACULTY OF HUMANITIES

Degree Programmes Offered:

Bachelor of Arts – (B.A. Theology)

Bachelor of Education (B.Ed.)

(Same as Arts Based Programmes at the Mona Campus)

B.A. is awarded with Specials and Majors chosen from the following areas:

- ❖ Literatures in English
- ❖ French
- ❖ History
- ❖ Linguistics

- ❖ Environmental Biology
- ❖ Environmental Sciences
- ❖ Experimental Biology
- ❖ Fisheries & Aquatic Sciences
- ❖ Food Chemistry
- ❖ Geography/Special Geography
- ❖ Geology/Special Geology
- ❖ Marine Biology
- ❖ Materials Science
- ❖ Microbiology
- ❖ Mathematics
- ❖ Molecular Biology
- ❖ Occupational and Environmental Safety and Health
- ❖ Physics (General)
- ❖ Science with Media & Communication [*Applicant must pass Media & Communications Entrance Test as well as undergo mandatory academic counselling]
- ❖ Special Chemistry
- ❖ Zoology

PRELIMINARY LEVEL COURSES:

Courses Offered:

- ❖ Biology
- ❖ Chemistry
- ❖ Mathematics
- ❖ Physics

FACULTY OF LAW

1st year – Mona Campus

2nd & 3rd years – Cave Hill Campus

Degree Programme offered:

Bachelor of Laws (L.L.B.)

FACULTY OF MEDICAL SCIENCES

Degree Programmes offered:

Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.)

Bachelor of Basic Medical Sciences with majors in:

DEADLINE FOR RECEIPT OF APPLICATIONS

Applications should be submitted to the Campus to which admission is being sought. The closing date for receipt of applications for full-time study at the Cave Hill, Mona and St. Augustine Campuses of the University is **JANUARY 31, 2009**. UWI will not accept any late applications. Applicants are therefore advised to submit their applications without delay.

NOTE: Any change to your faculty and/ or programme of choice should be submitted in writing to the Admissions Office of your campus of 1st Choice no later than **June 30, 2009**. Late requests will not be accepted.

St. Augustine Campus Deadlines

November 17, 2008 – January 31, 2009:

- Full-Time Undergraduate Degree Programmes

November 17, 2008– March 31, 2009:

- Part-Time Undergraduate Degree Programmes
- Evening University Programmes
- All Undergraduate Certificate & Diploma Programmes

Deadline for Specially Admitted Applications

Semester I	-	June 27, 2009
Semesters I & II	-	June 27, 2009
Semester II	-	September 26, 2009

HOW TO APPLY FOR ADMISSION

There are two (2) options available for applying for admission to The University of the West Indies either:-

- (1) Online at <http://www.uwi.edu/admissions> [no application fee is required]

OR

- (2) Download an application form and Instruction Sheet at <http://www.sta.uwi.edu/admissions>. Complete and submit to the University. [Non-refundable application fee receipt MUST be submitted with application forms]

Do NOT submit a paper application if you have applied on-line. This will cause a delay in dealing with your application.

- ❖ A searchable database of all programmes offered at UWI can be found at: www.uwi.edu/programmes

The following programmes cannot be done with another major or minor

- ❖ Banking & Finance
- ❖ Business Economic & Social Statistics
- ❖ Economics
- ❖ Hotel Management
- ❖ Management Studies (Accounting)
- ❖ Management Studies (Human Resources)
- ❖ Management Studies (Marketing)
- ❖ Management Studies (Operations)
- ❖ Management Studies (General)
- ❖ Social Policy & Development
- ❖ Social Work**
- ❖ Tourism Management

NB. Mathematics is compulsory for all programmes offered by the Faculty of Social Sciences on all three Campuses.

DIPLOMAS offered:

- ❖ Population and Development
- ❖ Psychology
- ❖ Social work
- ❖ Sociology

FACULTY OF PURE & APPLIED SCIENCES

**Degree Programme Offered:
Bachelor of Science (B.Sc.)**

(Three-year Degree Programme)

- ❖ Actuarial Science
- ❖ Alternative Energy
- ❖ Applied Chemistry
- ❖ Biochemistry
- ❖ Biology with Education
- ❖ Biotechnology
- ❖ Botany
- ❖ Chemistry
- ❖ Chemistry & Management
- ❖ Chemistry/Mathematics/Physics with Education
- ❖ Computer Science
- ❖ Computer Studies
- ❖ Electronics

FACULTY OF HUMANITIES & EDUCATION EDUCATION BASED PROGRAMMES

Degree Programmes Offered:

Bachelor of Education (B.Ed.) with major in:

- ❖ Early Childhood Education*
- ❖ Educational Administration
- ❖ English Language
- ❖ History Education
- ❖ Language Education (English)
- ❖ Literacy Studies**
- ❖ School Librarianship
- ❖ Science Education

*Also offered in collaboration with Shortwood Teachers' College

** Also offered in collaboration with Moneague College

FACULTY OF SOCIAL SCIENCES

Degree Programmes Offered:

Bachelor of Science (B.Sc.) with one or more majors:

- ❖ Anthropology
- ❖ African & African Diaspora Studies
- ❖ Banking & Finance
- ❖ Business, Economic and Social Statistics
- ❖ Demography
- ❖ Economics
- ❖ Gender and Development
- ❖ Hotel Management
- ❖ International Relations
- ❖ Labour and Employment Relations
- ❖ Management Studies (Accounting; Human Resource; Marketing, Operations, General options)
- ❖ Management Studies: Entrepreneurship
- ❖ Political Science
- ❖ Public Sector Management
- ❖ Psychology
- ❖ Sociology
- ❖ Social Work
- ❖ Social Policy and Development
- ❖ Statistics
- ❖ Tourism Management

ONLINE APPLICATION PROCESS

You can apply directly to the *St. Augustine Campus* via the website <http://www.sta.uwi.edu/admissions>.

PLEASE NOTE:

1. You can indicate **FOUR (4) CHOICES** on your online application.

After selecting your **first choice**, you may select a **second, third, and fourth choice** by clicking the **NEXT PROGRAM** button and choosing the programme.

2. When making the selection of **Application Type**, select either:
- i. New Undergraduate Full-time
 - ii. New Undergraduate Part-time
 - iii. New Undergraduate Evening

OR

3. Persons applying for admission via *Clarence Fitzroy Bryant College (CFBC)*, *St. Kitts*, *Sir Arthur Lewis Community College (SALCC)*, *St. Lucia*, *St. Vincent and the Grenadines Community College (STVGCC)*, *St. Vincent or Cipriani College of Labour and Co-operative Studies (CCLCS)*, *Trinidad & Tobago*, **SELECT Application Type** either:
- New Undergraduate **CFBC**
 - New Undergraduate **SALCC**
 - New Undergraduate **CCLCS**
 - New Undergraduate **STVGCC**
4. Your Confirmation Receipt would only be valid if you have fully completed your online application.
5. Applicants who wish to indicate a **Campus of Second Choice** you must visit the webpage <http://www.uwi.edu/admissions>. Select the campus to which they wish to apply and follow the instructions and steps given.

6. Persons with dual citizenship should clearly indicate under which nationality they wish to be considered as you will NOT be permitted to change your status after an offer of a place has been made. This has no bearing on your application but is needed for determining the fees payable.
7. Applicants for Bachelor in Education (BED), Evening University programmes, and Mature applicants **must submit details of work experience together with** two (2) letters of recommendation and the required supporting documents.

- ❖ Computer Science
- ❖ Human Ecology
- ❖ Agribusiness Management
- ❖ Human Nutrition & Dietetics
- ❖ Information Technology

STEP 1: GO TO THE UWI ADMISSIONS WEBPAGE

Start at the webpage <http://www.uwi.edu/admissions>. Select the Campus of your choice.

You can now begin the application process by clicking the **APPLY NOW** button.

If you wish to apply to a **Campus of Second Choice**, please return to the webpage <http://www.uwi.edu/admissions> and follow the instructions and steps.

STEP 2: SET UP YOUR ACCOUNT

Create a Login ID and PIN (Personal Identification Number) to set up an account. Make a note of your Login ID and PIN since you will need these to access your application information after you log out of the system.

NOTE: A valid email IS ABSOLUTELY required to continue the process, as this will be our primary means of communicating with you. If you do not have a valid Email account please create one before proceeding. You can create FREE email accounts through email providers such as: Gmail, Hotmail or Yahoo

MONA CAMPUS

FACULTY OF HUMANITIES AND EDUCATION

Degree Programmes Offered:

Bachelor of Arts (B.A.) with one or two majors in:

- ❖ African & African Diaspora Studies
- ❖ Computer Science
- ❖ Caribbean Sign Language Interpreting
- ❖ Entertainment and Cultural Enterprise Management
- ❖ EMCVPA options (dance, music, drama & visual arts) the greater part of the degree programme in each case is taught at the Edna Manley College for the Visual and Performing Arts.
- ❖ English
- ❖ French
- ❖ French & Spanish
- ❖ French/Spanish and Education
- ❖ Geography
- ❖ History
- ❖ History & Archaeology
- ❖ Language and Communication & Society
- ❖ Library & Information Studies
- ❖ Liberal Studies (specifically designed for persons who matriculate into the University but are not certain of what they wish to study or major in. It is also geared towards students who enter with multiple interests)*
- ❖ Linguistics
- ❖ Linguistics and Language Education
- ❖ Literatures in English
- ❖ Mathematics
- ❖ Media & Communication
- ❖ Philosophy
- ❖ Spanish
- ❖ Theology (Theology is offered in co-operation with the United Theological College of the West Indies and St. Michael's Theological Centre)

PART-TIME PROGRAMMES

Degree Programmes Offered: Bachelor of Science (B.Sc.)

- ❖ Accounting (Level 1 ONLY) –

NB. Student must transfer to full-time study to complete Levels II & III.

EVENING UNIVERSITY

Full-time workers and professionals can apply to The University of the West Indies, St. Augustine Campus (Evening University).

Degree Programmes Offered:

Bachelor of Science (B.Sc.)

Majors available are as follows:

Faculty of Social Sciences

- ❖ Economics
- ❖ Government
- ❖ Management Studies
- ❖ Psychology
- ❖ Sociology
- ❖ Sports Management

Specials

- ❖ Banking & Finance
- ❖ Economics
- ❖ International Relations
- ❖ Leadership & Management
- ❖ Management Studies
- ❖ Public Sector Management

Certificate/Diploma Programmes offered

- ❖ Certificate in Public Administration
- ❖ Diploma in Public Sector Management

Faculty of Science and Agriculture

STEP 3: COMPLETE YOUR APPLICATION ON-LINE

Follow the instructions and complete the application in full before submitting it.

You do not have to complete your application in one sitting. You can start the process and complete it any time before the deadline using your Login ID and PIN.

To access an application that you may have started already but were unable to complete, login to the system using the Login ID and PIN that you created in **STEP 2** above. Then click the application and resume the application process by selecting the appropriate item on the **Application Checklist**.

STEP 4: SUBMIT YOUR APPLICATION

Once you have filled all the required information on the form and you are satisfied, you may submit your application by clicking the **APPLICATION IS COMPLETE** button.

STEP 5: PRINT AND MAIL IN SUPPORTING DOCUMENTS

Upon the successful completion and submission of an online application you will automatically receive a letter acknowledging receipt of your application. To view your Acknowledgement Letter do the following:

1. On the **Applicant Menu**, go to the *Submitted Applications* section.
2. Go to the *Confirmation/Acknowledgement* section and click on the link associated with your submitted application.
3. Print the Acknowledgement Letter and retain a copy for your record.

Included in the acknowledgement letter is a link to download the Confirmation Receipt for your application. You must print, fill out and sign the Confirmation Receipt. Mail or drop in the signed Confirmation Receipt along with the other supporting documents [Refer to Section on DOCUMENTS REQUIRED for details] to:

The Assistant Registrar
Student Affairs (Admissions)
The University of the West Indies
St. Augustine Campus
Trinidad & Tobago W.I.

Please note that your application will not be processed until we receive all supporting documents from you.

YOUR CONFIRMATION RECEIPT WOULD ONLY BE VALID IF YOU HAVE FULLY COMPLETED YOUR ONLINE APPLICATION.

You MUST send the documents [Refer to DOCUMENTS REQUIRED for details] as soon as possible. They should arrive at the University, with the signed Confirmation Receipt, no later than TWO (2) weeks from the date that you submitted your on-line application but **no later than February 28 for full-time study and April 11, 2009 for Part-time or Evening study.**

NOTE: Any change to your faculty and/ or programme of choice should be submitted in writing to the Admissions Office of your campus of 1st Choice **no later than June 30, 2009.** **Late requests will not be accepted.**

STEP 6: TRACK YOUR APPLICATION

Track the progress of your application at any time using our website. Start at the webpage <http://www.sta.uwi.edu/track> Login using the Login ID and PIN created in STEP 2 above. On the **Applicant Menu** Page, scroll down to the **Submitted Applications** Section. **CLICK** the link displayed in **Admission Term** of the application you wish to track.

1. Request two (2) referees to submit to the Assistant Registrar, (Admissions), **CONFIDENTIAL** references attesting to his/her suitability for professional Social Work.
2. Attendance (as requested) at an interview with the Faculty of Social Sciences personnel. For applicants from non-campus countries, interviews will be arranged with persons nominated by the Faculty. As part of the interview process, the applicant will be required to write a personal statement of between 250-300 words in length, giving his or her reasons for wanting to study for the degree in Social Work.

Diploma Programmes Offered:

- ❖ Diploma in Caribbean Studies (Summer Programme ONLY)
- ❖ Diploma in Security Administration (Summer Programme ONLY)
- ❖ Diploma in Public Sector Management (Summer Programme & Evening University ONLY)

These programmes carry normal matriculation status to specific UWI degree programmes in the Faculty of Social Sciences and certain exemption privileges. Conditions apply.

Certificate Programmes offered:

- ❖ Certificate in Local Government Studies (Summer Programme ONLY)
- ❖ Certificate in Management Information Systems (Summer Programme ONLY)
- ❖ Certificate in Public Sector Human Resource Management (Summer Programme ONLY)
- ❖ Certificate in Public Administration (Summer Programme & Evening University ONLY)

These programmes carry normal matriculation status to specific UWI degree programmes in the Faculty of Social Sciences and certain exemption privileges. Conditions apply.

Minors are available as follows

- ❖ Accounting
- ❖ Criminology
- ❖ Economics
- ❖ Finance
- ❖ Gender and Development Studies
- ❖ Government
- ❖ Human Resource Management
- ❖ International Relations
- ❖ Management Information Systems
- ❖ Management Studies
- ❖ Marketing
- ❖ Public Sector Management
- ❖ Psychology
- ❖ Social Policy
- ❖ Sociology
- ❖ Sports Management

Specials are available as follows. The following programmes cannot be done with another Major or Minor

- ❖ Accounting
- ❖ Banking & Finance (Evening University only)
- ❖ Economics
- ❖ International Relations
- ❖ International Tourism Management
- ❖ Management Studies
- ❖ Public Sector Management
- ❖ Psychology
- ❖ Social Work**
- ❖ Hotel /Tourism Management (Level I only at. St. Augustine)
- ❖ Hospitality &Tourism Management (3rd & 4th ONLY and the 1st & 2nd years offered at the Trinidad and Tobago Hospitality Institute)

NOTE: The BSc Social Work (Special) is a full-time programme that includes concurrent practicum on designated days.

****B.Sc. Social Work-Departmental Requirements**

Each applicant, irrespective of academic qualifications must satisfy the following departmental requirements:

PAPER APPLICATION PROCESS - FOLLOW THE STEPS BELOW.

1. Your paper application forms should be carefully completed in **duplicate**.
2. Submit **ONLY ONE** (1) application to your campus of First Choice.
3. If you apply on-line and also submit a paper application we will only consider the application that was received first.

STEP 1: OBTAIN AN APPLICATION FORM

Download the application form [in Adobe PDF format] and the Information Sheet from the links below via the website: <http://www.sta.uwi.edu/admissions>.

The Information Sheet provides the necessary guidance on how to complete the application form. After downloading, simply complete the form using the Information Sheet provided.

STEP 2: COMPLETE THE APPLICATION FORMS

Complete the application forms and sign at the end in the designated area.

STEP 3: PAY YOUR APPLICATION FEE

Please refer to section on Application Fees to determine the fee you must pay.

STEP 4: SUBMIT YOUR APPLICATION AND SUPPORTING DOCUMENTS

Mail or drop in the completed application forms [**DUPLICATE**] along with the required supporting documents [Refer to Section on Documents Required for details] to:

**The Assistant Registrar
Student Affairs (Admissions)
The University of the West Indies
St. Augustine Campus
Trinidad & Tobago W.I.**

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS AT THE Cave Hill, Mona and St. Augustine Campuses of the University is **JANUARY 31, 2009**.

STEP 5: TRACK YOUR APPLICATION

When your application is received, you will be given or sent an Acknowledgement Card. Shortly after that, you will also be sent an Acknowledgement Letter that explains how you can track the progress of your application on-line.

NOTE: Any change to your faculty and/ or programme of choice should be submitted in writing to the Admissions Office of your campus of 1st Choice no later than **June 30, 2009**. Late requests will not be accepted.

INFORMATION & INSTRUCTIONS FOR COMPLETING PAPER APPLICATION FORM 2009/2010

FOR USE WITH APPLICATION FORMS FOR ADMISSION TO FIRST DEGREE, DIPLOMA AND CERTIFICATE PROGRAMMES

NOTE:

1. Applicants are advised to read the information and instructions for guidance carefully before completing the application form.
2. Numbers used from Section A-G relate to numbers on the application form.

GENERAL

- ❖ Complete the form legibly and accurately using black ink or typescript. The University will not process forms that are incomplete or where accompanying certificates and documents have been tampered with or altered. **DO NOT WRITE IN THE SHADED AREAS.**
- ❖ Application forms must be completed in **DUPLICATE** and should be returned to the Admissions Office at the Campus most convenient to you or the Open Campus (UWIDEC) Centre nearest to you [Non-campus countries].

Equivalent qualifications to the above

Applications may also be considered from persons holding other qualifications which are deemed by the Faculty to be equivalent to the categories above as determined from official transcripts.

Bachelor of Science Nursing (BSc N)

- Passes in at least two (2) subjects at CAPE or GCE A'Level or approved equivalents
- Passes in at least five (5) subjects at CSEC General Proficiency or GCE O'Level or approved equivalents
- Also a basic or general qualification in Nursing such as Certificate, Diploma or Associate degree with a B grade
- Be a Registered Nurse
- Have 3 years minimum post-registration experience as a practising Nurse.

FACULTY OF SOCIAL SCIENCES

NB. Mathematics [CSEC General Proficiency- minimum Grade II pass or equivalent] is compulsory for all programmes offered by the Faculty of Social Sciences on all three Campuses.

Degree Programmes Offered:

Bachelor of Science (B.Sc.) The degree is offered with **Majors** chosen from the following subject areas:

- ❖ Accounting*
- ❖ Economics
- ❖ Government*
- ❖ International Tourism Management
- ❖ Leadership and Management
- ❖ Management Studies*
- ❖ Psychology
- ❖ Sociology*
- ❖ Sports Management

***Level I ONLY offered in collaboration with Cipriani College of Labour and Co-operative Studies (UWI/CCLCS) Franchise Agreement**

NOTE: The Faculty also offers BSc degree programmes under Franchise Agreements with the Cipriani College of Labour & Cooperative Studies (CCLCS) [Level 1], Sir Arthur Lewis Community College [Levels 1 & 11], St. Lucia, Clarence Fitzroy Bryant College [Level 1], St. Kitts and The St. Vincent & the Grenadines Community College [Level 1].

- All applicants are required to submit certified evidence of their involvement in co-curricular activities in support of their application. Candidates must demonstrate involvement in co-curricular activities [a minimum of 6 months involvement] which demonstrate social awareness, leadership experience, interpersonal experiences & communication skills, rewards for excellence and work experience. Recent and/or sustained involvement of the applicant in such activities will be considered in assessing the suitability of applicants for a career in medicine.
[Special Insert for these programmes [MB.BS, DDS & DVM] MUST BE COMPLETED].

Transfers

- i. Transfer applicants from the Faculties of Pure and Applied Sciences/Science and Agriculture of the UWI may be considered on completion of the Preliminary and/or Introductory years of the programme
- ii. All such applicants must complete and submit a Transfer Form (only) by the date advertised in the year of application.
- iii. Qualification for entry will be based on performance in Chemistry, Biology and one other subject.

Holders of UWI Science Degrees

Persons holding UWI first degree from the Faculties of Pure and Applied Sciences/Science & Agriculture with a minimum of Lower Second Class honours may be considered for entry.

Applicants holding Degrees from Other Universities

Persons holding degrees from Universities other than the UWI will also be considered provided that:

- a. The University which granted the degree is recognized by the UWI as competitive
- b. Credits have been obtained in Biology/Zoology and Chemistry
- c. A minimum cumulative Grade Point Average of 3.0 or its equivalent has been obtained

Associate Degrees and Community Colleges

Applicants holding a triple major Associate Degree from an approved community college provided that a cumulative GPA of 3.5 or greater has been attained.

- ❖ An application fee of Bds\$30.00 (Jamaican residents J\$900), TT\$90.00 or the equivalent, in your local currency is payable by residents of Commonwealth Caribbean Countries. All other applicants are required to pay US\$30. This fee is not refundable and should be submitted by bank draft/certified cheque made out in US\$ or EC\$ and payable to: The University of the West Indies.
- ❖ The **deadline date** for receipt of applications to the Cave Hill Mona and St. Augustine campuses of the University is **January 31, 2009**. Where this deadline date falls on a Saturday, Sunday or Public Holiday, the deadline will be the next working day.
- ❖ **The ORIGINAL documents MUST be submitted with the application** together with a photocopy of the academic certificate(s) as well as the Birth/Marriage Certificate.
 - (i) Birth Certificate, Academic Certificates/Grade Slips (accepted only in cases where the certificates are not yet available), Professional Certificates, Diplomas if applicable, Marriage Certificate/Deed Poll (whichever is applicable) if present name is different from that on documents.
- ❖ Applicants with qualifications in a language other than English should submit a certified English translation, together with the original.
- ❖ Candidates who do not possess a Grade 1 in CXC(CSEC) English A-General Proficiency; Grade A in GCE O'level English Language, a Grade I/II in CAPE Communications Studies or Grade A or B in the GCE Advanced Level General Paper (GP), are required to take an English Language Proficiency Test (ELPT).
- ❖ Applicants whose native Language is not English are required to perform satisfactorily in an approved English Language Test. The TOEFL test with a minimum score of 500 is accepted as equivalent to, and in place of, an acceptable CXC pass in English A-General Proficiency.

SECTION A – PERSONAL DATA

- 1 **Title:** Insert Mr., Mrs., Miss, Ms., etc
- 2 **Former name** – If you have changed your name by marriage or otherwise, state your previous name. Supporting evidence must be submitted.
- 6b **Name of Contact** – if other than yourself
- 7a **Mailing Address** – Enter the address to which you expect all correspondence to be sent.
- 7c Enter the dates for which the information in 7a is valid
16. **Tax Number/National Id** - Jamaican/Barbadian/Bahamian Nationals
Enter Your TRN/National ID Number here.
- 18 **Religion/Denomination** - This has no bearing on your application but is needed for the University Chaplains and Student Services.
- 19 **Nationality** – This information will assist in determining the fees payable. Documentary evidence required (passport/certificate of residence)

NOTE: Persons with dual citizenship should clearly indicate under which nationality they wish to be considered as you will NOT be permitted to change your status after an offer of a place has been made.

- 22 **Country of Responsibility for Fees** – This has no bearing on your application but is needed for determining the fees payable. If you have dual nationality, indicate the country responsible for paying your fees (supporting documents must be provided i.e. passport/certificate of residence). Barbadian Nationals/citizens must show proof other than Birth Certificate.

NOTE: Persons with dual citizenship should clearly indicate under which nationality they wish to be considered as you will NOT be permitted to change your status after an offer of a place has been made.

FACULTY OF LAW

Degree Programme offered:

Bachelor of Laws (L.L.B.)

1st year – St. Augustine Campus

2nd & 3rd years – Cave Hill Campus

FACULTY OF MEDICAL SCIENCES

Degree Programmes Offered:

Bachelor of Medicine & Bachelor of Surgery (M.B.B.S.)

Bachelor of Dental Surgery (D.D.S.)

Doctor of Veterinary Medicine (D.V.M.)

Bachelor of Science Pharmacy (BSc Pharmacy)

Bachelor of Science Nursing (BSC N) with specialization in one of the following:

- Administration
- Education
- Oncology
- School Nursing

NOTES:

1. The UWI Faculty of Medical Sciences-St. Augustine Campus offers admission to a limited number of local and international students. These places are very competitive. Because of this, eligible candidates who cannot be accommodated in the current academic year will be offered a guaranteed place in the following academic year.
2. Candidates are not permitted to transfer to other programmes within the faculty.

For MB.BS., DDS., & DVM Programmes

- Must be 18 years of age by December 31 of the year of entry.
- All candidates are required to submit a short (300 words or less) autobiographical sketch outlining the reasons for their career choice.

Specials

- ❖ History
- ❖ Musical Arts
- ❖ Visual Arts
- ❖ Film Studies (declared at end of Year I)
- ❖ Film Production (declared at end of Year I)
- ❖ Theology (offered in co-operation with the Regional Seminary St. John Vianney & the Uganda Martyrs)

Certificate Programmes – PART-TIME ONLY

Certificate in Dance and Dance Education
Certificate in Music (Pan)
Certificate in Technical Theatre Production
Certificate in Visual Arts
Practitioner's Certificate in Drama/Theatre in Education

Certificate in Speech and Language Pathology

Licentiate in Theology (LTh)

Bachelor of Education (B.Ed.) – Early Childhood Care & Education

Bachelor of Education (B.Ed.) - Primary Education
with specialization **in one** of the following

- Educational Administration
- Language Arts
- Mathematics
- Science
- Social Studies

NOTE: ALL B.Ed. Programmes are FULL-TIME- Evening

Certificate in the Art and Science of Coaching – PART-TIME ONLY

Certificate in Early Childhood Care and Development (Full-time-Evening)

Entry Requirements

- Five (5) GCE O'level or CSEC passes, one of which must be English Language. Mathematics is an asset
- A police certificate of character
- A medical certificate of good health

Diploma in Health Visiting [one (1) academic year – FULL TIME]

- 25 **Disability** – This has no bearing on the application for admission but alerts the University to the need to put in place the necessary support requirements for your study and accommodation.

NOTES:

1. If you have any special needs and/or require support for your studies, please indicate this in writing as soon as possible to **the Head, Academic Advising and Disabilities Liaison Unit, UWI St. Augustine Campus.** Statement of Disability
 2. Forms can be downloaded and printed from <http://www.sta.uwi.edu/resources/documents/AADLUFormsABC.doc>
 3. Please note that we may not be equipped to fulfil all special needs. Information will be used only to assess if UWI is able to provide you with the necessary support, and will not be considered as part of the admissions process.
- 29 **Halls of Residence** – At the Mona Campus the Halls are – Chancellor (men only), Mary Seacole (women only), AZ Preston, Irvine, Taylor, and Rex Nettleford (mixed)
- St Augustine – Canada (men only), Trinity (women only), Milner (mixed); Joyce Gibson-Inniss (mixed – Medical Sciences only)
 - At Cave Hill – Sherlock, Frank Worrell (mixed)

All students are required to be “attached” to a Hall of Residence. If you do not wish to live in a Hall, you should indicate your preference for attachment purposes.

NOTES:

1. **An offer of entry to a Faculty on ANY campus gives no guarantee of accommodation in a Hall of Residence.**

2. Applicants who wish to live in a Hall of Residence are required to complete and submit a Hall of Residence Application Form. The form must be downloaded from <http://www.sta.uwi.edu/resources/documents/HallApplicationFormnew.doc> completed and submitted to the Director, Student Services, UWI St. Augustine Campus, Trinidad & Tobago W.I.

SECTION B – CAMPUS, FACULTY & PROGRAMMES & STATUS

- 31-42 Each applicant is permitted to apply to **one Campus only** and to **one degree programme only** in any one year. However, applicants should indicate a Campus and Faculty of Second Choice. Note that Faculty of Second Choice may be the same as Campus of First Choice. In the event that admission is not offered to the Faculty of First Choice, the application will be forwarded to the Second Choice. *Applicants should note that admission to a Campus and/or Faculty of Second Choice is subject to the availability of places at the time of transfer of the application.*
- 32 a&b Applicants who wish to study off campus or via UWI- Open Campus should indicate mode of delivery and site at which they wish to study.
- 35 & 36 Refer to list of available programme offerings
- 38 a&b same as for 32 a&b above [not applicable to part-time/evening/certificate/diploma applicants]
- 41&42 Refer to list of available programme offerings

SECTION C – ACADEMIC RECORD

- 43 Enter details of subjects already passed.
- 44 Enter subjects or examinations you will write in November 2008, January/May/June 2009.
- 45 Enter other qualifications – Diplomas, Certificates etc. Information regarding High Schools/Colleges and Tertiary Institutions attended is required for the student's records at the University and **MUST** be provided. **THE LAST TWO COLUMNS IN THIS SECTION DO NOT APPLY TO HIGH SCHOOL STUDENTS**

Bachelor of Science (B.Sc.)

- ❖ Geomatics (formerly Surveying and Land Information)
- ❖ Land Management (Valuation)
- ❖ Petroleum Geoscience

FACULTY OF HUMANITIES & EDUCATION

Degree Programmes offered:

Bachelor of Arts (B.A.)

Majors available are as follows:

- ❖ African & Asian Studies
- ❖ Carnival Studies
- ❖ Communication Studies
- ❖ English Language and Literature with Education
- ❖ Film (full-time ONLY)
- ❖ French
- ❖ Geography
- ❖ History
- ❖ Latin American Studies
- ❖ Linguistics
- ❖ Literatures in English
- ❖ Mathematics
- ❖ Spanish
- ❖ Speech & Language Science (full-time ONLY)
- ❖ Theatre Arts

NOTE: All students entering the programme register for a **BA in Film**. At the end of the Year I and based on overall performance in courses, students declare a Major in Film Production or a Major in Film Studies. The option to declare a Special in Film Studies or a Special in Film Production is also available.

Minors available are as follows:

- ❖ Communication Studies
- ❖ Cultural Studies
- ❖ French
- ❖ Gender Studies
- ❖ History
- ❖ Linguistics
- ❖ Literatures in English
- ❖ Music
- ❖ Spanish
- ❖ Speech-Language Pathology
- ❖ Theatre Arts

- ❖ Environmental & Natural Resources Management
- ❖ Physics

Minors:

- ❖ Entrepreneurship
 - ❖ Communications and Extension
 - ❖ Biochemistry
 - ❖ Biology
 - ❖ Biotechnology
 - ❖ Botany
 - ❖ Environmental Biology
 - ❖ Marine Biology
 - ❖ Zoology
 - ❖ Chemistry
 - ❖ Analytical Chemistry
 - ❖ Applied Chemistry
 - ❖ Computer Science
 - ❖ Sports Nutrition
 - ❖ Mathematics
 - ❖ Statistics
 - ❖ Environmental and Natural Resource Management
 - ❖ Electronics
 - ❖ Environmental Physics
 - ❖ Material Science
 - ❖ Medical Physics and Bioengineering
- ❖ **Diploma in Institutional Community Dietetics and Nutrition**
[Full-time ONLY]

FACULTY OF ENGINEERING

Degree Programmes Offered:

Bachelor of Science (Engineering) B.Sc. (Eng.)

Options:

- ❖ Chemical and Process Engineering
- ❖ Civil Engineering
- ❖ Civil Engineering with Environmental Engineering
- ❖ Electrical & Computer Engineering
- ❖ Industrial Engineering
- ❖ Mechanical Engineering
- ❖ Mechanical Engineering with a minor in Bio-Systems Engineering

NOTE 1: You must disclose all, including those located outside the Caribbean. Include an additional page if more space is required.

NOTE 2: Where professional Certificates, Diplomas and or University degrees are indicated, applicants should request the granting Institution to forward transcripts direct to the Admissions Office at the Campus to which admission is being sought. It is the responsibility of the applicant to request that such transcripts are forwarded to reach the University by **February 28, 2009-Cave Hill, Mona and St. Augustine Campuses. UWI graduates need not request transcripts.**

NOTE 3: Possession of minimum entry requirements does not necessarily guarantee admission to the University. Acceptance to a programme may be restricted due to the limited number of places available in each Faculty.

NOTE 4: Applicants with qualifications in a language other than English should submit a certified English translation, together with the original.

SECTION D – FINANCIAL RESOURCES

- 47 Give details of how you expect to pay your fees for the proposed course, and who will be responsible for your maintenance/living expenses and other costs during your period of study.

SECTION E – EMPLOYMENT RECORD

NOTE: A person in full-time employment **CANNOT** be registered as a full-time student unless written proof of approved leave is provided prior to registration.

- 49 **Provide information on your entire work experience.** This is particularly helpful in the case of mature applicants.

SECTION F – REFEREE INFORMATION

50. Applicants for Evening University programmes and Mature applicants to Certificate/Diploma and Degree programmes **must submit** two (2) letters of recommendation along with the application forms and supporting documents.

SECTION G – DECLARATION

- 51 This application is accepted with the understanding that the applicant has provided accurate information and is agreeing to abide by the rules and regulations of the University. By signing this form, the applicant is confirming acceptance of these conditions.
52. To be signed by parent or guardian where applicable.

Further information may be obtained from the following:

- Senior Assistant Registrar,
Student Affairs (Admissions)
The University of the West Indies
Cave Hill
P.O. Box 64
BB 11000
BARBADOS
www.cavehill.edu.bb
- Senior Assistant Registrar,
Student Affairs (Admissions)
The University of the West Indies
Mona
Kingston 7
JAMAICA
www.uwimona.edu.jm
- Assistant Registrar,
Student Affairs (Admissions)
The University of the West Indies
St. Augustine
TRINIDAD & TOBAGO
www.sta.uwi.edu

THE DEGREES OFFERED ON EACH CAMPUS OF THE UNIVERSITY OF THE WEST INDIES

For full details on our programme offerings and entry requirements refer to our Undergraduate Prospectus which can be downloaded from: <http://www.sta.uwi.edu/admissions/>

MAJORS OFFERED FOR THE ACADEMIC YEAR 2009/2010

ST. AUGUSTINE CAMPUS

FACULTY OF SCIENCE AND AGRICULTURE

Degree Programme offered in the following special options:

The following programmes cannot be done with another Major or Minor
Bachelor of Science (B.Sc.)

General Agriculture
Agribusiness Management
Human Nutrition and Dietetics
Human Ecology
Chemistry & Management
Computer Science & Management
Information Technology

Bachelor of Science (B.Sc.) General with one or more Majors/Minors
chosen from the following:

Majors:

- ❖ Agricultural Science
- ❖ Agribusiness
- ❖ Biochemistry
- ❖ Biology
- ❖ Chemistry
- ❖ Computer Science
- ❖ Geography
- ❖ Family and Consumer Sciences
- ❖ Food and Food Service Systems Management
- ❖ Nutritional Sciences
- ❖ Mathematics