



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

INSTRUCTION & INFORMATION GUIDE FOR APPLICATIONS TO UNDERGRADUATE PROGRAMMES

AUGUST 2011

ADMISSION OF STUDENTS TO UNDERGRADUATE PROGRAMMES -2011/2012

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/resources/documents/UWIUndergraduateProspectus.pdf>

Applications are invited for admission in August 2011 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.

All applicants are encouraged to apply as early as possible. The application and all official supporting documents must be submitted by the posted deadlines. Applications received or completed after the posted deadlines may not be processed for admission into the requested academic year due to space or time limitations and may be offered admission in the next available academic year.

NB: Candidates who will be sitting examinations in November 2010 and between January and June 2011 to qualify for admission may also submit applications.

The offer of a place will be considered only where the applicant has satisfied both University 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.

Prohibition on Submission of Fraudulent Admission Documents

The submission of documents in support of applications or the applications themselves, for admission and/or registration that are forged, fraudulent, altered from the original, obtained under false pretences, or otherwise deceptive is prohibited.

The University reserves the right to reject an application for admission, withdraw an offer and/or prohibit registration if the offer for admission is found to be based in whole or in part on deception or fraud.

THE UNIVERSITY OPEN SCHOLARSHIP

The UWI Open Scholarships are open to students who are citizens of the UWI's Contributing Countries.

Eligibility

- Applicants must be citizens of one of UWI's Contributing Countries
- Applicants should have been accepted to read for a UWI undergraduate degree or are completing YEAR 1 of a UWI degree
- Possess an outstanding academic record (CAPE Units 1&2 with Grades 1 in at least 5 subjects including Caribbean Studies and Communication Studies; Associate Degree with a minimum GPA of 3.6; Year 1 GPA of 3.6 at UWI)
- Provide TWO letters of reference – one of which must come from an academic referee (teacher, principal, lecturer) attesting to the applicants' academic ability and potential, demonstrated leadership, and character.

The scholarship winners will receive the campus-specific benefits for the duration of their degree programmes.

Cave Hill and St. Augustine (Maintenance costs – housing, transportation, book costs calculated in relation to the Financial Information provided for the pertinent academic year)

Mona and Open Campus – Full Scholarship (Tuition and Maintenance costs)
OR Tuition only

Apply online via our website at
<http://www.uwi.edu/openscholarship2011/default.aspx>

Deadline: January 31, 2011

Certified supporting documents [academic certificates, (letters of reference, evidence of leadership and character)] must be sent to:

**THE OFFICE OF THE BOARD FOR UNDERGRADUATE STUDIES,
MONA
KINGSTON 7
JAMAICA**

ENGLISH LANGUAGE REQUIREMENTS

All applicants to undergraduate programmes at UWI must possess at least one of the following English Language qualifications:

1. Grade 1-111 CSEC (CXC) General Proficiency English A Examination
2. Grade A-C Cambridge GCE O'level English Language
3. Grade I or II in CAPE (CXC) Communication Studies
4. Grade A or B-Cambridge GCE A/O Level General Paper (GP) Examination
5. Grade B or above in a College English Course from an approved University.

Applicants whose first language is not English are required to furnish satisfactory evidence that the applicant's competency in English is adequate. 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 on the University of Cambridge IELTS (International English Language Testing System).

English Language Proficiency Test (ELPT)

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 or **Advanced Subsidiary (a) or (b) in General Paper (GP) Examination**
5. **TOEFL score of 580+**
6. Grade B or above in a College English Course from an approved university

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

The ELPT is usually held three times in the academic year.

For 2011/2012:-

Thursday February 10, 2011

Thursday August 18, 2011

Thursday October 13, 2011

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, 3961

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 CSEC (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 online application** for re-admission by the stipulated deadlines.

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, CAPE (CXC), CSEC (CXC).
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 (250-300 words) – Mandatory for Faculty of Medical Science
- TOEFL Examination score (If English is not native language). TOEFL score of 500 or Greater-paper based (***82 computer-based**);
OR A certificate showing a minimum total score of 6.5 on the University of Cambridge IELTS (International English Language Testing System).
- Supplemental Sheet 1** (For Undergraduate applicants to **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** – Employment History and Referee Information (Applicants to Certificate, Diploma, Evening University programmes and BED 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 Assistant Registrar Student Affairs (Admissions) on the Campus to which you are applying **DIRECT FROM THE EDUCATIONAL INSTITUTION CONCERNED by February 25, 2011 -Cave Hill, Mona and St. Augustine Campuses.**

If you have attended more than one college/Institution and credits have been transferred from one college to another, we must receive a transcript from the originating college/Institution.

Student copies or transcripts stamped: **STUDENT COPY** are not acceptable.

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 2010 and between January and June 2011 to qualify for admission may also submit applications.
6. Transcripts for professional Certificates, Diplomas and/or University degrees must be submitted from the granting Institution 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 25, 2011 - Cave Hill, Mona and St. Augustine Campuses.** **UWI graduates need not request transcripts.**
7. A transcript is considered official if it is in a sealed envelope from the high school/institution. Photocopies, faxed copies and PDF attachments are NOT considered official.
8. If you have attended more than one college/Institution and credits have been transferred from one college to another, we must receive a transcript from the originating college/Institution.
9. A final official transcript indicating award date/date of graduation must be submitted as soon as all courses have been completed.

10. Student copies or transcripts stamped: **STUDENT COPY** are not acceptable.

NOTE: Full acceptance cannot be made until all required transcripts have been received.

11. Applicants with qualifications in a language other than English must submit a certified English translation, together with the original.
12. All submitted documents become the property of The University of the West Indies and will not be returned or transferred to a third party.

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) The submission of documents in support of applications or the applications themselves, for admission and/or registration that are forged, fraudulent, altered from the original, obtained under false pretences, or otherwise deceptive is prohibited.
- (iii) The University reserves the right to reject an application for admission, withdraw an offer and/or prohibit registration if the offer for admission is found to be based in whole or in part on deception or fraud.
- (iv) 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.

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/AADLUFFormsABC.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**

November 15, 2010 to 31st January, 2011

Monday to Thursday - 8.30 a.m. to 6.00 p.m.

Friday - 8.30 a.m. to 4.30 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.

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 Campus is December 30, 2010** and **JANUARY 31st, 2011** for the Mona and St. Augustine Campuses of the University. UWI will not accept any late applications. Applicants are therefore advised to submit their applications without delay.

***Late fee of BDS \$35 applies from December 31, 2010**

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, 2011**. Late requests will not be accepted.

St. Augustine Campus Deadlines

November 15, 2010 – January 31, 2011:

- Full-Time Undergraduate Degree Programmes

November 15, 2010– March 31, 2011:

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

Deadline for Specially Admitted Applications

Semester I	-	June 24, 2011
Semesters I & II	-	June 24, 2011
Semester II	-	January 06, 2012

Transfers-2011/2012

Inter-Faculty and Inter-Campus Transfers:-

- ❖ Faculties of Medical Sciences and Law- January 31,2011
- ❖ All other Faculties - March 31, 2011

HOW TO APPLY FOR ADMISSION

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

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

OR

- (2) **Complete a paper Application** –

Download and print an application form and Instruction Sheet at <http://www.sta.uwi.edu/admissions>. Complete and submit to the University.

Mail or hand deliver your completed application **with supporting documentation AND the Non-refundable application fee receipt or cheque 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 database of all programmes offered at UWI can be found at:
www.uwi.edu/programmes

ONLINE APPLICATION PROCESS

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

PLEASE READ ALL THE INFORMATION BEFORE APPLYING

1. You can indicate **FOUR (4) PROGRAM 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, **SELECT Application Type*** either:

- New Undergraduate **CFBC**
- New Undergraduate **SALCC**
- New Undergraduate **STVGCC**

4. Fill out all the required fields (marked with a *). If you leave any of the required fields blank, the system will give you an error message when you attempt to submit your application.
5. Your Confirmation Receipt would only be valid if you have fully completed your online application and the Confirmation Receipt is submitted by the specified deadline i.e. 2 weeks after submission of the online application.
6. Applicants who wish to apply to 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.
7. Applicants for Bachelor in Education (BED), Evening University programmes, and Mature applicants **must submit details of Work History, together with** two (2) letters of recommendation and the required supporting documents.
8. 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 and accepted.

NB. This has no bearing on your application but is needed for determining the fees payable.

9. Persons with dual citizenship **MUST** also submit documentary evidence to support the status under which you wish to be considered.

10. The submission of documents in support of applications or the applications themselves, for admission and/or registration that are forged, fraudulent, altered from the original, obtained under false pretences, or otherwise deceptive is prohibited.
11. The University reserves the right to reject an application for admission, withdraw an offer and/or prohibit registration if the offer for admission is found to be based in whole or in part on deception or fraud.
12. A transcript is considered official if it is in a sealed envelope from the high school/institution. Photocopies, faxed copies and PDF attachments are NOT considered official.
13. If you have attended more than one college/Institution and credits have been transferred from one college to another, we must receive a transcript from the originating college/Institution.
14. A final official transcript, indicating award date/date of graduation must be submitted as soon as all courses have been completed.
15. Student copies or transcripts stamped: **STUDENT COPY** are not acceptable.
16. Applicants who wish to live in a Hall of Residence are required to complete and submit a Hall of Residence Application Form. The forms can be downloaded and printed from <http://www.sta.uwi.edu/resources/documents/HallApplicationFormnew.doc> 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.**

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

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 do so 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 entered all the required information on the form and you are satisfied, you may submit your application by clicking the **APPLICATION IS COMPLETE** button.

If your application is missing required information, highlighted by red (*), it will not be accepted by the system. Review your application, enter all missing information and re-submit by clicking the **APPLICATION IS COMPLETE** button.

STEP 5: PRINT AND MAIL IN OR HAND DELIVER SUPPORTING DOCUMENTS

Upon the successful completion and submission of an online application you will automatically receive a letter acknowledging receipt of your application. **Please retain this letter as your official receipt.**

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 hand deliver 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)
UWI
Student Administration Building
Lewis Avenue**

**St. Augustine Campus
Trinidad & Tobago W.I.**

Please note that your application will not be processed until we receive the completed Confirmation Receipt with 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 25, 2011 for full-time study and April 15, 2011 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, 2011. **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. Please allow 3 weeks for your application to be entered in the system

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://sta.uwi.edu/admissions/apply/dom_approc_paper.asp

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 hand-deliver 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 Campus is December 30 2010, and JANUARY 31, 2011 for the St. Augustine and Mona Campuses of the University.

***Late fee of BDS \$35 applies from December 31, 2010**

STEP 5: TRACK YOUR APPLICATION

When your application is received, you will be given or sent an Acknowledgement Card. Please allow 3 weeks for your application to be entered in the system **after which you will be sent your Acknowledgement letter via postal mail and/or e-mail confirming your application details. Both your LOGIN ID and PIN will be contained in your Acknowledgement letter, along with instructions on how you can track the progress of your application online.**

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, 2011**. Late requests will not be accepted.

INFORMATION & INSTRUCTIONS FOR COMPLETING PAPER APPLICATION FORM 2011/2012

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 Centre nearest to you [Non-campus countries].

- ❖ 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 campus, Barbados is **December 30, 2010** and for Mona, Jamaica and St. Augustine campuses of the University is **January 31, 2011**. Where this deadline date falls on a Saturday, Sunday or Public Holiday, the deadline will be the next working day.
***Late fee of BDS \$35 applies from December 31, 2010**
- ❖ The **ORIGINAL documents MUST be submitted with the application** together with a photocopy, **OR** Certified Copies of the academic certificate(s) and the Birth Certificate/Marriage Certificate.

NB. Certified copies of all supporting documents which have been certified by a Notary Public/School Principal or School Vice Principal will be accepted.

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 CSEC (CXC) 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), or Advanced Subsidiary (a) or (b) in General Paper (GP) Examination Grade B or above in a College English Course from an approved university are required to take an English Language Proficiency Test (ELPT)**
- ❖ Applicants whose first language is not English are required to furnish satisfactory evidence that the applicant's competency in English is adequate. 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 on the University of Cambridge IELTS (International English Language Testing System).

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.

You MUST also submit documentary evidence to support the status under which you wish to be considered.

- 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 and accepted.

You MUST also submit documentary evidence to support the status under which you wish to be considered.

- 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 fulfill 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 Hall (men only), Trinity Hall (women only), Milner Hall (mixed); Joyce Gibson-Inniss (mixed – Medical Sciences only); Sir Arthur Lewis Hall of Residence (mixed).
- **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.**
- 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 2010, January/May/June 2011.
- 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**

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 25, 2011-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 history.** 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.uwi.edu
- 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/resources/documents/UWIUndergraduateProspectus.pdf>

For information on programmes offered at other UWI Campuses refer to our website at <http://www.uwi.edu>

MAJORS OFFERED FOR THE ACADEMIC YEAR 2011/2012

ST. AUGUSTINE CAMPUS

FACULTY OF SCIENCE AND AGRICULTURE

BSc. Degree Programme offered in the following special options:

NB. The following programmes cannot be done in conjunction with another Major or Minor within the Faculty or in any other faculty.

A. Bachelor of Science (B.Sc.)

Agribusiness Management
Chemistry & Management
Computer Science (Special)
Computer Science & Management
General Agriculture
Human Ecology
Human Nutrition and Dietetics
Information Technology
Optometry [in collaboration with Faculty of Medical Sciences]

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

Majors:

- ❖ Agribusiness
- ❖ Agricultural Science
- ❖ Biochemistry
- ❖ Biology
- ❖ Chemistry
- ❖ Computer Science
- ❖ Environmental & Natural Resources Management
- ❖ Family and Consumer Sciences
- ❖ Food and Food Service Systems Management
- ❖ Geography
- ❖ Mathematics
- ❖ Nutritional Science
- ❖ Physics
- ❖ Tropical Landscaping

Minors:

- ❖ Actuarial Science
- ❖ Analytical Chemistry
- ❖ Applied Chemistry
- ❖ Biochemistry
- ❖ Biology
- ❖ Biotechnology
- ❖ Botany
- ❖ Chemistry
- ❖ Communications and Extension
- ❖ Computer Science
- ❖ Electronics

- ❖ Entrepreneurship
- ❖ Environmental and Natural Resource Management
- ❖ Environmental Biology
- ❖ Environmental Physics
- ❖ Marine Biology
- ❖ Material Science
- ❖ Mathematics
- ❖ Medical Physics and Bioengineering
- ❖ Sports Nutrition
- ❖ Statistics
- ❖ Zoology

❖ **Diploma in Institutional Community Dietetics and Nutrition [Full-time ONLY]**

EVENING UNIVERSITY

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

FACULTY OF ENGINEERING

Degree Programmes Offered:

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

Options:

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

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
- ❖ Dance
- ❖ English Language and Literature with Education
- ❖ Film
- ❖ French [Day classes only]
- ❖ Geography
- ❖ History
- ❖ Latin American Studies
- ❖ Linguistics
- ❖ Literatures in English
- ❖ Mathematics [Day classes only]
- ❖ 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:

- ❖ Caribbean Sign Language
- ❖ Communication Studies
- ❖ Cultural Studies
- ❖ French [Day classes only]
- ❖ Gender Studies
- ❖ History
- ❖ Linguistics
- ❖ Literatures in English
- ❖ Music
- ❖ Spanish
- ❖ Speech-Language Pathology [full-time ONLY]
- ❖ Theatre Arts

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 collaboration 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

Diploma in Caribbean Sign Language and Interpreting

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

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

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

FACULTY OF LAW

Degree Programme offered:

Bachelor of Laws (L.L.B.)

Option 1

1st year – St. Augustine Campus

2nd & 3rd years – Cave Hill Campus, Barbados

Option 2

Complete all three years at the St. Augustine Campus

FACULTY OF MEDICAL SCIENCES

Degree Programmes Offered:

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

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

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

Bachelor of Science in 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 at the time of admission or by December 31 of the year of entry.
- All candidates are required to submit a short (250-300 words) auto-biographic sketch outlining the reasons for their career choice.
- 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.
- iv. If the third subject is not Physics, then Physics must have been based at the CSEC/GCE O'level/BGCSSSE level.

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. The academic entry will be based on performance in Chemistry, Biology and one other subject. If the third subject is not Physics, this must have been passed at the CSEC/GCE O'level/BGCSE Level.

Applicants holding Degrees Other than in the Sciences

Applicants with first degrees other than degrees in the natural sciences will also be considered provided that:

- a. The University which granted the degree is recognized by the UWI as competitive
- b. A minimum cumulative Grade Point Average of 3.3 or its equivalent has been obtained
- c. Credits have been obtained in Chemistry and Biology and one other subject during their university programme OR at least Grade III passes in Chemistry and Biology in Units I & II CAPE or GCE A-level or approved equivalent.

Associate Degrees and Community Colleges

Applicants holding a triple major Associate Degree in Sciences (Chemistry, Biology and any third subject) from an approved community college provided that a cumulative GPA of 3.5 or greater has been attained.

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 five (5) subjects at CSEC General Proficiency or GCE O'Level or approved equivalents
- Passes in at least two (2) subjects at CAPE or GCE A'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 GCE O-level Grade B 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
- ❖ International Tourism Management
- ❖ Leadership and Management
- ❖ Management Studies
- ❖ Political Science (Government)
- ❖ Psychology
- ❖ Sociology
- ❖ Sports Management

NOTE: The Faculty also offers BSc degree programmes under Franchise Agreements with 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].

Minors are available as follows

- ❖ Accounting
- ❖ Criminology
- ❖ Economics
- ❖ Finance
- ❖ Gender and Development Studies
- ❖ Human Resource Management
- ❖ International Relations
- ❖ Management Information Systems
- ❖ Management Studies
- ❖ Marketing
- ❖ Political Science (Government)
- ❖ Psychology
- ❖ Public Sector Management
- ❖ 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
- ❖ Management Studies
- ❖ Public Sector Management
- ❖ Psychology
- ❖ Social Work**
- ❖ Hotel Management (Level I only at St. Augustine)
- ❖ 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:

EVENING UNIVERSITY

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.

Certificate Programmes offered:

- ❖ Certificate in Management Information Systems (Summer Programme ONLY)
- ❖ Certificate in Public Sector Human Resource Management (Summer Programme ONLY)

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

Diploma Programmes Offered:

- ❖ Diploma in Caribbean Studies (Summer Programme ONLY)
- ❖ Diploma in Security Administration (Summer Programme ONLY)

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

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.

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
- ❖ Leadership and Management
- ❖ Management Studies
- ❖ Political Science (Government)
- ❖ Psychology
- ❖ Sociology
- ❖ Sports Management

Specials

- ❖ Banking & Finance
- ❖ International Relations
- ❖ Public Sector Management

Certificate/Diploma Programmes offered

- ❖ Certificate in Local Government Studies
- ❖ Certificate in Public Administration
- ❖ Diploma in Public Sector Management

NOTE: These programmes carry normal matriculation status to specific UWI degree programmes in the Faculty of Social Sciences and certain exemption privileges. CONDITIONS APPLY.

Faculty of Science and Agriculture

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

The Registry
UWI St. Augustine
2010-11-09 (updated)

