



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

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

AUGUST 2008

**INFORMATION & INSTRUCTIONS FOR COMPLETING PAPER
APPLICATION FORM 2008/2009**

**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 UWIDEC 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 and St. Augustine campuses of the University is ***January 31, 2008**. Where this deadline date falls on a Saturday, Sunday or Public Holiday, the deadline will be the next working day.

*The Mona Campus will accept applications for all undergraduate programmes up to **January 11, 2008**.
- ❖ **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 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.

- 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 completed form must be** downloaded and printed from <http://www.sta.uwi.edu/resources/documents/HallApplicationFormnew.doc> 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 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 Distance (UWIDEC/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 2007, January/May/June 2008.
- 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 28, 2008-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 Certificate/Diploma 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.mona.uwi.edu
- Assistant Registrar,
Student Affairs (Admissions)
The University of the West Indies
St. Augustine
TRINIDAD & TOBAGO
www.sta.uwi.edu