



# THE UNIVERSITY OF THE WEST INDIES

## ST. AUGUSTINE

### INFORMATION SHEET FOR SPECIALY ADMITTED/OCCASIONAL STUDENTS

#### General Information

- If you are registered at another University and wish to follow courses at The UWI by special arrangement for credits at your own University.
- If you are sponsored by your Government or employer to read certain courses, as not for credit towards a University qualification.
- If you are a UWI graduate wishing to pursue a specific course/s to equip yourself for a particular job; increase your efficiency in the performance of a job, satisfy entry requirements to a programme at The UWI or in another institution; or update or improve your knowledge in a subject.
- Normally, a specially admitted student will be allowed to take no more than 12 credits in an academic year, and no more than a total of 24 credits under this category of registration.
- Specially admitted students are permitted to write examinations in the courses for which they have registered.
- Occasional students are not permitted to write examinations in the course(s) for which they are registered.

#### Application Procedure and Application Deadlines:

Full details on how to apply and deadline dates for applications are available on The UWI Website: [http://sta.uwi.edu/admissions/apply/dom\\_enrollsa.asp](http://sta.uwi.edu/admissions/apply/dom_enrollsa.asp).

Application forms can be downloaded from the following website at [http://sta.uwi.edu/admissions/apply/dom\\_enrollsa.asp](http://sta.uwi.edu/admissions/apply/dom_enrollsa.asp).

Application forms should be carefully completed in duplicate and returned with the required supporting documentation to:-

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

#### **Documents Required – [Copies Certified by Secondary School/Vice-Principal or Notary Public]**

- (i) Birth Certificate
- (ii) Marriage Certificate (where applicable)
- (iii) Legal Affidavit or Deed Poll, if present name is different from that on the Birth Certificate and/or academic certificate(s)
- (iv) Academic Certificates (GCE/CXC/Other)
- (v) CSEC/CAPE (CXC)/GCE Grade Slips (Accepted Only in cases where certificates are not yet available)
- (vi) Professional Certificate/Diploma
- (vii) An up-to-date official \*transcript
- (viii) A statement of intent: Reasons for reading courses indicated

***\*Transcripts should be sent directly from the awarding Institution.***

***\*UWI graduates need not request transcripts.***

### **Application Fee:**

The non-refundable application fee of TT\$90.00 (US\$30.00 for non-Caribbean applicants) must be submitted with the completed application forms. The application fee **must** be paid at any Branch of Republic Bank Ltd on the Application Deposit slip provided. If mailed, the fee should be submitted by Bank Draft made payable to "The University of the West Indies".

### **English Language Requirement:**

Applicants whose first language is not English are required to furnish satisfactory evidence that your competency in English is adequate.

#### EITHER

The Test of English as a Foreign Language (TOEFL) Certificate with a score of 500 or greater on the paper-based test (82 computer-based).

#### OR

A certificate showing a minimum score of 6.5 on the University of Cambridge International English Language Testing System (IELTS).

### **Financial Information:**

Financial information is available on The UWI, St. Augustine Campus Website:  
[https://sta.uwi.edu/admissions/financial/fees\\_ocsasp](https://sta.uwi.edu/admissions/financial/fees_ocsasp).

Note that this category of registration is NOT covered by Government Assistance for Tuition Expenses (GATE) Programme.

### **NOTES:**

1. This category of registration is **NOT** covered by Government Assistance for Tuition Expenses (GATE) programme.
2. Documents which are defaced or which appear to be altered in any way **WILL NOT BE ACCEPTED**.
3. 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 pretenses or otherwise deceptive is prohibited.
4. 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.
5. Transcripts for professional Certificates, Diplomas and/or University degrees are must be submitted directly from the granting Institution to the **Senior Assistant Registrar, Student Affairs (Admissions), UWI St. Augustine campus, Trinidad & Tobago W.I.**
6. It is the responsibility of the applicant to request and ensure that such transcripts are forwarded to the UWI-Admissions Office by the stipulated deadline.