

THE UNIVERSITY OF THE WEST INDIES  
ST. AUGUSTINE CAMPUS  
**FACULTY OF ENGINEERING**  
**PRE-ENGINEERING REGISTRATION GUIDELINES**

**STEP 1: Trinidad and Tobago Citizens ONLY-**  
**REGISTER FOR GATE (*Government Assistance for Tuition Expenses*)**

**REGISTER TO OBTAIN an e-GATE IDENTIFICATION NUMBER**

First, you must register for the GATE e-Service at the GATE Registration Centre (GRC). [Visit the [e-GATE website](#) or call 800-GATE for information].

To successfully register for the GATE e-Service, you must:

- Present your original *birth certificate*, and one (1) current government-issued, national photo ID which has not expired e.g. a passport or national identification card **ONLY**, and
- Provide a *valid e-mail address* for receiving notifications.

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

Effective academic year 2017/2018 and beyond, a **means test** will be used to determine access to GATE funding.

**APPLY FOR e-GATE FUNDING**

1. To apply online for e-GATE funding it is necessary to have soft copies (scanned PDF OR JPEG) of the following documents:
  - I. UWI offer letter (for new students only) – [Please ensure that both sides of the letter are uploaded](#)
  - II. Electronic birth certificate and one current government-issued, national photo ID (National ID or passport ONLY)
  - III. Marriage/divorce certificate (where applicable)
  - IV. Latest results slip (for continuing students only)
  - V. Deed poll (for name change)

2. Complete, edit or re-submit your application as necessary.
  - Insert your student registration number on the e-gate application form.
  - **DO NOT** use the number on your student identification/smart card.
  
3. On completion, print and sign a Student Copy of the electronic application form and attach it to your UWI fee sheet.

To apply online for **Means Testing** it is necessary to have soft copies (scanned PDF OR JPEG) of the following documents supporting income such as:

1. Salary
2. Self-employed
3. Government Pension
4. Disability Grants
5. NIS
6. Child Support
7. Alimony
8. Rental Income
9. Allowance
10. Public Assistance
11. Scholarships/Bursaries

4. Please ensure the correct information is entered under programme information:
  - Programme Level: Certificate
  - Programme: Certificate Pre-Engineering Programme
  - Enrolment Type: Full-time
  - Enrolment year: Year 1
  - Period: Sep 2023 – Aug 2024
  - Academic year: 23/24
  - Semester: 1 (DO NOT select ANNUAL)
  - Select Semester I (one) if you are applying for funding for Sept. – Dec.
  - Select Semester II (two) if you are applying for funding for Jan. to May.
  - Level: 1

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

5. Print the student copy of the e-gate application form
  - Sign the copy of the printed form and submit the signed form to UWI along with the documents listed in STEP 4 below.
  - **NOTE:** Students who have submitted a Means Test Application will receive Provisional Financial Clearance.

## **STEP 2: REGISTER FOR COURSES ONLINE**

### **1. Steps to Online Registration:**

- To access the online registration, log in to the [Student Portal](https://my.uwi.edu) at <https://my.uwi.edu>.
- Your user ID is your student registration number.
- On your first login, your password is your date of birth in the **format YYYYMMDD**.
- Click on MySecureArea and register for your courses.
- You can register online wherever there is a stable and secure internet connection.
- Read the [Online Registration Instruction Guide](#)
- Follow the instructions to select courses online

### **2. Register for Courses:**

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

The following are the course codes and courses for each Pre-Engineering course:

<b>Pre-Engineering Certificate Programme</b>		
<b>Semester I</b>	<b>Semester II</b>	<b>Semester III</b>
<b>ENGR 0304</b> Pre-Engineering Mathematics I (E4)	<b>ENGR 0305</b> Pre-Engineering Mathematics II (E4)	<b>ENGR 0313</b> Pre-Engineering Mathematics III (E3)
<b>ENGR 0306</b> Pre-Engineering Physics I (E3)	<b>ENGR 0307</b> Pre-Engineering Physics II (E3)	<b>ENGR 0314</b> Introduction to Engineering Workshop Practice (C2)
<b>ENGR 0308</b> Innovation, Technology and Entrepreneurship (C3)	<b>ENGR 0310</b> Introduction to Social Sciences and the Humanities (C2)	
<b>ENGR 0309</b> Pre-Engineering Chemistry I (E3)	<b>**ENGR 0311</b> Pre-Engineering Chemistry II (E3)  <b>OR</b> <b>**ENGR 0312</b> Fundamentals of Engineering Graphics (C3)	

**\*\* Choose only one option – ENGR 0311 or ENGR 0312\*\***

**Please note: ENGR 0311 is for students who wish to pursue a Chemical Engineering degree while all other students should register for ENGR 0312.**

### 3. Course Registration Fee Assessment Invoice

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

- Check CAREFULLY to ensure that the courses for which you registered online are listed on your course Registration Fee Assessment Invoice.
- Ensure that the fees payable (tuition and compulsory) correspond with the financial information booklet.  
If not, contact the Student Accounts and Receivable Section,  
The Lloyd Braithwaite Student Administration Building:  
Telephone: 662-2002 Extensions: 84175  
Email: [StudentAccounts.UG-Engineering@sta.uwi.edu](mailto:StudentAccounts.UG-Engineering@sta.uwi.edu)

## **STEP 3: PAY YOUR FEES**

Students can pay fees at any branch of Republic Bank Ltd. OR use UWI's Online Payment System – [Compulsory fees are payable in full at the beginning of the academic year.](#)

### 1. Pay at the bank

- Payment must be made on the UWI student bank deposit slip.
- Enter your name, address and student registration number on the bank deposit slip.
- The Bank Teller will return two (2) copies of the deposit slip to you. One to be submitted with the course Registration Fee Assessment Invoice and the other for your records.
- Students from non-contributing countries are required to pay tuition in United States currency (US\$).

### 2. Pay online

Please note credit cards issued by Master Card or VISA only are currently accepted for online payments.

1. Log on to the [Student Portal](#) at [my.uwi.edu](http://my.uwi.edu)
2. Go to **MySecureArea**
3. Select **Student Services and Financial Aid**
4. Click on **Online Payments**
5. Follow steps from there to complete payment. Note that you can click in the field with the amount and change it to the desired figure.
6. Once the payment is completed, you will receive an email confirming payment.
7. Forward the **email** (proof of payment) along with your other documents listed in Step 4 below.

### 3. Payment through Internet Banking or Wire Transfer

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

### 4. Penalties for non-payment of fees

New First-Time or Re-Entry students will be deregistered and placed on administrative withdrawal.

### 5. Student Payment Plan (SPP)

The Student Payment Plan (SPP) is available to the following:

- Any national of Trinidad and Tobago
- Any national of another contributing territory apart from Trinidad and Tobago who is not on scholarship support from their respective Government.

Once accepted for the SPP, students are required to make payments in line with stipulated deadline dates below:

Payment Plan	Semester 1	Semester 2	Summer Session
1st Instalment (down payment)	Last working day August	Last working day January	Last working day May
2nd Instalment	Last working day September	Last working day February	Last working day June
3rd Instalment	Last working day October	Last working day March	

For further details on the SPP, please check

<https://sta.uwi.edu/resources/documents/academiccalendar.pdf>

## **STEP 4: SUBMIT DOCUMENTS TO OBTAIN FINANCIAL CLEARANCE**

### SEMESTERS I and II

#### New and Continuing Students

Scan and email the following documents (where applicable) via a single PDF file to **The Students and Receivables Section, Bursary at: [studentsaccounts.uneng@sta.uwi.edu](mailto:studentsaccounts.uneng@sta.uwi.edu)**

- Signed fee assessment sheet

- Signed e-GATE application form (where applicable)
- Scholarship letter (where applicable)
- Bank slip (front and back) (where applicable)
- Submission receipt (where applicable)
- Online confirmation receipt (where applicable)

#### **Check for financial clearance**

- Students can check online for access to My-eLearning within 2-3 hours.
- If you have not received financial clearance, please ensure there are no financial holds on your account before contacting Bursary Representatives.

## **STEP 5: GET YOUR STUDENT IDENTIFICATION / SMART CARD**

***Tip: ALL Students must obtain financial clearance in order to obtain a student identification/smart card.***

#### **NEW STUDENTS:**

The UWI ID picture [Upload Application](#) allows new students to submit their photo online which will be printed on the student identification/smart card. To submit a photo online the student would be required to complete the following steps:

- **Have someone take your picture.**  
For more details and instructions on the criteria for acceptable photos, please visit <https://idcard.sta.uwi.edu/Guide>
- **Complete your online course selection to receive an e-mail with login credentials.**  
When you have completed your online course selection, you will receive an e-mail via your **personal e-mail address** with the information and login credentials to the UWI ID picture [Upload Application](#).
- **Upload your photo.**  
Login to the UWI ID picture [Upload Application](#) with the credentials received and upload your photo via the application.
- **Your photo will be validated.**  
Your photo will be reviewed to determine whether it is appropriate to be printed on the student identification/smart card. If your photo has been approved, you will be notified of the location, date and time to collect your student identification/smart card.

If your photo has been rejected, you will be required to submit a **new** photo. Please check your e-mail regularly to ensure that your photo has been accepted or that you receive a notification to submit a new photo in a timely manner.

- **Collect your student identification/smart card.**

Having obtained financial clearance, students are to visit the following link to receive further instructions on how to access The UWI Student ID/Smart Card: <http://idcard.sta.uwi.edu/>.

For further information: IDCard.Help@sta.uwi.edu or call 662-2002 Ext. 83120.

#### **CONTINUING STUDENTS:**

1. If you received financial clearance your student identification/smart card is automatically revalidated.
2. If your previous student identification card has not been replaced with the new student identification/smart card, you must obtain a new student identification/smart card.

For further information:

Contact [IDCard.Help@sta.uwi.edu](mailto:IDCard.Help@sta.uwi.edu)

Telephone: 662-2002 Ext. 83120

Visit <http://idcard.sta.uwi.edu/>

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