THE UNIVERSITY OF THE WEST INDIES

INFORMATION & INSTRUCTION SHEET

FOR USE WITH APPLICATION FORM 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.

◆ Applicants to the Mona Campus should complete the form in TRIPLICATE. Applicants to the St. Augustine campus should complete the form in DUPLICATE except for the Faculties of LAW, ENGINEERING (FOREIGN STUDENTS ONLY), THE CPA AND DPSM PROGRAMMES IN THE SOCIAL SCIENCES AND SCHOOL OF EDUCATION PROGRAMMES, which must be completed in TRIPLICATE. If you are applying to the Cave Hill campus, except the Faculty of Law, you are asked to complete ONE form only.

◆ 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.

◆ An application fee of BD$15.00 or TT$45.00 or Mona Campus J$350.00 or the equivalent in your local currency is payable by nationals or residents of Commonwealth Caribbean Countries. US$30.00 is payable by nationals or residents of non-Commonwealth Caribbean Countries. This fee is not refundable, and should be submitted by bank draft if remitted by mail.

◆ Three passport-sized photographs are required. Applicants to the Mona Campus must submit these photographs with the completed application forms. Applicants to Cave Hill and St. Augustine must do so on request.

◆ The deadline date for receipt of applications to all campuses of the University is JANUARY 15. Where this deadline date falls on a Saturday, Sunday or public holiday, the deadline will be the next working day.

◆ Certified copies of the following documents, together with proof of payment may be submitted with the application in a sealed envelope. Documents may be certified by the following authorized agents: Notary Public/Justice of the Peace/Commissioner of Affidavits/School Principal or Vice Principal.

Birth Certificate, Academic Certificates/Grade Slips, Professional Certificates, Diplomas if applicable, Marriage Certificate/Deed Poll (whichever is applicable) if present name is different from that on documents.

◆ Applicants are advised to read the current University Literature relating to entry and Faculty requirements and courses/programmes for which they are applying.

◆ The completed form(s) should be returned to the Admissions Office at the Campus most convenient to you.

◆ Applicants whose native Language is not English are required to perform satisfactorily in an approved English Language Test. The Test of English as a Foreign Language (TOEFL) has been approved for this purpose.

◆ Applicants with qualifications in a language other than English should submit a certified English translation.

SECTION A – CHOICE OF CAMPUS & FACULTY

1. Applicants should state their Campus of first choice only on page 1 and Campus Programme & Option and Faculty of second choice on page 4.

2 & 3 Applicants who wish to study off campus should indicate mode of delivery and site at which they wish to study.

SECTION B – PERSONAL DATA

7. Title: Insert Mr/ Mrs. Etc.

Former Name – If you have changed your name by marriage or otherwise, state your previous name. Supporting evidence must be submitted.

12. Nationality – This information will assist in determining fees payable.

17. Disability – This has no bearing on the application but is important so that the necessary support requirements in study or accommodation may be put in place.
19. **Mailing Address**: Enter the address to which you expect all correspondence to be sent.

19 (a) **Telephone Number**: Enter your personal number or a number at which you may be contacted. If a contact number is given, the name of the contact person should also be given.

24. **Halls of Residence**: At the Mona Campus the Halls are – Chancellor (men only), Mary Seacole (women only), AZ Preston, Irvine & Taylor (mixed).
   - At St. Augustine – Canada (men only), Trinity (women only) and Milner (mixed), and the Joyce Gibson-Inniss Hall (Medical students only).
   - At Cave Hill - Sherlock, Frank Worrell (mixed).

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

25. **Religion**: This has no bearing on your application but is needed for University Chaplains and Student Services.

26. **Interest/Hobbies**: Please list all extra-curricular activities in which you may wish to take part.

**SECTION C – ACADEMIC RECORD**

27. Enter details of subjects already passed.

28. Enter subjects or examinations you will write in May/June.

29. Enter other qualifications – Diplomas, Certificates etc.

Where professional certificates, Diplomas and or University degrees are submitted, 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 March 1. UWI graduates need not request transcripts.

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

30. Information regarding High Schools/Colleges and Tertiary Institutions attended is required for the student’s records at the University.

**SECTION D- EMPLOYMENT RECORD**

31. Indicate all your work experience. This is particularly helpful for mature applicants.

32. A telephone number is required for easy contact during normal working hours.

**SECTION E – CHOICE OF FACULTY & PROGRAMMES**

34-37 Each Applicant is allowed 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. In the event that admission is not offered to the Faculty of first choice, the application will be forwarded to the Faculty of second choice or you must write a letter requesting that your application be transferred to another Faculty and programme. 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.

**SECTION F – FINANCIAL RESOURCES**

38. Give details of who you expect to pay your fees for the proposed course, and who will be responsible for your maintenance and other costs during your period of study.

**SECTION G – DECLARATION**

39. Each application is accepted on 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.

Further information may be obtained from the following:

- **Senior Assistant Registrar**
- **Assistant Registrar**
- **Assistant Registrar**

- **Student Affairs**
- **Student Affairs**
- **Student Affairs**

- **Admissions Section**
- **Admissions Section**
- **Admissions Section**

- **The University of the West Indies**
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- **The University of the West Indies**

- **Mona, Kingston 7**
- **Cave Hill, P.O. Box 64**
- **St. Augustine**

- **JAMAICA**
- **BARBADOS**
- **TRINIDAD**