THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE

APPLICANTS ARE ADVISED TO READ THIS LEAFLET BEFORE COMPLETING THE APPLICATION FORM

Each applicant should apply for entry to ONE Faculty only.

APPLICATION FEE

The application fee of TT$45.00 (US$30.00) must accompany the Application. This fee is NOT refundable. If mailed, the fee should be submitted by Bank Draft made payable to "The University of the West Indies".

The application fee (in cash) must be paid to any Republic Bank on the Application/Scholarship Deposit slip provided.

DOCUMENTS REQUIRED

(i) Birth Certificate.
(ii) Marriage Certificate (where applicable).
(iii) Legal Affidavit or Deed Poll if present name is different from that on the Birth Certificates (GCE/CXC).
(iv) Academic Certificates (GCE/CXC).
(v) GCE Grade Slips (Accepted Only in cases where certificates are not yet available)

For Applicants whose first language is not English, you are required to submit with your application a Test of English as a Foreign Language (TOEFL) certificate with a score of 500 or greater.

These Documents are necessary for consideration of your application.

RECEIPT OF APPLICATIONS

Applications may be submitted either:

EITHER (1): Application Forms should be carefully completed (in duplicate or triplicate as required according to the programme) and returned to Student Affairs (Admissions Section).

OR (2) The completed application form, Bank receipt and certified documents, may be deposited in a designated box on the Ground Floor of the Administration Building.

Applicants MUST submit photocopies of their Certificates (Academic and Birth, etc.) which have been certified by a Notary Public/Justice of the Peace/Commissioner of Affidavits/School Principal or School Vice Principal.

The closing date for receipt of applications at the three Campuses of the University is JANUARY 15, 2003.

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 Certificates.
4. Successful applicants, whose applications were deposited in the box, will be required to bring in ALL ORIGINAL DOCUMENTS on a date to be advertised.
5. 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.