

## STEP BY STEP REGISTRATION PROCEDURE ALL STUDENTS

### **STEP 1:** OBTAIN ACADEMIC ADVISING

Consult your Faculty Advisor for information on courses for which you must register.

**NB.** Refer to your Faculty Academic Advising schedule for dates and locations of your faculty's advising at <http://www.sta.uwi.edu/registration/scheduled.asp>

### **STEP 2:** SIGN UP FOR COURSES

To access the online registration go to secure area at <http://www.mysta.uwi.edu> Your user ID is your 8-digit or 9-digit student registration ID number and your password. Login in and register for your courses.

**NB.** Year 1 students use courses listed on faculty academic advising worksheet/form

### **STEP 3:** PRINT REGISTRATION FEE ASSESSMENT INVOICE

Print your Registration Fee Assessment Invoice. It indicates fees payable based on your course load and must be used to complete financial clearance.

### **STEP 4:** OBTAIN FINANCIAL CLEARANCE

Financial clearance is required to attend classes.

- a. Pay fees at any branch of Republic Bank Ltd. using the bank deposit slip. Ensure that the bank teller returns 2 copies of the deposit slip to you.
- b. Staple the following documents together:
  - i. Official UWI Registration Fee assessment/Invoice printout
  - ii. Evidence of payment of fees OR copies of letters showing evidence of funding e.g. scholarship, \*GATE Form
- c. Deposit fee assessment invoice and proof of payment/scholarship/funding in your Faculty Box located on the Ground Floor, Bursary, Student Administration Building
- d. Check online for financial clearance three (3) days after submitting the documents above by logging on to the secure area of the mySTA UWI website at <http://www.mysta.uwi.edu>

**NB.** If you have not received financial clearance, visit the Bursary Representatives, Ground Floor, Student Administration Building for clarification.

### **STEP 5:** UWID

- a. If you registered in semester 1-2008/2009 and received financial clearance your UWI student ID card is automatically revalidated for semester II.
- b. Students requiring New UWI ID cards visit the **ID Photo Room, Ground Floor, Student Administration Building, Lewis Avenue** during the period **January 19 to 13 February 2009; 8.45AM. to 6.00PM.**

### **\*CITIZENS OF TRINIDAD & TOBAGO:**

1. Who have **registered for 2008/2009 Semester I courses** must submit:
  - a. Registration Fee Assessment Invoice **ONLY**

**OR**

2. Who are **registering for the first time for academic year 2008/2009** must complete and submit the following documents :
  - a. GATE form

- b. Compulsory Fees Payment Receipt
- c. Registration Fee Assessment Invoice