APPLICATION INSTRUCTIONS

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY. You may find it useful to PRINT a copy of this page.

HOW TO APPLY FOR ADMISSION

There are two (2) options available for applying for admission to The University of the West Indies either:-

(1) Online at http://www.uwi.edu/admissions

OR

(2) Download an application form and Instruction Sheet at http://www.sta.uwi.edu/admissions. Complete and submit to the University.

Mail or hand-deliver your completed application with supporting documentation AND the Non-refundable application fee receipt or cheque with application forms.

Do NOT submit a paper application if you have applied on-line. This will cause a delay in dealing with your application.

Students are encouraged to complete the online application so that they can track the progress of their application at any time using the online Track Application Status Tool on our website.

APPLICATION PROCESSING FEE

You must include with your application a NON-REFUNDABLE application processing fee.

- St. Augustine Campus, Trinidad & Tobago: TTD $90
- Cave Hill Campus, Barbados: BDS $30
- Mona Campus Jamaica: JDS $1350
- International applicants: USD $30

The application processing fee can be paid by bank draft or certified cheque in TT$, US$ or EC$ made payable to: The University of the West Indies.

Applicants in Trinidad & Tobago can pay the application processing fee at any branch of Republic Bank Ltd.
ONLINE APPLICATION PROCESS

You can apply directly to the St. Augustine Campus online at http://www.sta.uwi.edu/admissions.

PLEASE READ ALL OF THE INFORMATION BELOW BEFORE APPLYING

1. You can indicate FOUR (4) PROGRAM CHOICES on your online application. After selecting your first choice, you may select a second, third, and fourth choice by clicking the NEXT PROGRAM button and choosing the programme.

2. When making the selection of Application Type, select one of the following:
   - New Undergraduate Full-time
   - New Undergraduate Part-time
   - New Undergraduate Evening

OR

Persons applying for admission via Clarence Fitzroy Bryant College (CFBC), St. Kitts, Sir Arthur Lewis Community College (SALCC), St. Lucia, St. Vincent and the Grenadines Community College (STVGCC), St. Vincent, under “Application Type” select one of the following:
   - New Undergraduate CFBC
   - New Undergraduate SALCC
   - New Undergraduate STVGCC

3. Fill out all the required fields (marked with *). If you leave any of the required fields blank, the system will return an error message when you attempt to submit your application.

4. Your Confirmation Receipt would only be valid if you have fully completed your online application and the Confirmation Receipt is submitted by the specified deadline i.e. 2 weeks after submission of the online application.

5. If you wish to apply to another UWI Campus as a Campus of Second Choice you must visit http://www.uwi.edu/admissions, select the campus to which you wish to apply and follow the instructions given.

6. Applicants for Bachelor in Education (BEd), Evening University programmes, and mature applicants must submit details of Work History, together with two (2) letters of recommendation and the required supporting documents.

7. If you hold dual citizenship you should clearly indicate under which nationality you wish to be considered as you will NOT be permitted to change your status after an offer of a place has been made and accepted.

Note: This has no bearing on your application but is needed for determining the fees payable.
8. If you hold dual citizenship you MUST also submit documentary evidence to support the status under which you wish to be considered.

9. 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 pretences, or otherwise deceptive is prohibited. See sections on DOCUMENTS REQUIRED.

10. If you wish to live on a Hall of Residence, please see the section above on HOUSING ON CAMPUS

STEP 1: GO TO THE UWI ADMISSIONS WEBPAGE

Start at the webpage http://www.uwi.edu/admissions. Select the Campus of your choice.

You can now begin the application process by clicking the APPLY NOW button.

If you wish to apply to another UWI Campus as a Campus of Second Choice, please return to the webpage http://www.uwi.edu/admissions and follow the instructions.

STEP 2: SET UP YOUR ACCOUNT

Create a Login ID and PIN (Personal Identification Number) to set up an account. Make a note of your Login ID and PIN since you will need these to access your application information after you log out of the system.

NOTE: A valid e-mail IS ABSOLUTELY required to continue the process, as this will be our primary means of communicating with you. If you do not have a valid E-mail account please create one before proceeding. You can create FREE e-mail accounts through e-mail providers such as: Gmail, Hotmail or Yahoo

STEP 3: COMPLETE YOUR APPLICATION ON-LINE

Follow the instructions and complete the application in full before submitting it.

You do not have to complete your application in one sitting. You can start the process and complete it any time before the deadline using your Login ID and PIN.

To do so login to the system using the Login ID and PIN that you created in STEP 2 above. Then click the application and resume the application process by selecting the appropriate item on the Application Checklist.

STEP 4: SUBMIT YOUR APPLICATION

Once you have entered all the required information on the form and you are satisfied, you may submit your application by clicking the APPLICATION IS COMPLETE button.
If your application is missing required information, highlighted in red (*), it will not be accepted by the system. Review your application, enter all missing information and re-submit by clicking the **APPLICATION IS COMPLETE** button.

Upon the successful completion and submission of an online application you will automatically receive a **letter** acknowledging receipt of your application. **Please retain this letter as your official receipt.**

To view your Acknowledgement Letter do the following:

1. On the **Applicant Menu**, go to the **Submitted Applications** section.
2. Go to the **Confirmation/Acknowledgement** section and click on the link associated with your submitted application.
3. Print the Acknowledgement Letter and retain a copy for your record.

**STEP 5: PAY YOUR APPLICATION PROCESSING FEE**

Please refer to the Section on **Application Processing Fee** to determine the fee you must pay.

**STEP 6: PRINT AND MAIL IN / HAND DELIVER SUPPORTING DOCUMENTS**

Included in the acknowledgement letter is a link to download the **Undergraduate Confirmation Receipt** for your application. **You must print, fill out and sign the Undergraduate Confirmation Receipt.** Mail or hand deliver the signed **Undergraduate** Confirmation Receipt along with the other supporting documents to:

The Assistant Registrar  
Student Affairs (Admissions)  
Student Administration Building  
Lewis Avenue,  
UWI St. Augustine Campus  
Trinidad & Tobago W.I.

Please note that **your application will not be processed** until we receive the completed **UNDERGRADUATE Confirmation Receipt with ALL supporting documents.**

**YOUR UNDERGRADUATE CONFIRMATION RECEIPT WILL ONLY BE VALID IF YOU HAVE FULLY COMPLETED YOUR ONLINE APPLICATION.** You MUST send the documents (See Section on **DOCUMENTS REQUIRED** for details) as soon as possible. They should arrive at the University, with the signed **Undergraduate** Confirmation Receipt, no later than TWO (2) weeks from the date that you submitted your on-line application but **no later than February 22, 2013 for full-time study and April 12, 2013 for part-time or Evening study.**

**NOTE:** For admission to the UWI St. Augustine Campus any change to your faculty and/or programme of choice should be submitted in writing to the Admissions Office no later than **June 28, 2013**. Late requests will not be accepted.
STEP 7: TRACK YOUR APPLICATION

Track the progress of your application at any time using our website. Start at the webpage [http://www.sta.uwi.edu/track](http://www.sta.uwi.edu/track) Login using the Login ID and PIN created.

On the Applicant Menu Page, scroll down to the Submitted Applications Section. CLICK the link displayed in Admission Term of the application you wish to track.

Please allow 3 weeks for your application to be entered in the system.
PAPER APPLICATION PROCESS

FOLLOW THE STEPS BELOW

1. Complete your paper application form.
2. Submit ONLY ONE (1) application to your campus of First Choice.
3. If you apply on-line and also submit a paper application we will only consider the application that was received first.

STEP 1: OBTAIN AN APPLICATION FORM

Download the application form (in Microsoft Word format) and the Information Sheet from our website at http://sta.uwi.edu/admissions/apply/dom_appproc_paper.asp

The Information Sheet provides the necessary guidance on how to complete the application form. After downloading, simply complete the form using the Information Sheet provided.

STEP 2: COMPLETE THE APPLICATION FORMS

Complete the application forms and sign at the end in the designated area.

STEP 3: PAY YOUR APPLICATION PROCESSING FEE

Please refer to the section on APPLICATION PROCESSING FEE to determine the fee you must pay.

STEP 4: SUBMIT YOUR APPLICATION AND SUPPORTING DOCUMENTS

Mail or hand-deliver the completed application forms along with the required supporting documents (see the Section on DOCUMENTS REQUIRED) to:

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

The CLOSING DATE FOR RECEIPT OF APPLICATIONS at the St. Augustine Campus of The University is JANUARY 31, 2013.
STEP 5: TRACK YOUR APPLICATION

When your application is received, you will be given or sent an Acknowledgement Card. Please allow 3 weeks for your application to be entered into the system, after which, you will be sent your Acknowledgement Letter via postal mail and/or e-mail confirming your application details. Both your LOGIN ID and PIN will be contained in your Acknowledgement Letter, along with instructions on how you can track the progress of your application online.

NOTE: For admission to the UWI St. Augustine Campus any change to your faculty and/or programme of choice should be submitted in writing to the Admissions Office of your campus of 1st Choice no later than June 28, 2013. Late requests will not be accepted.

INFORMATION & INSTRUCTIONS FOR COMPLETING PAPER APPLICATION FORM 2013/2014

For use with application forms 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.

GENERAL

- 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.

- Application forms must be completed and should be returned to the Admissions Office at the Campus most convenient to you or the Open Campus Centre nearest to you (Non-campus countries).

- An application fee of Bds$30.00; J$1350; TT$90.00 or the equivalent, in your local currency is payable by residents of Commonwealth Caribbean Countries. All other applicants are required to pay US$30. This fee is not refundable and should be submitted by bank draft/certified cheque made out in TT$, US$ or EC$ and payable to: The University of the West Indies.

- The deadline date for receipt of applications to the Cave Hill Barbados, Mona Jamaica and St. Augustine campuses of the University is January 31, 2013. Where this deadline date falls on a Saturday, Sunday or Public Holiday, the deadline will be the next working day.
• The ORIGINAL documents MUST be submitted with the application together with a photocopy, OR Certified Copies of your academic certificate(s) and the Birth Certificate/ Marriage Certificate.

NOTE: Certified copies of all supporting documents which have been certified by a Notary Public/ School Principal or School Vice Principal will be accepted.

Marriage Certificate/Deed Poll (whichever is applicable) if present name is different from that on documents.

Applicants with qualifications and other required documents written in a language other than English should submit a certified English translation, together with the original.

All applicants should read carefully the instructions on ENGLISH LANGUAGE REQUIREMENTS

SECTION A – PERSONAL DATA

1. Title: Insert Mr., Mrs., Miss, Ms., etc

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

6b. Name of Contact – if other than yourself

7a. Mailing Address – Enter the address to which you expect all correspondence to be sent.

7c. Enter the dates for which the information in 7a is valid

16. Tax Number/National Id - Jamaican/ Barbadian/ Bahamian nationals enter your TRN/ National ID number here.

18. Religion/Denomination - This has no bearing on your application but is needed for the University Chaplains and Student Services.

19. Nationality – This information will assist in determining the fees payable. Documentary evidence is required (passport/certificate of residence)

NOTE: If you hold DUAL CITIZENSHIP you should clearly indicate under which nationality you wish to be considered as you will NOT be permitted to change your status after an offer of a place has been made and accepted. You MUST also submit documentary evidence to support the status under which you wish to be considered.

22. Country of Responsibility for Fees – This has no bearing on your application but is needed for determining the fees payable. If you have dual nationality, indicate the country responsible for paying your fees (supporting documents must be provided i.e.
passport/certificate of residence). Barbadian Nationals/citizens must show proof other than Birth Certificate. See note above on **DUAL CITIZENSHIP**.

25. **Disability** – This has **no bearing** on the application for admission but alerts The University to the need to put in place the necessary support requirements for your study and accommodation. See section above on **APPLICANTS WITH DISABILITIES**.

29. **Halls of Residence** –  
**Cave Hill** – Sherlock, Frank Worrell (co-ed)

**Mona Campus**  
Chancellor (all male), Mary Seacole (all female), AZ Preston, Irvine, Taylor, and Rex Nettleford (co-ed)

**St Augustine Campus** – Canada Hall (all male), Trinity Hall (all female), Milner Hall; Sir Arthur Lewis Hall of Residence (co-ed) Joyce Gibson-Inniss (co-ed, Medical Sciences only).

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

**NOTE:** An offer of admission to a Faculty on ANY campus gives no guarantee of accommodation in a Hall of Residence. For further information on the application process, see the section on **HOUSING ON CAMPUS**.

**SECTION B – CAMPUS, FACULTY, PROGRAMMES & STATUS**

31-42 Each applicant is permitted 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. Note that Faculty of Second Choice may be the same as Campus of First Choice. In the event that admission is not offered to the Faculty of First Choice, the application will be forwarded to the Second Choice.

**NOTE:** Admission to a Campus and/or Faculty of Second Choice is **subject to the availability of places at the time of transfer of the application**.

32 a & b Applicants who wish to study off campus or via UWI- Open Campus should indicate mode of delivery and site at which they wish to study.

35 & 36 Refer to list of available programme offerings

38 a & b Same as for 32 a & b above (not applicable to part-time/ evening/certificate/diploma applicants)

41 & 42 Refer to list of available programme offerings
SECTION C – ACADEMIC RECORD

43 Enter details of subjects already passed.

44 Enter subjects or examinations you will write in November 2012, January/ May/ June 2013.

45 Enter other qualifications – Diplomas, Certificates etc. Information regarding High Schools/ Colleges and Tertiary Institutions attended is required for the student’s records at The University and MUST be provided. THE LAST TWO COLUMNS IN THIS SECTION DO NOT APPLY TO HIGH SCHOOL STUDENTS

NOTES
1. You must disclose all, including those located outside the Caribbean. Include an additional page if more space is required.

2. Possession of minimum entry requirements does not necessarily guarantee admission to the University. Acceptance to a programme may be restricted due to the limited number of places available in each Faculty.

See also sections above on:
- Important Notes re: TRANSCRIPTS & CERTIFICATES
- ENGLISH LANGUAGE REQUIREMENTS

SECTION D – FINANCIAL RESOURCES

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

SECTION E – EMPLOYMENT RECORD

NOTE: 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.

49 Provide information on your entire work history. This is particularly helpful in the case of mature applicants.
SECTION F – REFEREE INFORMATION
50. Applicants for Evening University programmes and Mature applicants to Certificate/ Diploma and Degree programmes must submit two (2) letters of recommendation along with the application forms and supporting documents.

SECTION G – DECLARATION
51. This application is accepted with 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.

52. To be signed by parent or guardian where applicable.

Further information may be obtained from the following:

- Assistant Registrar,
  Student Affairs (Admissions)
  The University of the West Indies
  Cave Hill
  P.O. Box 64
  BB 11000
  BARBADOS
  www.cavehill.uwi.edu

- Assistant Registrar,
  Student Affairs (Admissions)
  The University of the West Indies
  Mona
  Kingston 7
  JAMAICA
  www.uwimona.edu.jm

- Assistant Registrar,
  Student Affairs (Admissions)
  The University of the West Indies
  St. Augustine
  TRINIDAD & TOBAGO
  www.sta.uwi.edu

The Registry
UWI St. Augustine
2012-11-15 (updated)