**INFORMATION & INSTRUCTIONS FOR COMPLETING PAPER APPLICATION FORM**

NOTE:

1. Applicants are advised to read the information and instructions for guidance carefully before completing the

 application form.

1. **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 **fully** completed and returned to the Admissions Office at the Campus most convenient to

 you or the UWI Open Campus nearest to you [Non-campus countries].

* An application processing fee of **Bds$30.00 (Jamaican residents 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$30. This fee is non-refundable and should be submitted by bank draft/certified cheque made out in US$ or EC$ and payable to: **The University of the West Indies, St. Augustine Campus.**
* The **deadline date** for receipt of applications to the St. Augustine Campus is **January 31**. 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 together with** a photocopy,

**OR**

* **Certified copies** of all supporting documents which have been certified by a Notary Public OR 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.

**NOTES:**

(i) Applicants with qualifications in a language other than English should submit a certified English translation, together with the original.

(ii) Candidates who do **not** possess either of the following -

* Grade 1 in CXC(CSEC) English A-General Proficiency;
* Grade A in GCE O’level English Language;
* Grade I in CAPE Communications Studies;
* Grade A or B in the GCE Advanced Level General Paper (GP);
* Grade A or B-Cambridge GCE A/O Level or Advanced Subsidiary (a) or (b) in General Paper (GP) Examination;
* TOEFL score of 580+;
* Grade B or above in a College English Course from an approved university;
* UWI Open Campus-Language and Communication: Grade A or B

**are required to take the UWI English Language Proficiency Test (ELPT).**

(iii)Applicants whose native Language is not English are required to perform satisfactorily in an approved English Language Test. The TOEFL test with a minimum score of 580 is accepted as equivalent to, and in place of, an acceptable CXC pass in English A-General Proficiency.

# 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

13. A valid email address 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 email accounts through email providers such as G**mail, Hotmail or Yahoo.**

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.

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

**NOTE: Persons with dual nationality should clearly indicate under which nationality they wish to be considered as you will NOT be permitted to change your status after an offer of a place has been made.**

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.

**NOTE: Persons with dual nationality should clearly indicate under which nationality they wish to be considered as you will NOT be permitted to change your status after an offer of a place has been made.**

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.

**NOTE**: If you have any special needs and/or require support for your studies, please indicate this in writing as soon as possible. Please note that we may not be equipped to fulfil all special needs. Information will be used only to assess if UWI is able to provide you with the necessary support, and will not be considered as part of the admissions process.

29 **Halls of Residence –** St Augustine Campus – Canada (Male only), Trinity (Female only), Milner (mixed); Joyce Gibson-Inniss (mixed – Medical Sciences only); Sir Arthur Lewis Hall (Mixed)

**NOTE: An offer of entry to a Faculty on ANY campus gives no guarantee of accommodation in a Hall of Residence**.

# SECTION B – CAMPUS, FACULTY & PROGRAMMES & STATUS

* 1. Applicants should indicate a Campus and Faculty of Second Choice. Note that Campus 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. ***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***.

32 a&b Applicants who wish to study by Distance (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 any examinations in progress and results that you are awaiting.

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**

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

**NOTE 2:** Where professional Certificates, Diplomas and or University degrees are indicated, applicants should request the granting Institution to forward transcripts directly 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 Admissions Office, UWI St. Augustine Campus** by **February 28. UWI graduates need not request transcripts.**

**NOTE 3:** Possession of minimumentry 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.

**NOTE 4:** Applicants with qualifications in a language other than English should submit a certified English translation, together with the original.

# 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 experience. This is particularly helpful in the case of mature applicants.

**SECTION F – REFEREE INFORMATION**

1. Applicants for Certificate/Diploma 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

 St. Augustine

 **TRINIDAD & TOBAGO**

The Registry

UWI St. Augustine

2013-06-14 (updated)