

THE UNIVERSITY OF THE WEST INDIES

CRM RECRUIT

GRADUATE STUDIES RECRUITMENT AND ADMISSIONS PORTAL

USER GUIDE



UWI

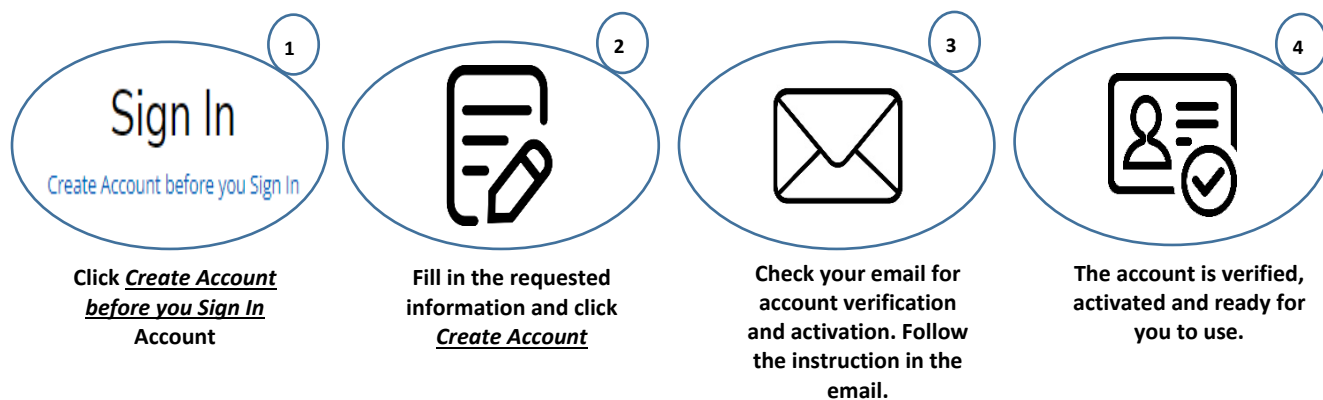
ST. AUGUSTINE
CAMPUS



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CREATE AN ACCOUNT SUMMARY



NOTE: Mandatory fields in the Application Form are indicated with an asterisk (*)

STEP 1 - CREATING AN ACCOUNT

An account is created so that Prospects can revisit the Constituent Experience, register for events and complete online applications.

All prospects/applicants must create an account via <https://uwi.elluciancrmrecruit.com/Apply> before their first **Sign In**.

To create an account the user can:

1. Select '**Create Account before you Sign In**' as displayed below:




OR


2. Select the '**Create Account**' tab as displayed below:



When option (1) or (2) above is selected, the **Create Account** page will display for the user to enter their information. Upon completion, the user must click '**Create Account**'.

Create Account

 Connect with Facebook

 Sign in with Google

Contact Information

First Name *

Last Name *

Email Address *

Confirm Email Address *

Mobile Phone *

Other Phone

Allow me to receive bulk E-mails

☐ Do Not Allow ☒ Allow

Demographic Information

Birth Date (mm/dd/yyyy) *

Birth Country *

Country of Nationality *

T&T Birth Certificate PIN *

Country of Residence *

Academic Level *

Academic Programme *

Entry Term *

Career Goal

Account Information

This password must be in line with the UWI password policy which is:-
- A minimum of eight characters or more;
- At least one special character (!, @, \$, % etc)

Password *

Confirm Password *

Create Account

When **'Create Account'** is selected the following notification is then displayed:

"Your account is pending activation. You will receive an email soon containing instructions on how to activate your account. If you do not receive an email, you can use the link below to have the activation link resent to your email address"

The following activation email is sent to the user's email entered in the creation of the account:

UWI - Activate your St. Augustine account CRM:0002878



STA-CRMAdmin-noreply <STA-CRMAdmin-noreply@sta.uwi.edu>

To: You



Mon 9/5/2022 7:37 PM

Hello Morris Chestnut,

Thank you for creating an account with The University of the West Indies, St. Augustine Campus.

To complete verification of your new account, please click on the following link:

[Click here to activate your account](#)

The link will expire in 14 days. Should the link expire before you click on it, you must request a new confirmation email.

CONFIDENTIALITY: This email (including any attachments) may contain confidential, proprietary and/or privileged information. Any duplication, copying, distribution, dissemination, transmission, disclosure or use in any manner of this email (including any attachments) without the authorisation of the sender is strictly prohibited. If you receive this email (including any attachments) in error, please notify the sender and delete this email (including any attachments) from your system. Thank you.

Reply

Forward

When the user selects **'Click here to activate your account'** in the email, the following information below is displayed:



[SIGN IN](#)

[CREATE ACCOUNT](#)

[APPLICATION DEADLINES](#)

[APPLY ONLINE](#)

[DISCOVER STA](#)

✔ Your account is now activated. Please sign in and visit the My Account page to get started.

STEP 2 - SIGN IN TO YOUR ACCOUNT

The user is required to enter their Email and Password used in the creation of the account, then select '**Sign In**'.

The user can also **Sign In** using their Facebook or Google accounts.

Sign In

Create Account before you Sign In

Email

uwicrmtest50@hotmail.com

Password

.....SHOW


[Forgot your password?](#)


☐ Remember Me

☐ Are you signed in from a public computer?

Sign In

OR

 Connect with Facebook

 Sign in with Google

The University of the West Indies
St. Augustine Campus
St. Augustine
Trinidad and Tobago, W.I.
Tel: (868) 662-2002 | Fax: (868) 663-9684
<http://www.sta.uwi.edu>. All Rights Reserved.
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After selecting 'Sign In' the **My STA Account** page then displays:

My STA Account

Welcome, Will to The UWI, St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class programmes and facilities within a vibrant, cosmopolitan community. We look forward to you joining us.

My Applications

You do not currently have any applications.

Create a New Application

STA Events

You are not currently registered for any events.

View Upcoming Events

Contact Information

Update Profile

First Name * Will	Last Name * Smith
Email Address uwicrmtest50@hotmail.com	Confirm Email Address uwicrmtest50@hotmail.com
Mobile Phone * 868-667-1234	Other Phone 868-123-4444
Allow me to receive bulk E-mails Allow	

Demographic Information

Birth Date (mm/dd/yyyy) * 6/2/2000	Birth Country * TRINIDAD & TOBAGO
Country of Nationality * TRINIDAD & TOBAGO	T&T Birth Certificate PIN * 0000014785
Country of Residence * TRINIDAD & TOBAGO	

Need Help?


Admissions Offices
Lloyd Braithwaite Bldg.
St Augustine Campus
Trinidad and Tobago, WJ
Main Phone: (868) 662-2002

Undergraduate: Ext. 82154, 82157
Email: admis@sta.uwi.edu

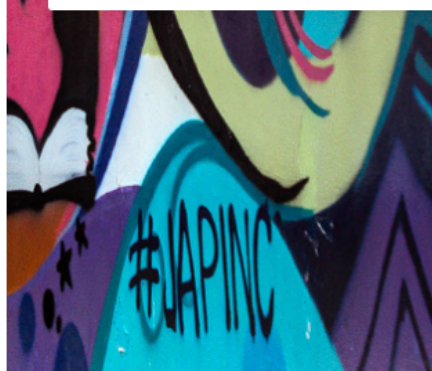
Postgraduate: Ext. 82209, 82616
Email: postgrad@sta.uwi.edu

International Office: Ext. 82180, 82635, 83856
Email: internationaloffice@sta.uwi.edu

Our Graduates

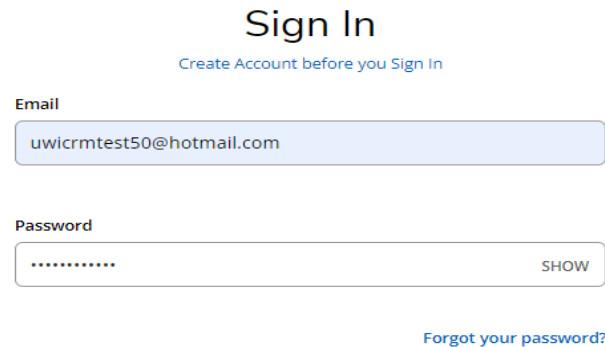


Future Caribbean Leaders - among the best and brightest in the world!



RESETING YOUR PASSWORD

To reset password the user must select '**Forgot your Password?**'



Sign In

Create Account before you Sign In

Email

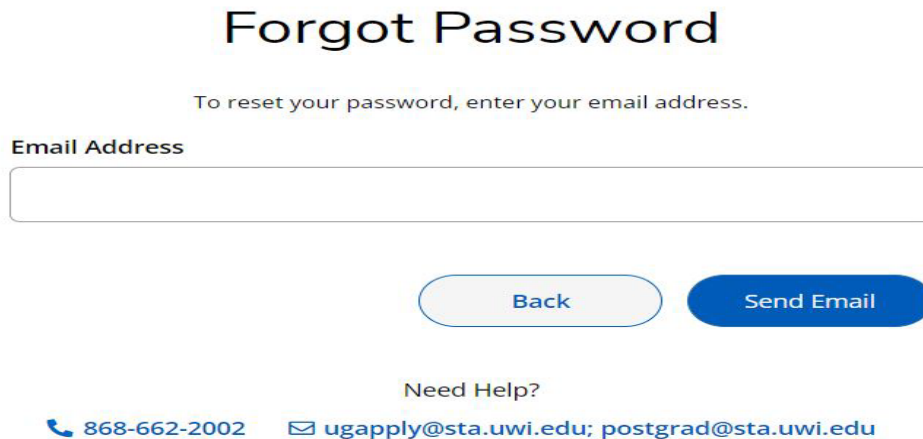
uwicrmtest50@hotmail.com

Password

SHOW

[Forgot your password?](#)

The below page then displays for the user to enter their email address and select '**Send Email**':



Forgot Password

To reset your password, enter your email address.

Email Address

[Back](#) [Send Email](#)

Need Help?

868-662-2002 ugapply@sta.uwi.edu; postgrad@sta.uwi.edu

After selecting '**Send Email**' the below message displays:

Check your email

You should receive an email with a link to reset your password.

[Return to sign in](#)

The user receives the following email and must select **'Reset Password'**:

Reset your Password CRM:0002879



STA-CRMAdmin-noreply <STA-CRMAdmin-noreply@sta.uwi.edu>

To: You

Mon 9/5/2022 7:42 PM

Hi Morris Chestnut,

Please click the link below to reset your password.

[Reset Password](#)

Having trouble viewing this email? Copy and paste the following link into your browser:

<https://uwitest.elluciancrmrecruit.com/Apply/Account/ResetPasswordStep2?t=T4bb/wiR2kiyollxKjbpSbvNtqh/nlFa>

CONFIDENTIALITY: This email (including any attachments) may contain confidential, proprietary and/or privileged information. Any duplication, copying, distribution, dissemination, transmission, disclosure or use in any manner of this email (including any attachments) without the authorisation of the sender is strictly prohibited. If you receive this email (including any attachments) in error, please notify the sender and delete this email (including any attachments) from your system. Thank you.

Reply

Forward

After selecting **'Reset Password'** in the email, the below message displays and the user must enter the required information and select **'Reset Password'**:

Reset Password

Enter your new password

This password must be in line with the UWI password policy which is:- A minimum of eight characters or more; - At least one special character (!, @, \$, * etc)

New Password

SHOW

Confirm New Password

SHOW

Reset password

Need Help?

868-662-2002

ugapply@sta.uwi.edu; postgrad@sta.uwi.edu

After selecting '**Reset Password**' the below message displays and the user must select '**Go to sign in**':

Reset Password

Your password has been reset.

[Go to sign in](#)



Need Help?

 868-662-2002

 ugapply@sta.uwi.edu; postgrad@sta.uwi.edu

IF YOUR ACCOUNT IS LOCKED

After **five (5) attempts** of entering the **incorrect Password**, the user is locked and the information below is displayed:

 Your account has been locked. Please contact the system administrator. 

Sign In

Create Account before you Sign In

Email

Password

SHOW

The user **cannot** change the password using the **'Forgot your password?'** link on the Constituent Experience site.

The user must email postgrad@sta.uwi.edu to request that the account be unlocked.

After receiving email notification that the account has been unlocked and the **Password** reset, once they log into the system the user would be prompted to change the **Password**:

Change Password

You must change your password before continuing.

Password

New Password

Confirm New Password

This password must be in line with the UWI password policy which is:-
- A minimum of eight characters or more;
- At least one special character (!, @, \$, * etc)

Change Password

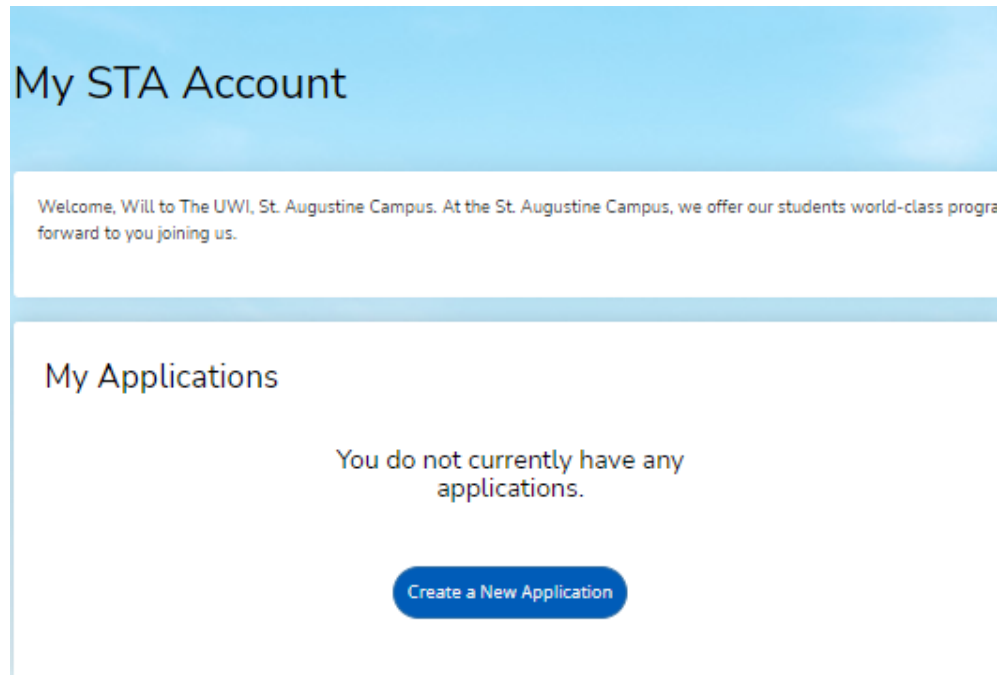
HOW TO APPLY STEP SUMMARY



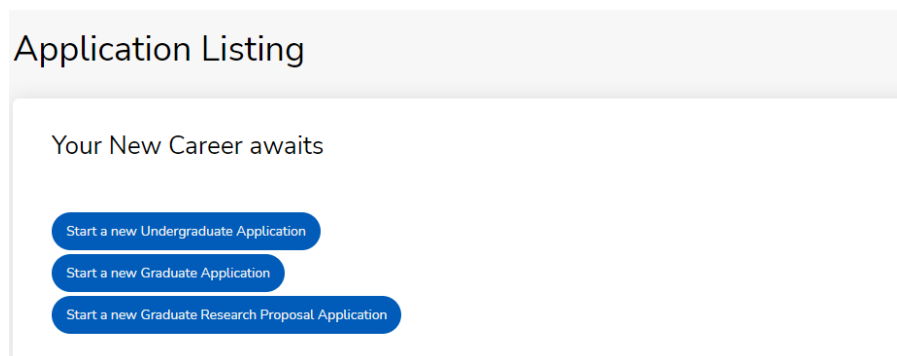
STEP 1 - HOW TO APPLY

An applicant can ONLY submit one (1) application per Academic Term with a Primary Programme.

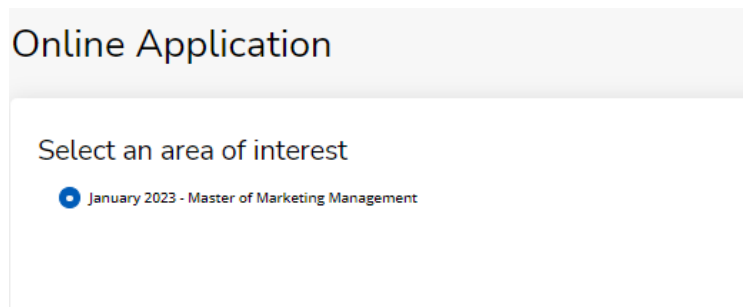
Sign In to your Account to access the **My STA Account** page → select '**Create a New Application**' under **My Applications**:



After selecting '**Create a New Application**' the information below is displayed for the user to select the respective **Academic Level** under '**Your New Career awaits**':



After selecting the Academic Level '**Select an area of interest**' will display with the **Entry Term** and **Academic Programme** the user entered in the creation of the account:

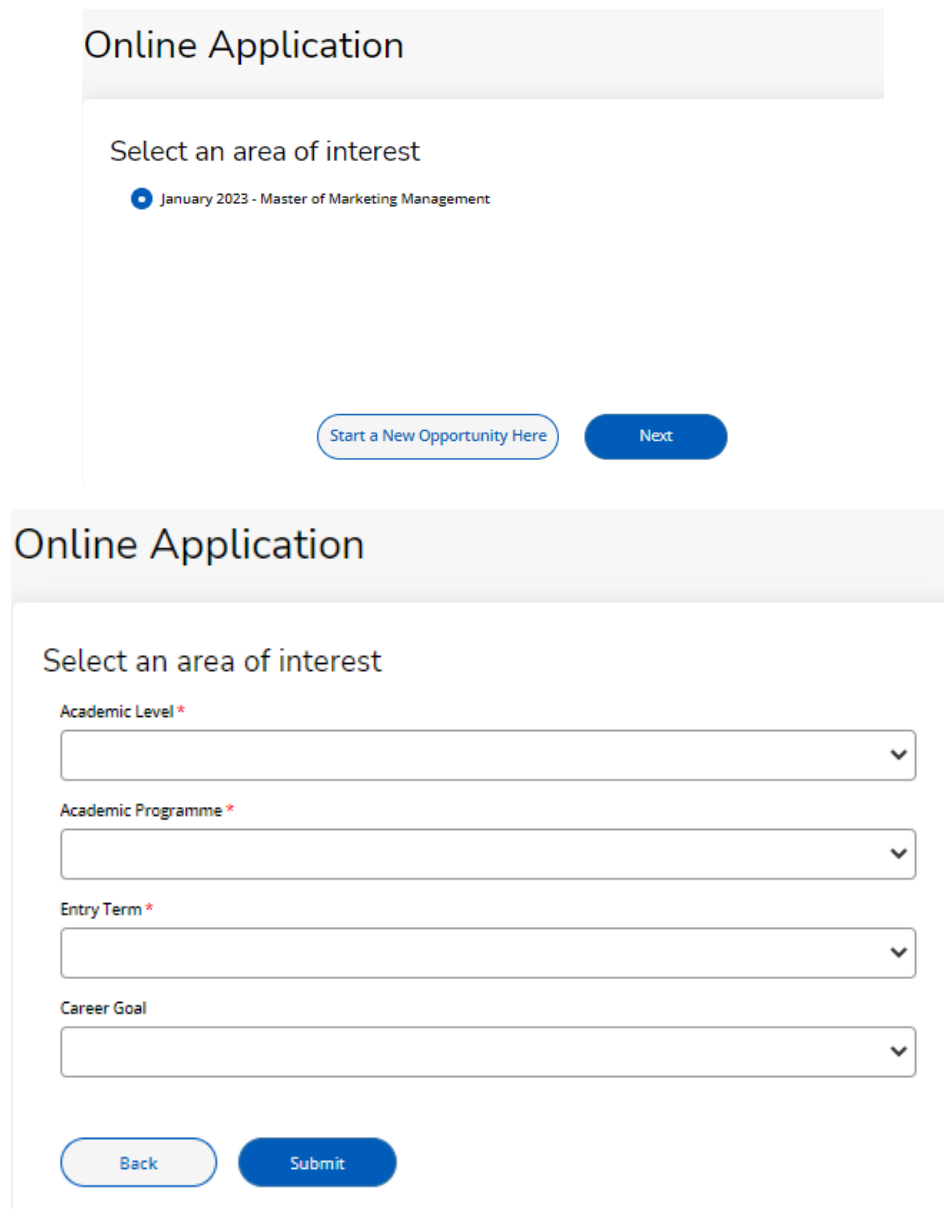


Online Application

Select an area of interest

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When the user selects '**Start a New Opportunity Here**' they can change their **Academic Level**, **Academic Programme**, **Entry Term** and **Career Goal** then select '**Submit**' as displayed below:



Online Application

Select an area of interest

☒ January 2023 - Master of Marketing Management

[Start a New Opportunity Here](#) [Next](#)

Online Application

Select an area of interest

Academic Level *

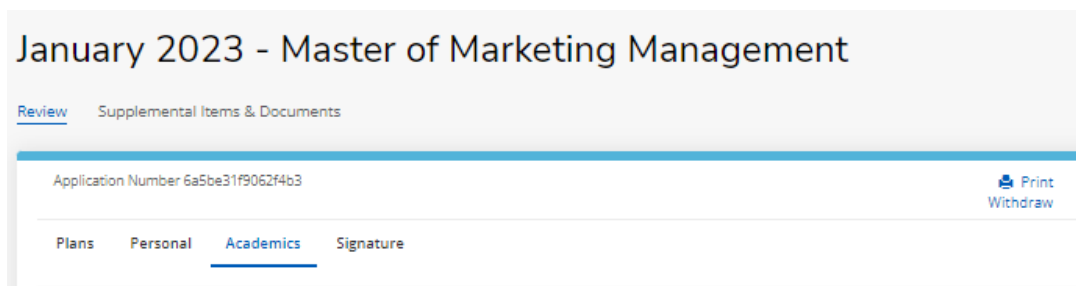
Academic Programme *

Entry Term *

Career Goal

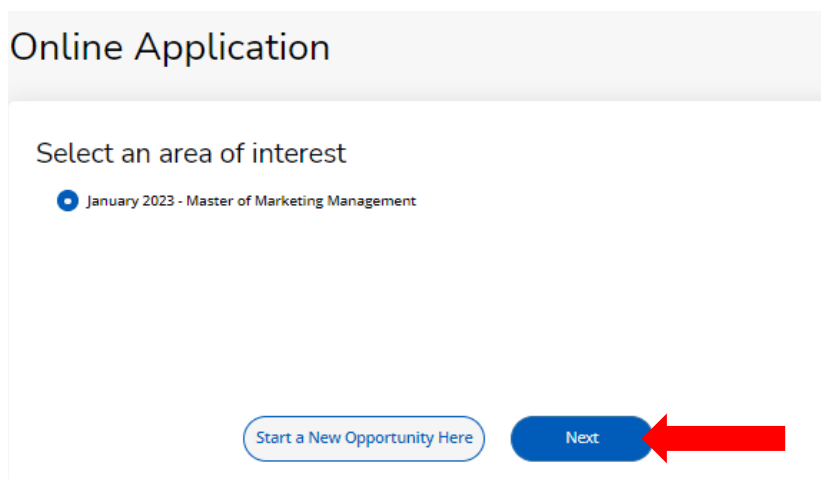
[Back](#) [Submit](#)

When the user selects '**Submit**' the **Application Form** displays with the **Entry Term**, **Academic Programme** and **Application Number**.

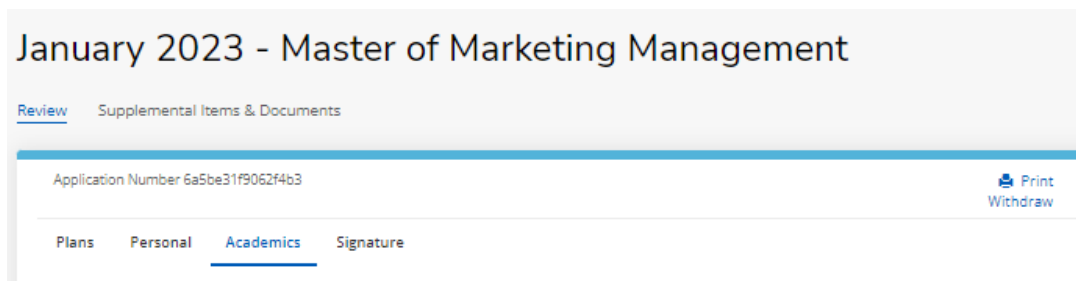


OR

After selecting the Academic Level '**Select an area of interest**' will display with the **Entry Term** and **Academic Programme** the user entered in the creation of the account. The user then selects '**Next**' and the **Application Form** displays with the **Entry Term**, **Academic Programme** and **Application Number**:



The user is then required to enter information within four (4) tabs before the **Application Form** can be submitted:



PLANS TAB

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[Review](#) Supplemental Items & Documents

Application Number 5a9fad8d0eb80c90

[Print](#)
[Withdraw](#)

[Plans](#) [Personal](#) [Academics](#) [Signature](#)

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Academic Plans

Academic Level *

Graduate

Academic Programme *

Master of Marketing Management

Campus Location *

Entry Term *

January 2023

Enrollment Status *

Career Goal

The UWI Related Information

Are you interested in campus housing?

☐ Yes ☒ No

If you are a scholarship or bursary recipient, please indicate the type of award that you received?

Are you a past or current UWI student? *

☐ Yes ☒ No

Are you a UWI Staff member? *

☐ Yes ☒ No

Are you the dependent of a UWI Staff Member?

☐ Yes ☒ No

How will you fund your programme of study? *

Will you be able to meet your financial obligation at the start of the programme? *

☐ Yes ☒ No

Country Responsibility For Fees

How did you learn about The UWI? *

[Save Application](#)

[Save & Continue](#)

PERSONAL TAB

January 2023 - Master of Marketing Management

[Review](#) Supplemental Items & Documents

Application Number 6a5be31f9062f4b3

 Print
 Withdraw

Plans **Personal** Academics Signature

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Name

Prefix

Ms.

First Name *

Teyanna

Middle Name

Last Name *

Taylor

Suffix

Is your present name different from your birth certificate and is not due to marriage?

☐ Yes ☒ No

Are you the first in your family to attend university?

☐ Yes ☒ No

Permanent Address

Country *

TRINIDAD & TOBAGO

State/Province/Borough/County *

Arima

Address Line 1 *

lime street

Address Line 2

Lemon Avenue

Town/Village/City *

Malabar

If you know your ZIP/Postal Code, please update it here.

00000

Contact Details

Home Phone

868-999-1234

Mobile Phone *

868-667-1234

Email Address *

uwicrmtest21@hotmail.com

Demographics

Birth Date (mm/dd/yyyy) *

2/6/2020

Country of Birth *

TRINIDAD & TOBAGO

Country of Nationality *

TRINIDAD & TOBAGO

T&T Birth Certificate PIN *

0147885000

Do you have dual citizenship?

☒ Yes ☐ No

Dual Citizenship Country *

TRINIDAD & TOBAGO

Which citizenship are you declaring for this application? *

TRINIDAD & TOBAGO

Gender *

Female

Marital Status

Single

Native Language

English

Medical Information

Do you have any medical condition?

☐ Yes ☒ No

Do you have any special needs?

☐ Yes ☒ No

Work Experience

Please list the paid job you have held during the past seven years where the work experience is relevant to your application (including summer employment).

[+ Add Record](#)

Household Income

Monthly Household Income in TTD

[Previous Page](#)

[Save Application](#)

[Save & Continue](#)

ACADEMICS TAB

Maximum of five (5) College/University records can be entered.

January 2023 - Master of Marketing Management

[Review](#) [Supplemental Items & Documents](#)

Application Number 6a5be31f9062f4b3 [Print](#) [Withdraw](#)

[Plans](#) [Personal](#) [Academics](#) [Signature](#)

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

College/University Attended

Select Add College to list each college/university where you have taken courses for credit. You can enter a maximum of five (5) colleges/universities. Please have an official transcript sent from each institution as soon as possible.

[College 1](#)

[Delete College](#)

College

Acadia Divinity College

X

Graduated *	Transcript GPA
<div>Yes</div>	<div>3.50</div>
Attended From Month *	Attended From Year *
<div>September</div>	<div>2013</div>
Attended To Month *	Attended To Year *
<div>June</div>	<div>2017</div>
Degree Obtained or Expected *	Degree Date
<div>Bachelor of Commerce</div>	<div>7/10/2017</div>

[Add College](#)

TOEFL Test Scores

☐ I have taken or plan to take the TOEFL exam.

Previous Page

Save Application

Save & Continue

SIGNATURE TAB

January 2023 - Master of Marketing Management

[Review](#) Supplemental Items & Documents

Application Number 6a5be31f9062f4b3

[Print](#)
[Withdraw](#)

[Plans](#) [Personal](#) [Academics](#) [Signature](#)

Please note that once submitted, this application can no longer be edited or changed. Upon successful submission, you will see a confirmation message, and the status of your application submission will be updated in the 'My Applications' area.

Certification

Please affirm the following before you submit your application.

☒ Do you certify the following? *

I understand that once my application has been submitted it may NOT be altered in any way.

☒ Do you certify the following? *

I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I authorize all colleges/universities attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

☒ Do you certify the following? *

I understand that certified copies are documents where the originals have been seen and verified, with copies stamped and signed as a true copy by either a Notary Public OR Commissioner of Affidavit OR Justice of the Peace.

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Signature *

Signature Date *

T.Taylor

9/26/2022

[Previous Page](#)

[Save Application](#)

[Preview Before Submission](#)



When **'Preview Before Submission'** is selected the Application Form displays as one continuous document. The user can select **'Edit Application'** to make changes to the application or **'Submit Application'**.

When **'Edit Application'** is selected the Application Form with the four (4) tabs displays for the user to make changes, after which they must go to the **Signature** Tab to re-do the **'Preview Before Submission'** process.

Certification

Please affirm the following before you submit your application.

Do you certify the following? *

I understand that once my application has been submitted it may NOT be altered in any way.

Yes

Do you certify the following? *

I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I authorize all colleges/universities attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

Yes

Do you certify the following? *

I understand that certified copies are documents where the originals have been seen and verified, with copies stamped and signed as a true copy by either a Notary Public OR Commissioner of Affidavit OR Justice of the Peace.

Yes

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Signature *

Signature Date *

T.Taylor

9/26/2022

Edit Application

Submit Application

STEP 2 – PAY APPLICATION FEE ONLINE

An applicant must pay the Application Fee as follows:

- Nationals of Trinidad and Tobago: TTD90.00
- Non-Nationals: TTD204.00

An application cannot be submitted until the requisite payment is made.


When **'Submit Application'** is selected, the **'Order Summary'** displays for payment/entry of the **Application Fee**:

Order Summary

DESCRIPTION	TOTAL
Test Fee (Nationals TTD 90.00 and Non-nationals TTD 204.00)	\$204.00
	Subtotal: \$204.00
	Total: \$204.00

Make Online Payment

When selecting **'Make Online Payment'** the user is required to enter the required information below as displayed:

 THE UNIVERSITY OF THE WEST INDIES
AT ST. AUGUSTINE, TRINIDAD AND TOBAGO

Help

Payment Method

Confirmation

Transaction

CRM Payment

Amount

TTD 1.00

Card Information

Personal Information

Card number

****1111 ✓

Email

serty@hotmail.com

Expiration date

02 ✓ 2023 ✓

Card security code ?

125 ✓

Name on card








Jen Brown

Cancel

Continue

Debit and Credit Cards

We accept credit or debit cards with the following logos:



When **'Continue'** is selected the user is then prompted to review their information:

The screenshot shows a web interface for The University of the West Indies. At the top, there is a blue header with the university's name and a 'Help' link. Below the header, a progress bar indicates the current step is 'Confirmation' (marked with a thumbs-up icon) following 'Payment Method' (marked with a credit card icon). A prominent orange banner contains a warning: 'Review the information below before continuing. You will be returned to the host system to complete your transaction.' Below this, a table displays transaction details: Transaction (CRM Payment, TTD 1.00), Payment date (8/25/22), Payment method (Jen Brown, Visa card ending in ****1111, expires 02/2023), Billing address (Not provided), and Email (serty@hotmail.com). Under the 'Return Policy' section, there is a text input field with the placeholder 'Inquire about a refund' and a 'Print' button. Another orange banner at the bottom states: 'By selecting the Continue button you are agreeing to the Payment Policy.' At the very bottom, there are three buttons: 'Cancel', 'Back', and 'Continue'.

Transaction	CRM Payment TTD 1.00
Payment date	8/25/22
Payment method	Jen Brown Visa card ending in ****1111 expires 02/2023
Billing address	Not provided
Email	serty@hotmail.com

Return Policy

Inquire about a refund

Print

By selecting the Continue button you are agreeing to the [Payment Policy](#).

Cancel Back Continue

When **'Continue'** is selected the payment is then processed, if successful the below displays and the user is required to select **'Click to check your application status'** to return to their **My STA Account** page:

The screenshot shows a confirmation page titled 'Apply Online'. It features a light gray background with a white box containing the following text: 'Thank you for your payment. Your application has been submitted!', 'Authorization Number: 105113', and a blue link 'Click to check your application status'.

Apply Online

Thank you for your payment. Your application has been submitted!

Authorization Number: 105113


[Click to check your application status](#)

An email confirming payment is sent to the email address entered on the payment gateway:


Hello,
Thank you for submitting the payment shown below.


Transaction Type:	CRM Payment
Payer:	Niah Hypolite
Amount:	14.00 USD
Masked Account Number:	*****1111
Confirmation Number:	20220720000003
Transaction ID:	0eecd338-4f08-ed11-8a01-0a1a1f83a603
Card Type:	Visa



If the payment is declined the below displays and the user is required re-do the payment process.


 THE UNIVERSITY OF THE WEST INDIES
AT ST. AUGUSTINE, TRINIDAD AND TOBAGO

Help

Payment Method

Confirmation

 **Payment declined.** Try a different payment method or cancel. 


 Review the information below before continuing. You will be returned to the host system to complete your transaction.

Transaction	CRM Payment TTD 1.00
Payment date	8/25/22
Payment method	Jen Brown Visa card ending in ****1111 expires 04/2024
Billing address	Not provided
Email	serty@hotmail.com

Return Policy

Inquire about a refund

Print

 By selecting the Continue button you are agreeing to the [Payment Policy](#).

Cancel

Back

Continue

STEP 3 – UPLOAD YOUR SUPPLEMENTAL ITEMS AND DOCUMENTS

All documents **must be uploaded as a PDF file**.

For the application status of **‘Action Required – Supplemental items are required to complete your application’** the user selects **‘View’** which displays the **‘Supplemental Items and Documents’** page:

January 2023 - Master of Marketing Management

[Review](#) [Supplemental Items & Documents](#)

Supplemental Items

ITEM	SUBMISSION STATUS	ACTION
* Birth Certificate	Not Received	Choose File No file chosen
* Curriculum Vitae Curriculum Vitae	Not Received	Choose File No file chosen
* Unofficial College Transcript 1 -	Not Received	Choose File No file chosen
* Official College Transcript 1 -	Not Received	

To upload a Supplemental Item with the **Submission Status** of '**Not Received**' the user selects '**Choose File**' under **Action** and attach the respective document → select '**You must Click Here To Upload File**' for the document before choosing another file:

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Review [Supplemental Items & Documents](#)

Supplemental Items

ITEM	SUBMISSION STATUS	ACTION
* Birth Certificate	Received	Birth Certificate.pdf (REMOVE)
* Curriculum Vitae Curriculum Vitae	Received	CV.pdf (REMOVE)
* Unofficial College Transcript 1	Not Received	<input type="button" value="Choose File"/> High School Transcript.pdf YOU MUST CLICK HERE TO UPLOAD FILE
-		
* Official College Transcript 1	Not Received	
-		

After uploading the file the **Submission Status** then changes from '**Not Received**' to '**Received**'. To remove the document select **Remove**:

A ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

This application requires your attention for one or more items.

January 2023 – Master of Marketing Management

Review [Supplemental Items & Documents](#)

Supplemental Items

ITEM	SUBMISSION STATUS	ACTION
* Birth Certificate	Received	Birth Certificate.pdf (REMOVE)

STEP 4 – SUBMITTING YOUR RECOMMENDATION REQUESTS

Go to Supplemental Items and Documents → **Recommendation Requests** section → select **Start**:

January 2023 - Master of Marketing Management

[Review](#) [Supplemental Items & Documents](#)

Supplemental Items

ITEM	SUBMISSION STATUS	ACTION
* Birth Certificate	Not Received	Choose File No file chosen
* Curriculum Vitae Curriculum Vitae	Not Received	Choose File No file chosen
* Unofficial College Transcript 1 -	Not Received	Choose File No file chosen
* Official College Transcript 1 -	Not Received	

Recommendation Requests

REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* GR Reference 1		Not Started		Start
* GR Reference 2		Not Started		Start

Enter the **Recommender Name**, **Recommender Email** and if you wish, leave a personal note
→ select **Submit Request**:

Recommendation Request

Recommendation Request

Recommender Name *

Recommender Email *

☒ I waive my right to access the requested recommendation *

Use the space below to include a personal note in the notification email that is delivered

[Submit Request](#)

Recommendation Request

Recommendation Request

Recommender Name *

Stacey Seales

Recommender Email *

stacey.seales@sta.uwi.edu

☒ I waive my right to access the requested recommendation *

Use the space below to include a personal note in the notification email that is delivered

Submit Request

When **Submit Request** is selected **Recommender**, **Status**, **Status Date**, **Action** under the **Recommendation Requests** section is updated:

Recommendation Requests

REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* GR Reference 1	Stacey Seales	Sent	9/26/2022	Cancel
* GR Reference 2	Kathy Nurse	Sent	9/26/2022	Cancel

Select Cancel if you wish to remove the **Recommendation Requests**

Recommendation Requests

REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* GR Reference 1	Stacey Seales	Sent	9/26/2022	Cancel
* GR Reference 2	Kathy Nurse	Sent	9/26/2022	Cancel

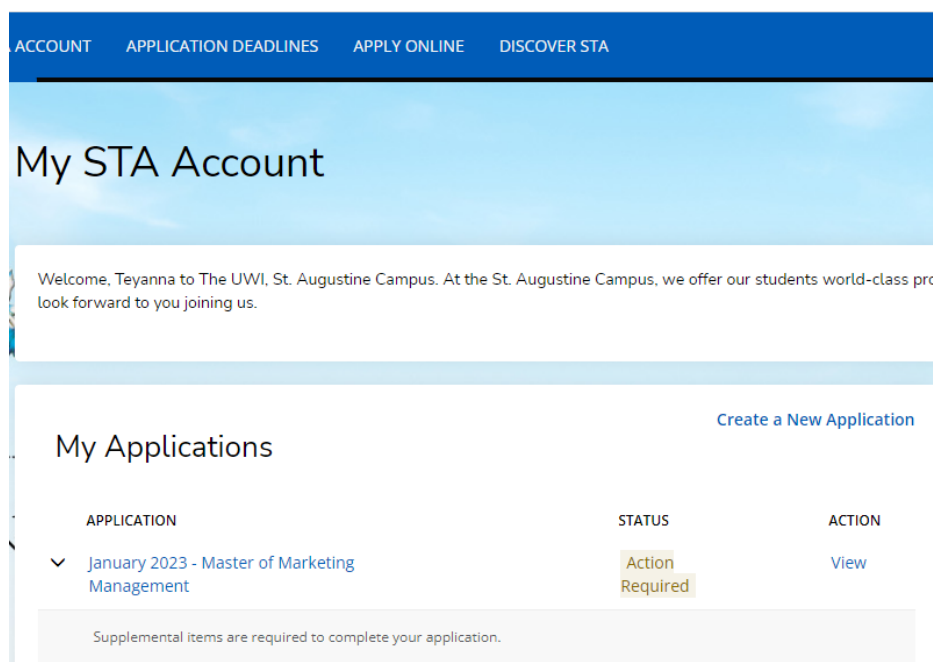
When the **Recommendation Requests** are approved by the Recommenders the **Status**, **Status Date**, **Action** under the **Recommendation Requests** section is updated:

Recommendation Requests

REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* GR Reference 1	Stacey Seales	Completed	9/26/2022	
* GR Reference 2	Kathy Nurse	Completed	9/26/2022	

STEP 5 – VIEW YOUR APPLICATION STATUS

When 'Click to check your application status' is selected, the **My STA Account** page populates and **My Applications – Status** displays:



The application statuses of an application are:

1. **Started** – The application is incomplete. This status indicates that the prospective student has begun to fill out the application but has not yet completed it. Students are not required to complete the entire application at one time
2. **Action Required** – Some action is required by the applicant regarding the application i.e. submit supplemental items or respond to an admission offer
3. **Submitted** – The application has been filled out and the Application Fee paid. This status does not include your institution having received any of the supplemental information
4. **Withdrawn** – The applicant is no longer interested in submitting an application for consideration and has withdrawn the application
5. **Completed** – The application and all required supplemental information are ready for review. This status is set by the AO/FAO after verifying the application and the uploaded supplemental items
6. **Applicant Accepted** – Offer was accepted by the applicant
7. **Applicant Declined Offer** – Offer was declined by the applicant
8. **Unsuccessful** – Applicant failed to meet the matriculation requirement(s)
9. **Deferred** – The applicant's request to defer entry to the next academic year has been approved

STEP 6 – VIEW YOUR APPLICATION DECISION

Decision Types:

Admit – All matriculation requirements have been met for a firm offer. The application **Decision History - Status** displays **'Offered'**

Conditional Admit – specific requirement(s) outstanding for the current application cycle, which must be fulfilled before a firm offer can issued. The application **Decision History - Status** displays **'Conditional Admittance'**

Unsuccessful – Applicant failed to meet the matriculation requirement(s). The application **Decision History - Status** displays **'Unsuccessful'**

For an **Admit** decision, the **Status 'Action Required'** will display:

The screenshot shows the 'My STA Account' dashboard. At the top, there's a header 'My STA Account' with a welcome message to Angela. Below this is a 'My Applications' section with a table. The table has three columns: APPLICATION, STATUS, and ACTION. There is one application listed: 'January 2023 – Master of Marketing Management'. The STATUS column shows 'Action Required' in a yellow box, and the ACTION column shows a 'View' link. A red arrow points to a message below the table: 'You have a new application decision to which you need to respond.' To the right of the table is a 'Need Help?' section with contact information for Admissions Offices.

APPLICATION	STATUS	ACTION
January 2023 – Master of Marketing Management	Action Required	View

You have a new application decision to which you need to respond.

Need Help?
Admissions Offices
Lloyd Braithwaite Bldg.
St Augustine Campus
Trinidad and Tobago, W.I
Main Phone: (868) 662-2002

Undergraduate: Ext. 82154, 82157
Email: admic@sta.uwi.edu

For a **Conditional Admit** decision, the **Status ‘Action Required’** will display:

My STA Account

Welcome, Morris to The UWI, St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class prog forward to you joining us.

My Applications

APPLICATION	STATUS	ACTION
<div>January 2023 – Master of Marketing Management</div>	Action Required	View

Supplemental items are required to complete your application.

One or more required conditions have not been met.

You have a new application decision to which you need to respond.

Create a New Application

When **‘View’** is selected, **Decision History** is displayed:

ACCOUNTAPPLICATION DEADLINESAPPLY ONLINEDISCOVER STA

This application requires your attention for one or more items.

January 2023 – Master of Marketing Management

ReviewSupplemental Items & DocumentsDecision History

STATUS	DATE	DECISION LETTER	RESPOND
Offered	8/26/2022	Download	Respond Now

For an **Unsuccessful** decision, the **Status** will display **'Unsuccessful'**:

[ACCOUNT](#) [APPLICATION DEADLINES](#) [APPLY ONLINE](#) [DISCOVER STA](#)

My STA Account

Welcome, Angela to The UWI, St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class programmes and facilities within a vibrant, cosmopolitan community. We look forward to you joining us.

My Applications

APPLICATION	STATUS	ACTION
January 2023 – Master of Marketing Management	Unsuccessful	View

[Create a New Application](#)

Need Help?

Admissions Offices
Lloyd Braithwaite Bldg,
St Augustine Campus
Trinidad and Tobago, W.I

When **'View'** is selected, **Decision History** is displayed:

[ACCOUNT](#) [APPLICATION DEADLINES](#) [APPLY ONLINE](#) [DISCOVER STA](#)

January 2023 – Master of Marketing Management

[Review](#) [Supplemental Items & Documents](#) [Decision History](#)

STATUS	DATE	DECISION LETTER
Unsuccessful	8/26/2022	Download

STEP 7 – ACCESSING YOUR DECISION LETTER

The user selects '**Download**' under **Decision Letter** to save and view the letter:

ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

⚠ This application requires your attention for one or more items.

January 2023 – Master of Marketing Management

Review Supplemental Items & Documents Decision History

STATUS	DATE	DECISION LETTER	RESPOND
Offered	8/26/2022	Download	Respond Now

ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

⚠ This application requires your attention for one or more items.

January 2023 – Master of Marketing Management

Review Supplemental Items & Documents Decision History

STATUS	DATE	DECISION LETTER	RESPOND
Conditional Admittance	8/29/2022	Download	Respond Now

My application - January 2023 - x +

test.eluciancmrecruit.com/Apply/Application/Application?applicationID=217b1701-f817-ed11-8a00-0e561467d473#tab-decisions


ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

January 2023 – Master of Marketing Management

Review Supplemental Items & Documents Decision History

STATUS	DATE	DECISION LETTER
Unsuccessful	8/11/2022	Download



When the letter is downloaded, it will display as a PDF document:

THE UNIVERSITY OF TENNESSEE
OFFICE OF THE STATE TOLSON

MY STA ACCOUNTAPPLICATION DEADLINESAPPLY ONLINEDISCOVER STA

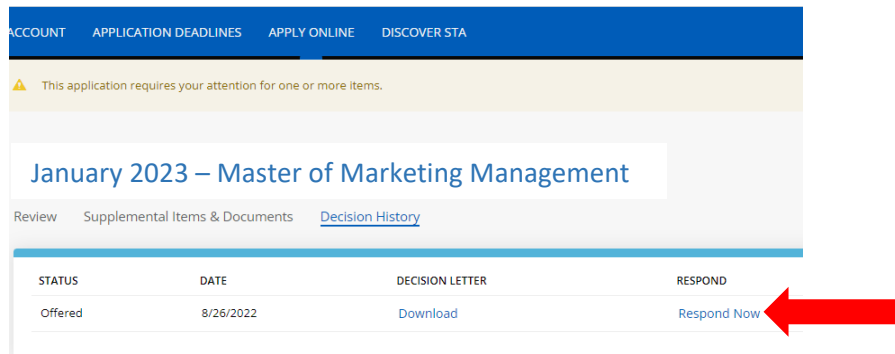
January 2023 – Master of Marketing Management

STATUS	DATE	DECISION LETTER
Applicant Accepted	8/26/2022	Download
Offered	8/26/2022	Download

GR Acceptance Letter. PDF

STEP 8 – RESPONDING TO THE OFFER

For an **Admit** and **Conditional Admit** decision, the user must select '**Respond Now**' under **Respond**.



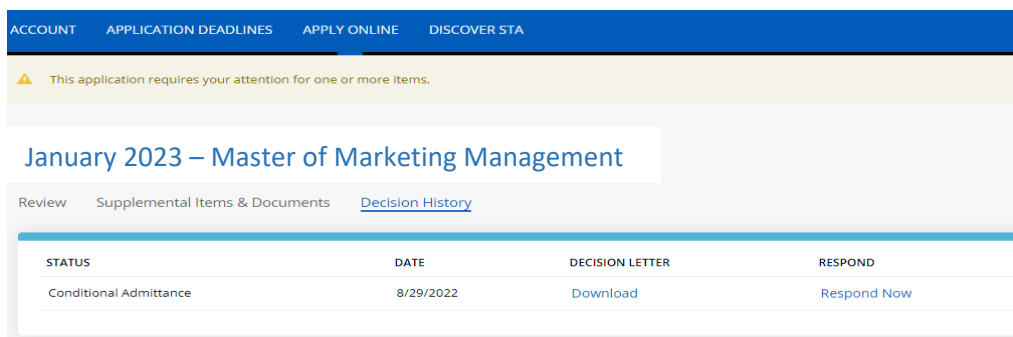
ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

⚠ This application requires your attention for one or more items.

January 2023 – Master of Marketing Management

Review Supplemental Items & Documents Decision History

STATUS	DATE	DECISION LETTER	RESPOND
Offered	8/26/2022	Download	Respond Now



ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

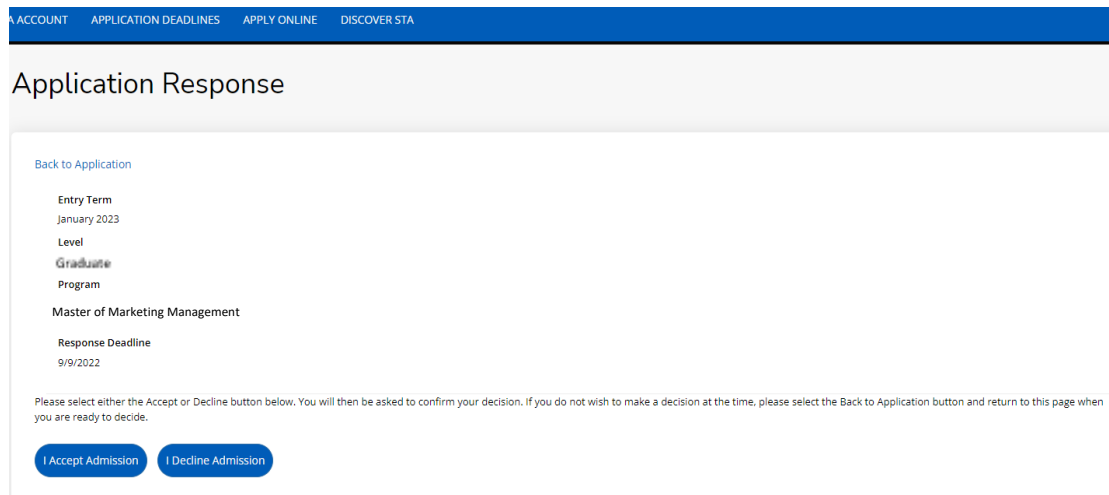
⚠ This application requires your attention for one or more items.

January 2023 – Master of Marketing Management

Review Supplemental Items & Documents Decision History

STATUS	DATE	DECISION LETTER	RESPOND
Conditional Admittance	8/29/2022	Download	Respond Now

When '**Respond Now**' is selected the information below is displayed:



ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

Application Response

[Back to Application](#)

Entry Term
January 2023

Level
~~Graduate~~

Program
Master of Marketing Management

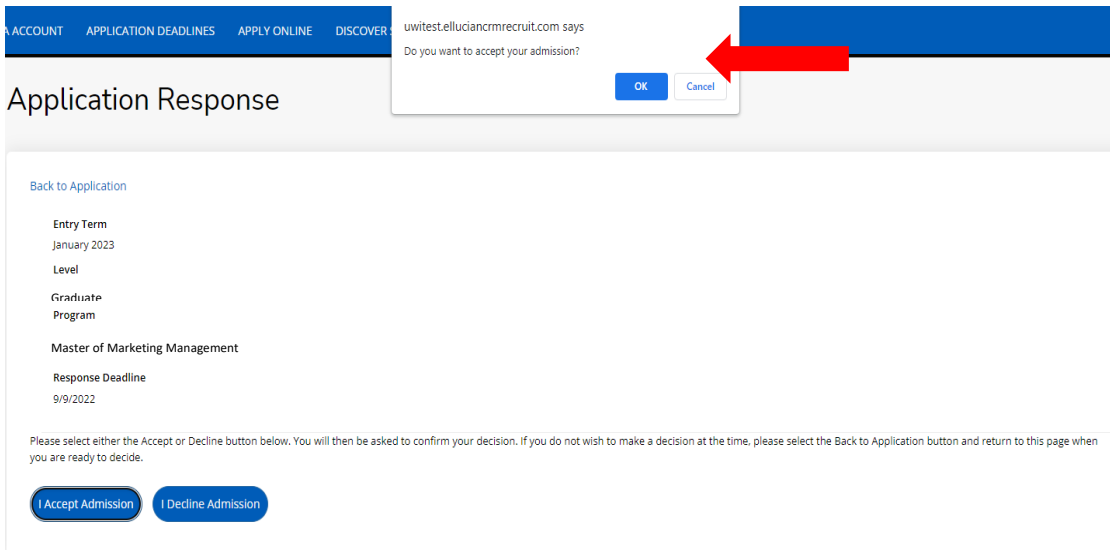
Response Deadline
9/9/2022

Please select either the Accept or Decline button below. You will then be asked to confirm your decision. If you do not wish to make a decision at the time, please select the Back to Application button and return to this page when you are ready to decide.

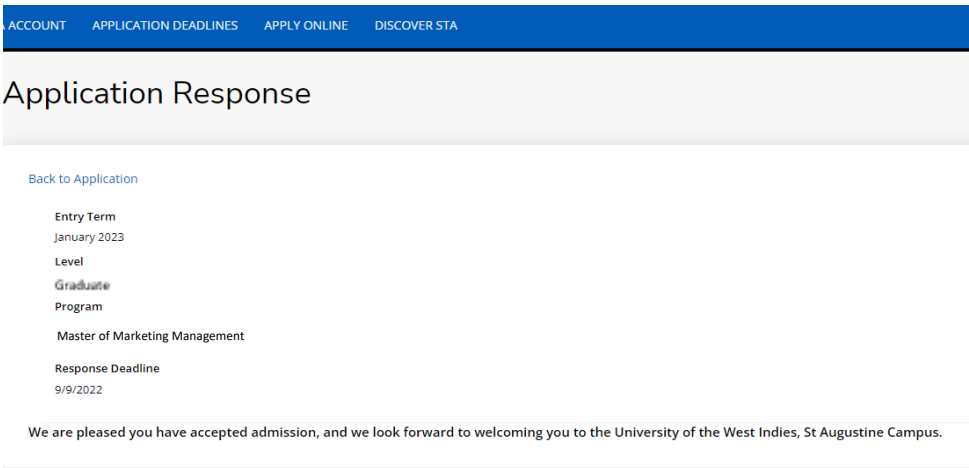
[I Accept Admission](#) [I Decline Admission](#)

The user can select '**I Accept Admission**' or '**I Decline Admission**'.

When **'I Accept Admission'** is selected the below information displays for the user to confirm the decision:



When the decision is confirmed the information below is displayed:



For an **Admit** decision, the **Decision History** tab displays '**Applicant Accepted**' under **Status**. The user can select '**Download**' under **Decision Letter** to save and view the **Acceptance Letter** as displayed below:

ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA		
January 2023 – Master of Marketing Management		
Review Supplemental Items & Documents <u>Decision History</u>		
STATUS	DATE	DECISION LETTER
Applicant Accepted	8/26/2022	Download
Offered	8/26/2022	Download

For a **Conditional Admit** decision, the **Decision History** tab displays '**Conditional Offer Accepted**' under **Status**. The user can select '**Download**' under **Decision Letter** to again access the **Conditional Offer Letter** as displayed below:

ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA		
January 2023 – Master of Marketing Management		
Review Supplemental Items & Documents <u>Decision History</u>		
STATUS	DATE	DECISION LETTER
Conditional Offer Accepted	8/29/2022	Download
Conditional Admittance	8/29/2022	Download

When the condition(s) for a **Conditional Admit** have been met, an **Admit** decision is then entered. The **Decision History** tab displays '**Offered**' under **Status**. The user can select '**Download**' under **Decision Letter** to access the **Offer Letter** as displayed below:

ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA			
⚠ This application requires your attention for one or more items.			
January 2023 – Master of Marketing Management			
Review Supplemental Items & Documents <u>Decision History</u>			
STATUS	DATE	DECISION LETTER	RESPOND
Offered	8/29/2022	Download	Respond Now
Conditional Offer Accepted	8/29/2022	Download	
Conditional Admittance	8/29/2022	Download	

When the user accepts the Offer the **Decision History** tab displays '**Applicant Accepted**' under **Status**. The user can select '**Download**' under **Decision Letter** to save and view the **Acceptance Letter** as displayed below:

ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA		
January 2023 – Master of Marketing Management		
Review	Supplemental Items & Documents	<u>Decision History</u>
STATUS	DATE	DECISION LETTER
Applicant Accepted	8/29/2022	Download
Offered	8/29/2022	Download
Conditional Offer Accepted	8/29/2022	Download
Conditional Admittance	8/29/2022	Download

For an **Admit** decision, when the user returns to the **My STA Account** page the '**My Applications – Status**' will display '**Applicant Accepted**' as displayed below:

ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA								
<h2>My STA Account</h2> <p>Welcome, Angela to The UWI, St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class programmes and facilities within a vibrant, cosmopolitan community. We look forward to you joining us.</p>								
<h3>My Applications</h3> <table> <tr> <th>APPLICATION</th><th>STATUS</th><th>ACTION</th></tr> <tr> <td>January 2023 – Master of Marketing Management</td><td>Applicant Accepted</td><td>View</td></tr> </table>	APPLICATION	STATUS	ACTION	January 2023 – Master of Marketing Management	Applicant Accepted	View	Create a New Application	<h3>Need Help?</h3> <p>Admissions Offices Lloyd Braithwaite Bldg. St Augustine Campus Trinidad and Tobago, W.I Main Phone: (868) 652-2002</p>
APPLICATION	STATUS	ACTION						
January 2023 – Master of Marketing Management	Applicant Accepted	View						

For a **Conditional Admit** decision, when the user returns to the **My STA Account** page the **My Applications – Status** will display **Conditional Offer Accepted** as displayed below:

The screenshot shows the 'My STA Account' page. At the top, there is a light blue header with the text 'My STA Account'. Below this, a welcome message reads: 'Welcome, Viola to The UWI, St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class programs forward to you joining us.' A horizontal separator line follows. Below the separator, the page is titled 'My Applications' with a link 'Create a New Application' to the right. A table displays the application status:

APPLICATION	STATUS	ACTION
January 2023 – Master of Marketing Management	Conditional Offer Accepted	View

When **I Decline Admission** is selected the below information displays for the user to confirm the decision:

The screenshot shows the 'Application Response' page. At the top, there is a navigation bar with links: ACCOUNT, APPLICATION DEADLINES, APPLY ONLINE, and DISCOVER. Below the navigation bar, the page title is 'Application Response'. A confirmation dialog box is displayed, asking 'Do you want to decline your admission?' with 'OK' and 'Cancel' buttons. A red arrow points to the 'Cancel' button. Below the dialog box, there is a 'Back to Application' link. The application details are listed:

- Entry Term: January 2023
- Level: Graduate
- Program: Master of Marketing Management
- Response Deadline: 9/9/2022

At the bottom, there is a message: 'Please select either the Accept or Decline button below. You will then be asked to confirm your decision. If you do not wish to make a decision at the time, please select the Back to Application button and return to this page when you are ready to decide.' Below this message are two buttons: 'I Accept Admission' and 'I Decline Admission'.

[STA ACCOUNT](#)
[APPLICATION DEADLINES](#)
[APPLY ONLINE](#)
[DISCOVER STA](#)

Application Response

[Back to Application](#)

Entry Term
 January 2023

Level
 Graduate

Program
 Master of Marketing Management

Response Deadline
 9/12/2022

We are sorry to hear that you will not be attending the University of the West Indies, St Augustine Campus, and wish you all best in your future endeavors.

For an **Admit** decision, when the decision is confirmed the below information is displayed. The **Decision History** tab displays '**Applicant Declined Offer**' under **Status**:

[STA ACCOUNT](#)
[APPLICATION DEADLINES](#)
[APPLY ONLINE](#)
[DISCOVER STA](#)

January 2023 – Master of Marketing Management

[Review](#)
[Supplemental Items & Documents](#)
[Decision History](#)

STATUS	DATE	DECISION LETTER
Applicant Declined Offer	8/26/2022	Download
Offered	8/26/2022	Download

For a **Conditional Admit** decision, when the decision is confirmed the below information is displayed. The **Decision History** tab displays '**Conditional Offer Declined**' under **Status**:

[STA ACCOUNT](#)
[APPLICATION DEADLINES](#)
[APPLY ONLINE](#)
[DISCOVER STA](#)

January 2023 – Master of Marketing Management

[Review](#)
[Supplemental Items & Documents](#)
[Decision History](#)

STATUS	DATE	DECISION LETTER
Conditional Offer Declined	8/29/2022	Download
Conditional Admittance	8/29/2022	Download

For an **Admit** decision, when the user returns to the **My STA Account** page the **'My Applications – Status'** will show **'Applicant Declined Offer'** as displayed below:

[ACCOUNT](#) [APPLICATION DEADLINES](#) [APPLY ONLINE](#) [DISCOVER STA](#)

My STA Account

Welcome, Angela to The UWI, St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class programmes and facilities within a vibrant, cosmopolitan community. We look forward to you joining us.

My Applications

Create a New Application

APPLICATION	STATUS	ACTION
January 2023 – Master of Marketing Management	Applicant Declined Offer	View

Need Help?

Admissions Offices
Lloyd Braithwaite Bldg.
St Augustine Campus
Trinidad and Tobago, W.I
Main Phone: (868) 662-2002

For a **Conditional Admit** decision, when the user returns to the **My STA Account** page the **'My Applications – Status'** will show **'Conditional Offer Declined'** as displayed below:

My STA Account

Welcome, Viola to The UWI, St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class programmes and facilities within a vibrant, cosmopolitan community. We look forward to you joining us.

My Applications

Create a New Application

APPLICATION	STATUS	ACTION
January 2023 – Master of Marketing Management	Conditional Offer Declined	View

Need Help?

Admissions Offices
Lloyd Braithwaite Bldg.
St Augustine Campus
Trinidad and Tobago, W.I
Main Phone: (868) 662-2002



UWI
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CAMPUS

