



# THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

**OFFICE OF THE CAMPUS REGISTRAR**

**STUDENT AFFAIRS (ADMISSIONS)**

Telephone: (868) 662-2002 Ext. 82154/82157/83012 Fax: 868-645-4611 Email: [admis@sta.uwi.edu](mailto:admis@sta.uwi.edu)

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Our Reference: 79/3

January 31, 2018

Dear New Student

## TRAVEL ARRANGEMENTS

Congratulations on being offered a place at the St. Augustine Campus. You are expected to arrive in Trinidad and Tobago by **August 26, 2018**.

As a first time student to the University of the West Indies and as a national of a Caribbean contributing country, you are entitled to a free one-way passage to St. Augustine when you register and another when you have graduated.

Kindly purchase an **economy** class ticket and claim reimbursement when you arrive in Trinidad and Tobago. If you purchase a return ticket you will be reimbursed for half of the cost of the ticket on submission of the required documents.

You are required to download the application for First Passage and/or Refund of Return Passage forms from the website: <http://sta.uwi.edu/onlineForms.asp> for a refund of First passage or Return passage and submit completed forms with boarding pass and receipt of ticket purchase to our Customer Service Representatives, The Lloyd Braithwaite Student Administration Building, Lewis Avenue on or before **October 06, 2018**. Your cheque will be ready for collection six (6) weeks after the date of submission.

## TRAVEL DOCUMENTS

All persons entering Trinidad and Tobago are required to be in possession of a valid Passport. Your passport should be valid for at least ONE year from the date of entry into Trinidad & Tobago.

We recommend that you arrange to have a valid Certificate of Vaccination, Yellow Fever Inoculation and MMR Immunization, before you travel to Trinidad.

## BAGGAGE

If you intend to ship baggage as freight by sea or air, it should be addressed in your name c/o Student Affairs Section, The University of the West Indies, Trinidad. You must bring your Bill of Lading with you. Your unaccompanied baggage should not arrive in Trinidad before **August 26, 2018**, since you will incur heavy charges if the shipment is not cleared within ten days of arrival in the country.

## IMMIGRATION REQUIREMENTS

Students from the following countries **DO NOT** require a visa to enter Trinidad and Tobago:

- Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, The Netherlands, Portugal, Spain, Sweden, United Kingdom.
- All CARICOM member states **EXCEPT** Haiti
- The Hong Kong Special Administrative Region of the People's Republic of China
- All British Commonwealth countries **EXCEPT** Australia, Cameroon, The Republic of Fiji, India, Mozambique, New Zealand, Nigeria, Papua New Guinea, Rwanda, South Africa, Sri Lanka, Tanzania and Uganda.

Nationals from all other countries require visas. Applications for visas can be made at any Trinidad and Tobago Overseas Mission or where no Trinidad and Tobago Overseas Mission exists, at any British Foreign Consular Office.

Before travelling to Trinidad & Tobago, you should ensure that your passport is valid to cover at least the period of the current academic year that is until **August 26, 2019**.

You should also travel with proof of your student status –as a **NEW** student, your official offer of a place/acceptance letter from The University; **if you are a CONTINUING student, you UWI Student ID card**

On entering Trinidad please ensure that the Immigration Official stamps your passport to cover the entire academic year until **August 26, 2019** as having your stay extended incurs a cost.

If you are coming from The Bahamas or Barbados – Please take a copy of the picture page of your passport to your Faculty Office for certification as requested by your Government.

### **IMPORTANT NOTE**

Although the University gives to the Immigration Authorities at Piarco International Airport a list of expected incoming students, you are required to produce the official offer of a place/acceptance letter from the University to the Immigration Officer on arrival in Trinidad.

Once these documents are produced, you will be allowed entry for one (1) year as a student of the University. The entry certificate (stamp) may be extended upon presentation of an Immigration status letter from the University.

I attach a copy of the University Regulations concerning Student Passages.

We look forward to having you join the student body at the UWI St. Augustine Campus.

Yours sincerely,

Patricia Brown  
Senior Assistant Registrar  
Student Affairs (Admissions)



## THE UNIVERSITY OF THE WEST INDIES ST. AUGUSTINE

### UNIVERSITY REGULATIONS – STUDENT PASSAGES

#### FIRST PASSAGES

1. A candidate residing in a contributing Caribbean country who, having satisfied the normal University matriculation requirements, has been accepted for registration as a Full-Time student in an undergraduate or postgraduate programme leading to a degree, diploma or certificate of the University of the West Indies will be provided with a free passage on first arriving at the University and on completion of his/her course.
2.
  - (a) A candidate resident in a campus country who has applied for entry to one of the other two Campuses in order to pursue a preliminary or first degree Programme will not be provided with a first passage to that country if the Programme he/she wishes to pursue is offered at his/her home Campus
  - (b) A candidate travelling to a campus country to pursue a Part-time Programme will not be provided with a first passage.
  - (c) A candidate who pays his/her own passage to pursue one of the Programmes covered in Regulation (a) above will be eligible if he/she successfully completes the Programme and registers for the first year of the approved degree course, for a refund of the passage or for half the cost of a return passage.
3. Students are advised to reduce the number of pieces of baggage to as few as possible and to ensure that they are all covered by one Bill of Lading. Immediately on arrival at the Airport, each student must prepare and sign a declaration.

The University will not be responsible for any Custom duties which may be charged. It is not normal for the Customs to charge duty on personal effects.

## **SPECIAL PROVISION FOR MEDICAL STUDENTS**

4. Medical students who wish to complete their Clinical Programme at either the Bahamas, Barbados or Jamaica Campus will be eligible for a return passage from Trinidad.

## **RETURN PASSAGE**

5. On completion of a first Programme (undergraduate or postgraduate), a student may claim final passage to his/her home country plus a baggage allowance. Claims/requests for return passage would only be processed when the student has been officially awarded the degree from his/her programme of study.
6. Airline tickets would only be issued based on quotations received from a travel agency authorized by the University.
7. If he/she intends to pursue, and is accepted for, a further course of study the claim for a return passage may be waived until completion of that Programme. Claims for a return passage may be made up to **September 30** of the year in which the student is completing, after which date no further claims will be considered. In special circumstances the claims may be extended on application.
8. A student whose passage has been paid to enable him/her to pursue an approved course of study at the campus territory and who withdraws voluntarily or transfers to another Campus before completion of the course of study will not be given a return passage.
9. A student who has been asked to withdraw from the University before completion of his/her course of study will be provided with a return passage to his/her home country.
10. Passages will be by air at the discretion of the University.

The Registry  
St. Augustine  
79/3  
PB/gj