



# THE UNIVERSITY OF THE WEST INDIES

## ST. AUGUSTINE

### INFORMATION SHEET FOR SPECIALLY ADMITTED / OCCASIONAL STUDENTS

#### Regulations for Specially Admitted Students

In addition to the students admitted to courses leading to degrees, the Vice Chancellor may admit to the University as specially admitted students, for limited periods, such persons as he may deem fit provided that they comply with the following regulations.

#### Eligibility

1. Persons sponsored by governments or other employers to read certain courses, not for credit towards a University qualification, under a special arrangement.
2. Private individuals who wish to pursue and develop a particular area of intellectual interest.
3. Graduates of the University of the West Indies or of other recognized universities who wish to pursue a particular course or courses:
  - a) to equip themselves for a particular job;
  - b) to increase efficiency in the performance of a job;
  - c) to satisfy entry requirements to a programme in this or another institution;
  - d) to update or improve their knowledge in a subject.
4. Normally, a specially admitted student will be allowed to take no more than 12 credits in an academic year, and no more than a total of 24 credits under this category of registration.
5. Specially admitted students are permitted to write examinations in the courses for which they have registered.
6. Occasional students are not permitted to write examinations in the course(s) for which they are registered.

#### Application Instructions for Special Admission to UWI St. Augustine Campus

##### Step 1: Application Instructions

1. Information on requirements can be obtained from The UWI Admissions website at: [https://sta.uwi.edu/admissions/undergrad/special\\_requirements.asp](https://sta.uwi.edu/admissions/undergrad/special_requirements.asp)
2. Download the Specially Admitted Application form from the admissions undergraduate page at: [https://sta.uwi.edu/admissions/undergrad/how\\_to\\_apply.asp](https://sta.uwi.edu/admissions/undergrad/how_to_apply.asp)

##### Step 2: Selection of Course(s)

1. Carefully read the application form through and complete all sections of the form as accurately as possible
2. Review the course(s) of interest and note the **Course code** and **Correct title** of the course as indicated in the respective Faculty Undergraduate Regulations & Syllabuses booklet which can be assessed from the website by the following link: <http://sta.uwi.edu/faculty-booklet-archive>
3. Include the course code(s) with the course title(s) where indicated on the form

##### Step 3: Required supporting documents

- **Certified copies of the following documents are required:**

1. Birth Certificate\*
2. Marriage Certificate (where applicable)
3. Legal Affidavit or Deed Poll (if present name is different from that on Birth Certificate and/or Academic Certificate(s))
4. Previous Academic Records (CXC, CAPE, A-Levels)\*
5. Statement of intent (reasons for reading courses indicated)
6. Transcripts\*

- **Transcripts\*/Certificates/Diploma**

Transcripts should be sent directly from the awarding institution to:

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

*\*UWI graduates need not submit or request these documents*

### **Step 3: Payment of the Application Processing Fee**

A **NON-REFUNDABLE** application processing fee must be submitted with the completed Application Form. The application processing fee must be paid as follows:

1. Trinidad and Tobago Nationals: TT \$90.00
2. Residents of Common Wealth Caribbean Countries: US \$30.00
3. International applicants: US \$30.00

The application processing fee can be paid using **ONE** of the following methods of payment:

- Credit Card (Visa and Master Card only). ([click here](#))
- Pay at the bank using [Application Processing Fee Payment Form](#)
- Bank Draft /Cheque made payable to "The University of the West Indies".
- Pay using the Payment Slip available at any branch of Republic Bank.

### **Step 4: Submit your Application**

1. The completed form along with the supporting documents and proof of payment of the application processing fee must be emailed to: [specialadmit@sta.uwi.edu](mailto:specialadmit@sta.uwi.edu)
2. Upon submission, you would be sent a confirmation email acknowledging receipt of the application
3. Processing of your application would **ONLY** commence upon receipt of your signed application form and certified/notarized copies of all required supporting documents.
4. After you have submitted the required documents, please allow approximately 3 weeks for your documents to be processed.

### **Step 5: Notification of Acceptance/Offer**

1. Successful applicants will be notified via email of their acceptance
2. Acceptance/Offer Letter and Acceptance Offer Reply Form will be emailed to successful applicants.
3. Accept the offer on the Acceptance Offer Reply Form and email a copy to: [specialadmit@sta.uwi.edu](mailto:specialadmit@sta.uwi.edu)
4. Register for courses during the official registration period as indicated in your acceptance offer letter.

### **Important things to Remember**

- Applicants are required to submit an application for every semester you wish to pursue course(s). (Unless it's for the entire Academic Year i.e. Semester I and Semester II). Full details on how to apply and deadline dates for application are available here:
- Applicants are expected to complete the application form accurately and completely.
- Please visit our website for step by step instruction for online payment:
- Please scan documents at the lowest dpi setting that results in a legible document
- Documents must be submitted as a separate PDF file document.
- Note that this category of registration is **NOT** covered by Government Assistance for Tuition Expenses (GATE) Programme.