# THE UNIVERSITY OF THE WEST INDIES ST. AUGUSTINE

## **ENGLISH LANGUAGE PROFICIENCY TEST (ELPT)**

The next session of the ELPT will be held as follows:

DATE	Thursday 15 <sup>th</sup> February, 2024
VENUE:	Online
TIME:	4:00 P.M. – 6:00 P.M.

# **ELPT Registration Procedure**

Online registration for the February 2024 sitting of the ELPT examination will take place remotely, during the period:

Monday 15<sup>th</sup> – Friday 26<sup>th</sup> January, 2024.

ALL candidates **must register** <u>ONLINE ONLY</u> as follows:

- a. Make payment as per payment procedure document below.
- b. Go to the Faculty of Humanities and Education (FHE) Virtual Help Desk on the FHE website at <u>https://sta.uwi.edu/fhe/welcome-fhe-virtual-help-desk</u>
- c. Fill out the ELPT registration form (*only available from Monday 15th Friday 26th January, 2024*), upload proof of payment, then click submit.
- d. Candidates will receive an email acknowledging receipt and also further instructions.
- e. Do the ELPT online examination on Thursday February 15<sup>th</sup>, 2024 at 4:00 pm.
- f. Candidates who are currently registered UWI St. Augustine students <u>MUST</u> follow option 1 of the payment procedure below. Please note that the ELPT administration will not be responsible for payment and refunds applicable to any other campus.
- g. Candidates who are not making payments in Trinidad and Tobago <u>MUST</u> follow option 3 of the payment procedure below. Please note that the ELPT administration will not be responsible for payment and refunds applicable to any other campus.

All ELPT queries are to be sent to <u>ELPT.registration@sta.uwi.edu</u>. <u>Response time 1-2 business days.</u> **Registration is only considered complete after proof of payment has been uploaded to the registration jot form**. Registration will only be accepted via the jot form.

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## **Payment Procedure - Examination**

# PLEASE NOTE:

# ALL CANDIDATES MUST <u>FIRST</u> PAY AN EXAMINATION FEE OF TTD 200.00 via one of the following payment options:

### OPTION 1:

Make payment at the Cashier, Main Administration Building (located to the north of campus, building with flagpoles to the front), into a/c # 273022-7404-5611-6.

#### OPTION 2:

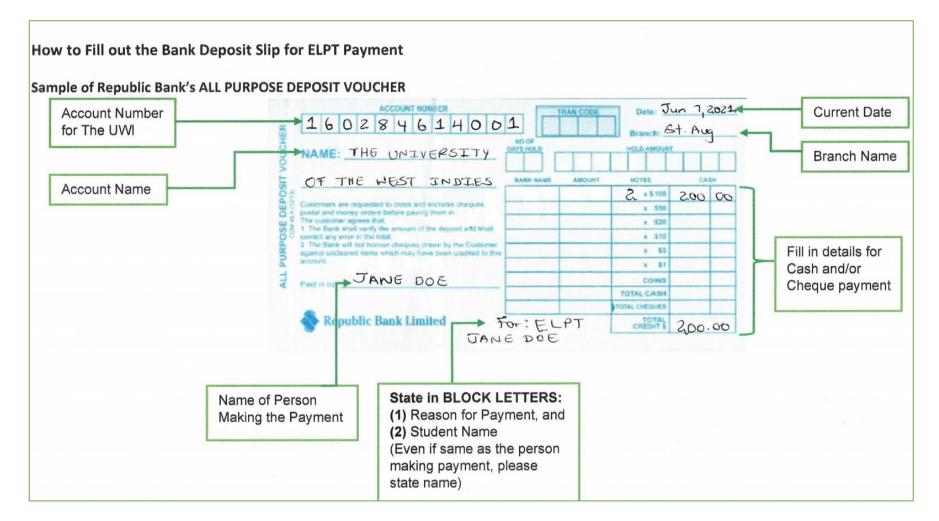
Make payment through internet banking<sup>\*</sup> or physically go to Republic Bank (any branch) to make payment over the counter. Please see attached sample of "How to fill out Bank Deposit slip for ELPT payment" on page 4. Do <u>NOT</u> use The UWI tuition fees bank slip.

\*For online transfers, persons must indicate if their payments have been made by a third party and give the name of the individual.

#### OPTION 3:

**Make payment through wire transfer to The UWI.** Please include: ELPT Examination and Name of Candidate.

TT\$ Wire Transfer Banking information – Republic Bank Limited		
Bank Name:	Republic Bank Limited	
Bank Branch:	St. Augustine	
Bank Address:	Corner Agostini Street and Tunnel Drive, St. Augustine	
Swift Address:	RBNKTTPX	
Account Number:	160284614001CHQ	
Account Name:	The University of the West Indies	
Details of Payment	:: * <mark>Provide details e.g. ELPT exam- John Doe</mark> Payee – Jane Doe for John Doe OR Payee – John Doe (If student is making payment)	
	* to be provided by customer	



Academic Literacies Programme Department of Modern Languages & Linguistics

January 4, 2024

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