# 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 10<sup>th</sup> August, 2023

**VENUE:** Online

TIME: 4:00 P.M. – 6:00 P.M.

## **ELPT Registration Procedure**

Online registration for the August 2023 sitting of the ELPT examination will take place remotely, during the period:

Monday 10<sup>th</sup> – Friday 21<sup>st</sup> July, 2023.

### ALL candidates **must register ONLINE ONLY** 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 https://sta.uwi.edu/fhe/welcome-fhe-virtual-help-desk
- c. Fill out the ELPT registration form (only available from January 16-27, 2023), 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 16th, 2023 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

  MUST 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 <a href="mailto:ELPT.registration@sta.uwi.edu">ELPT.registration@sta.uwi.edu</a>. Response time 1-2 business days. 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.

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

### **Payment Procedure - Examination**

## PLEASE NOTE:

ALL CANDIDATES MUST <u>FIRST</u> PAY AN EXAMINATION FEE OF <u>TTD</u> 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\* 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 NOT 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

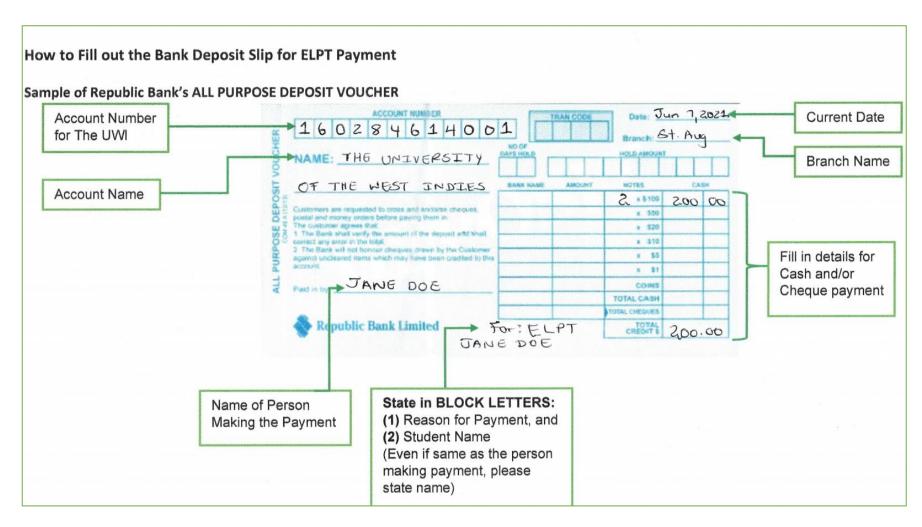
Details of Payment: \* Provide details e.g. ELPT exam- John Doe

Payee – Jane Doe for John Doe

<mark>OR</mark>

Payee – John Doe (If student is making payment)

\* to be provided by customer



<u>Academic Literacies Programme</u> <u>Department of Modern Languages & Linguistics</u>

March 2, 2023

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