

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 12th October, 2023**

VENUE: **Online**

TIME: **4:00 P.M. – 6:00 P.M.**

ELPT Registration Procedure

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

Tuesday 7th – Wednesday 20th September, 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 Tuesday 7th – Wednesday 20th September, 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 October 12th, 2023 at 4:00 pm.
- f. Candidates who are currently registered UWI St. Augustine students **MUST** 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 ELPT.registration@sta.uwi.edu . 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.

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Payment Procedure - Examination

PLEASE NOTE:

ALL CANDIDATES MUST FIRST 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* 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: RBNKTPX

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
OR
Payee – John Doe (If student is making payment)

* to be provided by customer

How to Fill out the Bank Deposit Slip for ELPT Payment

Sample of Republic Bank's ALL PURPOSE DEPOSIT VOUCHER

Account Number for The UWI → 160284614001

Account Name → NAME: THE UNIVERSITY OF THE WEST INDIES

Current Date → Date: Jun 7, 2024

Branch Name → Branch: St. Aug

Name of Person Making the Payment → Paid in by: JANE DOE

State in BLOCK LETTERS:
 (1) Reason for Payment, and
 (2) Student Name
 (Even if same as the person making payment, please state name)
 For: ELPT
 JANE DOE

Fill in details for Cash and/or Cheque payment

BANK NAME	AMOUNT	NOTES	CASH
		2 x \$100	200.00
		x 50	
		x 20	
		x 10	
		x 5	
		x 1	
TOTAL CASH			
TOTAL CHEQUES			
TOTAL CREDIT \$			200.00