

HOW TO REGISTER

STEP 1: OBTAIN FACULTY APPROVAL

Step 1 is applicable to the following students:

- RTW
- Interested members of the public
- CAPE students
- Mona
- Cave Hill
- Open Campus

1. Register online using the following link: <https://uwi.jotform.com/231355939010856>
2. Submit the completed form together with scanned copies of all supporting documents to STA-FSS.SummerSchool@sta.uwi.edu for Faculty's approval.
3. The Faculty's decision will be forwarded to you via email within 24 to 48 hours. Once approved, you will be provided with a UWI **Student ID and password**, which you can then use to proceed with registration.

NB. UWI STUDENTS FROM OTHER CAMPUSES MUST RETAIN THEIR HOME CAMPUS UWI ID NUMBER

STEP 2: SELECT COURSES ONLINE

Non-UWI Students & UWI Students [Other UWI Campus]

1. To access the online registration go to the Student Portal at my.uwi.edu. User ID is 8-digit or 9-digit UWI Student ID number and initial password i.e. Date of birth **yyyymmdd**.
2. Select courses online and click register to complete registration. Please refer to the online registration guide at the link below for assistance with registration:
<https://sta.uwi.edu/resources/documents/StudentBannerRegistrationManual.pdf>

Note: Check the course offerings webpage for a list of courses being offered in Summer School before seeking to select course(s) online.

UWI STUDENTS [St. Augustine Campus ONLY] [Currently enrolled students]

1. Check the course offerings webpage for a list of courses being offered in Summer School before seeking to select course(s) online.
2. To access the online registration go to the Student Portal at my.uwi.edu. Login ID is 8-digit or 9-digit student ID number and existing password.

STEP 3: PRINT COMPLETED REGISTRATION FEE ASSESSMENT/INVOICE

The Registration Fee Assessment/Invoice printout will indicate the fees payable based on the course load and must be used to obtain financial clearance.

STEP 4: ENROLL IN FEE PAY TO OBTAIN FINANCIAL CLEARANCE (NEW AND MANDATORY)

1. Log in to the Student Portal to register for Fee Pay.
2. Click "mySecureArea".
3. Follow the order of activities under the heading '**Registration Road Map**'
 - Select the semester with an active status to enrol for courses online
 - Print Fee Sheet
 - Select 'Fee Pay' to enroll in a payment plan. See tutorial video <https://sta.uwi.edu/bursary/fee-pay>

NB. All fees (including any applicable late charges) must be paid by the last working day of June 2024.

Students can pay fees using any ONE of the following methods:

At any branch of Republic Bank Ltd. as follows:

1. Payment can be made on The UWI student bank deposit slip or general deposit slip using Account Number: 160 284 581 001 CHQ.
2. The student's name, address, and UWI Student ID number are to be entered on the bank deposit slip.
3. The Bank Teller to return 2 copies of the UWI deposit slip or a validated print of transaction.

Online Payment Procedures (Mastercard or Visa Credit Cards, International Debit Chip Cards and Trinidad and Tobago Debit Chip Cards are accepted)

1. Log on to the Student Portal at <https://my.uwi.edu>
2. Log on to **mySecureArea**
3. Select **Student Services & Financial Aid**
4. Click **Student Records**
5. Select **FEE Pay**

Follow the steps from there to complete payment.

Note: Click in the field with the amount and change it to the desired figure. Once the payment is completed an email confirming payment will be received.

For payments through Internet Banking or Wire Transfer (use the information below):

TTD Deposits ONLY

Republic Bank Limited

UWI, St. Augustine, Trinidad

Swift Address RBNKTPX

Account: 160 284 581 001 CHQ

Account Name: The University of the West Indies

Reason for Payment: Provide details e.g. Student ID #, Name, Reference #, etc.

USD Deposits ONLY

Intermediary Bank (Pay-Thru Bank):

FW 026 009 593

Bank of America
100 West 33rd Street
New York
New York 10001
USA
Swift Address: BOFAUS3N

Receiving Bank (Holder of the recipient's account):
Account #65503 52163
Republic Bank Limited
FOREX Trinidad
Swift Address: RBNKTPX

Account No. / Beneficiary Customer:
Account #0002/110/10635 CHQ
The University of the West Indies, St Augustine

Reason for payment: Provide details e.g. Student ID #, Name, Reference #, etc.

STEP 5: MAINTAIN FINANCIAL CLEARANCE

1. Submit Registration Documents: These must be submitted via e-Courier at <https://e-courier.ca/aQ?is=Zjk133oH3Y8e> using your UWI student email before the installment payment deadline dates.
2. You are required to scan and upload the following documents (where applicable) as ONE PDF document.
 - a) Signed fee assessment sheet
 - b) Signed e-GATE application form (where applicable)
 - c) Scholarship letter (where applicable)
 - d) Proof of payment (where applicable)
 - i. Bank Deposit Slip (Front and Back)
 - ii. Online Transfer
 - iii. Wire transfer
 - e) Final Project/Thesis Submission receipt (where applicable)
 - f) Approved Tuition Waiver Forms (where applicable)

The PDF documents should be re-named using:

1. Student ID number
2. Student's full name (first name and last name)
3. Faculty (Choose from: FSS, FST, FMS, FOE, FHE, FFA, FOL, AOS-Academy of Sport)

Eg. 816000430SamPaulFSS

STEP 6: GET YOUR UWI STUDENT ID CARD/SMART CARD

NEW STUDENTS having obtained financial clearance visit the following link <https://idcard.sta.uwi.edu> to receive further instructions on how to access the UWI Student ID/Smart card. For further information, contact us at IDCard.Help@sta.uwi.edu

New ID cards/Smart Cards are only issued to NEW/Re-Entry Students/Students from other UWI campuses.

NOTE:

- You must obtain financial clearance in order to obtain a UWI Student ID Card/Smart Card.
- You must produce picture identification (i.e. valid passport or National ID card) to obtain your UWI Student ID Card/Smart card.

CONTINUING STUDENTS

- On receiving financial clearance the UWI Student ID Card/Smart Card is automatically revalidated
- If previous UWI ID card has not been replaced with the new Smartcard ID card, a new UWI Smart Card must be obtained. Please produce the old ID card to the ID Card Office for immediate replacement.
- If the UWI ID Card has expired, students are required to have your photograph taken to obtain a new UWI Smart Card.

ADDITIONAL RESOURCES

- Our Faculty handbook For information about our faculty and courses, please review our faculty [SocsciUndergrad.pdf](#)
- Student Registration Instruction Guide
https://sta.uwi.edu/resources/documents/banner_registration_guide_ug.pdf

For further information about summer please feel free to check out the admissions page

GETTING HELP

1. Helpdesk BANNER-Related Queries
Email: STA-bannerstusupport@sta.uwi.edu
2. Financial Clearance Queries
 - FEE Pay/ Financial Clearance Queries
 - Service Desk at: <https://sta.uwi.edu/bursary/service-desk>
3. Assistance with Student Portal, PIN Reset, myeLearning
Email: servicedesk@sta.uwi.edu
4. Student Affairs (Admissions)
Email: admis@sta.uwi.edu

For additional information required on Summer School, contact Vidiya or La Shea at 662-2002 Ext. 82670 and 82405 or e-mail at STA-FSS.SummerSchool@sta.uwi.edu