

PRE-SCIENCE (N1) REGISTRATION GUIDELINES 2021/2022

STEP 1: REGISTER FOR COURSES ONLINE

1. Steps to Online Registration:

- To access the online registration, log in to the [Student Portal](https://my.uwi.edu) at <https://my.uwi.edu>.
- Your user ID is your student registration number (Example: 816001234)
- On first login, your password is your date of birth in the **format YYYYMMDD**.
- Click on MySecureArea and register for your courses.
- You can register online wherever there is a stable and secure internet connection.
- Read the [Online Registration Instruction Guide](#)
- Follow the instructions to select courses online.

2. Register for Courses:

NOTE: You are required to register **ONLY** for the courses you were offered on your Offer Letter.

The following are the course codes and courses for each Pre-Science (N1) course:

SEMESTER I		SEMESTER II	
COURSE CODE	COURSE NAME	COURSE CODE	COURSE NAME
BIOL 0100	N1 BIOLOGY I	BIOL 0200	N1 BIOLOGY II
CHEM 0100	N1 CHEMISTRY I	CHEM 0200	N1 CHEMISTRY II
MATH 0100	N1 MATHEMATICS I	MATH 0200	N1 MATHEMATICS II
PHYS 0100	N1 PHYSICS I	PHYS 0200	N1 PHYSICS II
COMP 0100	N1 COMPUTER SCIENCE I	COMP 0200	N1 COMPUTER SCIENCE II

3. Course Registration Fee Assessment Invoice

Print your Course Registration Fee Assessment Invoice. This is required to complete the financial clearance process.

- Check CAREFULLY to ensure that the courses for which you registered online are listed on your course Registration Fee Assessment Invoice.
- Ensure that the fees payable (tuition and compulsory) correspond with the financial information booklet.
If not, contact the Student Accounts and Receivable Section (Bursary), The Lloyd Braithwaite Student - Administration Building:
Telephone: 662-2002 Extensions: 82356 or 84181
Email: studentaccounts.pre-science@sta.uwi.edu

STEP 2: ENROLL IN FEE PAY TO OBTAIN FINANCIAL CLEARANCE (NEW AND MANDATORY)

- Click [here](#) to log into the [Student Portal](#) to register for Fee Pay.
- Click MySecure Area
- Follow the order of activities under the heading Registration Road Map
 - Select the semester with an active status to enroll for courses online
 - Print Fee Sheet
 - Select Fee Pay to enroll in a payment plan. [See tutorial video.](#)

Additional information:

- Have questions about the Student Amenities Fee? [Click here](#) to learn more.
- Read the [Frequently Asked Questions \(FAQs\)](#) about FEE Pay.

STEP 3: Trinidad and Tobago Citizens ONLY- REGISTER FOR GATE (*Government Assistance for Tuition Expenses*)

1. REGISTER TO OBTAIN e-GATE IDENTIFICATION NUMBER

First, you must register for the GATE e-Service at the GATE Registration Centre (GRC). Visit <https://sta.uwi.edu/gate/> to find out about the [GATE procedure](#), including eligibility, means testing and more.

To successfully register for the GATE e-Service, you must

- present original copies of your *birth certificate*, and one other form of identification (*National ID* or *passport ONLY*), and
- provide a *valid e-mail address* for receiving notifications.

After registering at the GATE Registration Centre, you will receive an email informing you that a GATE e-Service account has been created for you, along with an activation code, GATE e-Service ID, and password. After activation, use the GATE e-Service ID and password to log in to your account on the GATE e-Service website (www.e-gate.gov.tt), and apply for GATE online.

2. APPLY FOR e-GATE FUNDING

To apply online for e-GATE funding you must have soft copies (scanned PDF OR JPEG) of the following documents:

- UWI acceptance letter (for new students only)
- Electronic birth certificate and one other form of identification (National ID or passport ONLY)
- Marriage/divorce certificate (for married/divorced students)
- Latest results slip
- Deed poll (for name change)

Complete, edit or re-submit your application as necessary.

On completion, print and sign a Student Copy of the electronic application form and attach it to your UWI fee sheet.

3. SELECT THE APPROPRIATE PERIOD ON THE E-GATE APPLICATION FORM

- For the 2021/2022 Academic Year, select the period September 2021 to August 2022.
- Select this period whether you are applying for funding for Semester 1 **or** Semester 2.

4. SELECT THE APPROPRIATE SEMESTER ON THE E-GATE APPLICATION FORM

- **DO NOT** select **ANNUAL**.
- Select Semester 1 (one) if you are applying for funding for September to December.
- Select Semester 2 (two) if you are applying for funding for January to May.
- Select Semester 3 (three) if you are applying for funding for May to July.

5. **INSERT YOUR UWI STUDENT REGISTRATION NUMBER ON THE E-GATE APPLICATION FORM**
 - New students – your UWI registration number is included in your offer letter.
 - Continuing students – Use you assigned UWI registration number. DO NOT use the number on your UWI Student Smart Card.
6. **SELECT THE CORRECT INSTITUTION ON THE E-GATE APPLICATION FORM**
 - Select “The University of the West Indies, St. Augustine.”
7. **PRINT THE STUDENT COPY OF THE E-GATE APPLICATION FORM**
 - Sign the copy of the printed form.
 - Submit the signed form to UWI along with the documents listed in STEP 4 below.

Please ensure the correct information is entered under programme information:

- Programme Level: Certificate
- Programme: Certificate Pre-Science Programme N1
- Enrolment Type: Full-time
- Enrolment year: Year 1
- Period: Sep 2021 – Aug 2022
- Academic year: 21/22
- Semester: 1 (DO NOT select ANNUAL)
Select Semester I (one) if you are applying for funding for Sept. – Dec.
Select Semester II (two) if you are applying for funding for Jan. to May.
- Level: 1

If the above information on the e-GATE Application Form is incorrect, it will NOT be accepted.

STEP 4: MAINTAIN FINANCIAL CLEARANCE

Submit Your Registration Documents

This should be submitted via [e-Courier](#) before the deadline date of your first instalment. You are required to scan the following documents (as applicable), then save and upload them 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)
 1. Bank Deposit Slip (Front and Back)
 2. Online Transfer
 3. Wire transfer
- e. Final Project/Thesis Submission receipt (where applicable)
- f. Approved Tuition Waiver Forms (where applicable)

After you have saved all your documents into a SINGLE PDF file, re-name your file using the following information:

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

Example: **816000430SamPaulFSS**

NOTE: Students accessing GATE funding must register for the GATE e-Service ID at the GATE Registration Centre (See STEP 2 above). The e-GATE Application Form must be signed at the top and the following information must be clearly seen:

Period: **September 2021 - August 2022**
Academic Year **2021 / 2022**
Semester: **1**

PENALTY FOR NON-PAYMENT OF FEES

An AR Hold (Accounts Receivable) will be placed on your account once a payment is missed.

PAY INSTALMENTS ON TIME

Automated Payment Plans - Sponsored Students						
Instalments	Semester 1 Deadline Dates	% of Fees Due	Semester 2 Deadline Dates	% of Fees Due	Summer Deadline Dates	% of Fees Due
1st Instalment	02-Oct-21	15*	1-Feb-22	15	31-May-22	50
2nd Instalment	15-Oct-21	15*	28-Feb-22	15	30-Jun-22	50
3rd Instalment	15-Nov-21	70	31-Mar-22	70		
Automated Payment Plans – Non- Sponsored Students						
Instalments	Semester 1 Deadline Dates	% of Fees Due	Semester 2 Deadline Dates	% of Fees Due	Summer Deadline Dates	% of Fees Due
1st Instalment	02-Oct-21	40*	1-Feb-22	40	31-May-22	50
2nd Instalment	15-Oct-21	30	28-Feb-22	30	30-Jun-22	50
3rd Instalment	15-Nov-21	30	31-Mar-22	30		

HOW TO PAY YOUR FEES

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

1. **Pay online** - Mastercard or Visa Credit Cards, International Debit Chip Cards, and Trinidad & Tobago Debit Chip Cards accepted.
 - a. Log on to the Student Portal at <https://my.uwi.edu>.
 - b. Log on to **mySecure Area**
 - c. Select **Student Services & Financial Aid**
 - d. Click **Student Records**
 - e. Select **FEE PAY**
 - f. From there, follow steps to complete payment.

NOTE: You can click in the “amount” field to change it to your desired figure. Once the payment is completed you will receive confirmation via email.

2. **Pay at any branch of Republic Bank Ltd.**
 - a. Use The UWI student bank deposit slip or general deposit slip to make a payment to **Account Number: 160 284 581 001 CHQ.**
 - b. Make sure that the student’s **name, address, and UWI Student ID number** are entered on the bank deposit slip.

- c. You must receive one of the following from the bank teller: **either** 2 copies of the UWI deposit slip **or** a validated print of transaction.

3. **Pay through Internet Banking to the following bank account:**

Republic Bank Limited
UWI, St. Augustine, Trinidad
RT Number: 010100903
Account Number: 160 284 581 001 CHQ
Account Type: CHQ
Account Name: The University of the West Indies
Reason for Payment: *Provide details e.g. Student ID #, Name, Reference #, etc.*

4. **Pay through Wire Transfer**

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 for Account #0002/110/10635 CHQ
The University of the West Indies, St Augustine
Reason for Payment:

STEP 5: GET UWI STUDENT ID CARD/SMART CARD

INSTRUCTIONS FOR NEW STUDENTS

As a new incoming student, you can submit your photo online to be printed on your UWI ID Card by following the steps below:

1. **Have someone take your picture.**
For more details and instructions on the criteria for acceptable photos: <https://idcard.sta.uwi.edu/Guide>
2. **Complete online course selection to receive an e-mail with login credentials.**
On completion of on-line course selection, an e-mail will be sent to **your personal e-mail address** with the information and login credentials to access the UWI ID Card Photo Upload Application.
3. **Upload photo.**
Login to the [UWI ID Card Photo Upload Application](#) with the credentials received and upload your photo.
4. **Photo will be validated.**
Your photo will be reviewed to determine whether it is appropriate to be printed on the UWI ID Card. If your photo is approved, you will receive a notice stating the location, date and time to collect your UWI ID Card. If the photo has been rejected, you must

submit a **new** photo. Check your e-mail regularly to see whether your photo has been accepted or if you must take and submit a new photo, and do so as soon as possible.

5. **Collect UWI ID Card***

Having obtained financial clearance, visit the following link to receive further instructions on how to access The UWI Student ID/Smart Card: <https://idcard.sta.uwi.edu/>. For further information, email IDCard.Help@sta.uwi.edu or call 662-2002 Ext. 83120.

*** ID Card Distribution for New Students (2021/2022)**

Due to Covid-19 restrictions, ID Card distribution will be by appointment ONLY.

The proposed period for ID Card Distribution/Collection for new incoming students is **Monday 11 October 2021 - Friday 29 October 2021**.

Information on how to make an appointment and the location for collection of UWI ID cards will be circulated shortly.

Special arrangements will be made to facilitate students outside of Trinidad & Tobago.

INSTRUCTIONS FOR CONTINUING STUDENTS

1. Your UWI Student ID Card is automatically revalidated on receipt of financial clearance.
2. If your **previous** UWI ID Card has not yet been replaced with the new smartcard ID card, you must use the process above to obtain a new UWI ID Card.

NOTE: Financial clearance is required to obtain a UWI Student ID Card.

***ID Card Distribution for Students Who Entered in 2020/2021**

Due to Covid-19 restrictions, ID Card distribution will be by appointment ONLY.

The proposed period for ID Card Distribution/Collection for students who entered the University in 2020/2021 is **Monday 23 August 2021 – Friday 10 September 2021**.

Information on how to make an appointment and the location for collection of UWI ID cards will be circulated shortly.

Special arrangements will be made to facilitate students outside of Trinidad & Tobago.

Congratulations! Now that you've registered, you're ready to attend classes. We wish you every success in the Pre-Science (N1) Programme.