

Documents Required

DOCUMENTS REQUIRED FROM ALL APPLICANTS:

For submission, kindly be reminded to present the official documents along with copies in order to confirm authenticity.

The UWI St. Augustine Campus graduates:

ALL Applicants (N.B. Application submissions will not be accepted at the Office of Graduate Studies and Research without the relevant documents indicated below by ***)

1. *** Copy of Confirmation Receipt
2. *** Curriculum vitae
3. *** Documents indicating a previous name change (Marriage Certificate/Legal Affidavit/Deed Poll if your present name is different from that on the Birth Certificate)
4. *** Research Proposal (M.Phil., Ph.D. and M.D. applicants only)
5. Two (2) referees' reports (Sealed by referee for confidentiality)
6. Professional Certificates/Diplomas obtained from Institutions other than UWI

ADDITIONAL DOCUMENTS specific to programmes below:

PG Diploma in Education applicants

1. *** Principal's referee report. These applicants are not required to submit the two (2) referee's reports and may state the other referee as NA in the online application.
2. *** Evidence of teaching appointment/assessment of qualifications by MoE/THA/Board

ALL Engineering programmes

- *** Job Letter/Confirmation of current employment (If currently unemployed please indicate by way of attached letter).

Doctor of Medicine (D.M.) applicants

- *** Evidence of registration with the Medical Board of Trinidad & Tobago

Master of Public Health Applicants

- *** Statement of Intent in pursuing the programme

MA Creative Design: Entrepreneurship & MFA applicants only

- *** Portfolio/Manuscript example of work

MSc Applied Psychology

- *** Research Proposal

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The UWI Graduates (Cave Hill Campus and Mona Campus):

ALL Applicants (N.B. Application submissions will not be accepted at the Office of Graduate Studies and Research without the relevant documents indicated below by ***)

1. *** Copy of Confirmation Receipt
2. *** Curriculum vitae
3. *** Documents indicating a previous name change (Marriage Certificate/Legal Affidavit/Deed Poll if your present name is different from that on the Birth Certificate)
4. *** Research Proposal (M.Phil., Ph.D. and M.D. applicants only)
5. *** Birth Certificate
6. *** Professional Certificates/Diplomas
7. Two (2) referees' reports (Sealed by referee for confidentiality)

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- *** Research Proposal

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Non-UWI Graduates / Open Campus Graduates:

ALL Applicants (N.B. Application submissions will not be accepted at the Office of Graduate Studies and Research without the relevant documents indicated below by ***)

1. *** Copy of Confirmation Receipt
2. *** Curriculum vitae
3. *** Documents indicating a previous name change (Marriage Certificate/Legal Affidavit/Deed Poll if your present name is different from that on the Birth Certificate)
4. *** Research Proposal (M.Phil., Ph.D. and M.D. applicants only)
5. *** Birth Certificate
6. *** Professional Certificates/Diplomas

7. *** TOEFL Score of 500 or greater or International English Language Testing (IELTS) with the overall score of at least 7 with scores of at least 6.5 in reading and listening and scores of at least 7 in writing and speaking (if English is not your first Language)
8. Two (2) referees' reports (Sealed by referee for confidentiality)
9. Official transcripts (sent directly from granting institution). You are required to notify our Office if the name on your official transcript is different from the name on your application.

ADDITIONAL DOCUMENTS specific to programmes below:

PG Diploma in Education applicants

1. *** Principal's referee report. These applicants are not required to submit the two (2) referee's reports and may state the other referee as NA in the online application.
2. *** Evidence of teaching appointment/assessment of qualifications by MoE/THA/Board

ALL Engineering programmes

- *** Job Letter/Confirmation of current employment (If currently unemployed please indicate by way of attached letter).

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- *** Evidence of registration with the Medical Board of Trinidad & Tobago

Master of Public Health Applicants

- *** Statement of Intent in pursuing the programme

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- *** Portfolio/Manuscript example of work

MSc Applied Psychology

- *** Research Proposal

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IMPORTANT NOTES

- Your CV/resume must include the name(s), and contact information (preferably phone and e-mail address) of your referee(s).
- Please note that a person in full-time employment CANNOT be registered as a Full-time student, unless written proof of approved leave is provided prior to registration. (e.g. PG DIP ED Release Form).
- Candidates who will be sitting examinations in November 2014 and between January and June 2015 to qualify for admission may also submit applications.
- Non-UWI/Open Campus transcripts for university degrees must be submitted from the awarding institution directly to:

The Senior Assistant Registrar
Office of Graduate Studies and Research
The University of the West Indies
St. Augustine Campus
Republic of Trinidad and Tobago, W.I.

- A transcript is considered official if it comes in a specially sealed envelope from the high school/institution. Photocopies, faxed copies and PDF attachments are NOT considered official.
- A final official transcript, indicating award date/date of graduation must be submitted as soon as all courses are completed.
- Student copies or transcripts stamped STUDENT COPY are NOT acceptable as an official transcript.
- Applicants with qualifications in a language other than English must submit a certified English translation, together with the original.
- All submitted documents become the property of The University of the West Indies and will NOT be returned or transferred to a third party.
- In the case of copies or notarised documents, The University reserves the right to request the original documents.

APPLICANTS ARE HEREBY CAUTIONED THAT:

- Applications will not be considered if there is any indication that the accompanying papers or certificates have been altered in any way.
- The submission of documents in support of applications or the applications themselves, for admission and/or registration that are forged, fraudulent, altered from the original, obtained under false pretences, or otherwise deceptive is prohibited.
- The University reserves the right to reject an application for admission, withdraw an offer and/or prohibit registration if the offer for admission is found to be based in whole or in part on deception or fraud.