



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD & TOBAGO, WEST INDIES

OFFICE OF THE CAMPUS REGISTRAR

HUMAN RESOURCES DIVISION

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In Reply Please Quote Our Reference: 161/22/1; 67/38

TO: All Members of Staff

FROM: Mrs. Coreen Copland-Campbell
Director
Human Resources

Coreen Copland

DATE: 2023 September 19

SUBJECT: Staff Immigration Facility 2023

This year's Staff Immigration Facility is now confirmed for **Thursday 2023 September 28**. We hereby invite interested persons from our regional and international staff community to register.

The Immigration Facility is usually held annually, to provide more convenient access to Immigration services for our regional and international staff community and, by extension, your families. On this occasion, a representative from the HR Division will be assigned to collect your documents and visit the Immigration Division on your behalf.

Please note the following:

1. All interested persons must register for the Facility **no later than noon on Friday 2023 September 22**.
2. All persons must have their applications verified by HR. Upon registration for the Facility, date, time, and venue for the Document Checking and Submission Service will be confirmed. Family members are not required to be present for this exercise.
3. The deadline for receipt of documents is **2 pm on Tuesday 2023 September 26**.
4. The normal Immigration appointment request service will be suspended until after the Facility and will resume on Monday 2022 October 2.
5. Persons who have already received the necessary endorsements and extensions at the Immigration Division do not need to register unless additional services are required (extension of stay, visa application etc.).
6. In the event that you fail to register and/or provide all required documents and information by the deadline, arrangements will be made on resumption of the normal appointment request service, for you to visit the Immigration Division in person.

Please visit the [Immigration page](#) on the Campus intranet for:

- a) details on [accessing the Facility](#);
- b) a [list of relevant services and the required documents for each](#)
- c) access to the [Facility registration form](#); and
- d) all relevant application forms.

We look forward to a successful experience.

CC-C/zwr