



# THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

OFFICE OF THE CAMPUS REGISTRAR

STUDENT AFFAIRS (EXAMINATIONS)

TELEPHONE: (1-868) 662-2002 ext. 82155 FAX: (1-868) 645-8649 E-mail: [exams@sta.uwi.edu](mailto:exams@sta.uwi.edu)

## PROVISIONAL ENTRY TO EXAMINATION VENUE FORM

A student whose course registration is not completed by publication of the official examination timetable is required to complete this Form to obtain provisional entry to the examination venue. After completing this Form, and following payment of tuition and late fees, please return receipt with Form to the Students and Receivables Section, Bursary for processing. After financial approval is obtained, please have the Form approved by Student Affairs, Admissions OR Graduate Studies and Research.

**NOTE:** It may take 48 hours for your registration record to be reinstated.

Please ensure that the signed and stamped copy of this Form is presented at the examination venue to gain entry.

Complete one Form per course to be approved.

### PLEASE PRINT LEGIBLY

UNIVERSITY STUDENT IDENTIFICATION NUMBER

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STUDENT NAME [IN FULL]

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First Name

Middle Name

Last Name

Enrolment Status :  Fulltime  Part-time  Evening  Summer

Programme Level:  Undergraduate  Postgraduate

Semester:  I  II  III

Phone # \_\_\_\_\_ EMAIL Address: \_\_\_\_\_ @ my.uwi.edu

COURSE CODE	COURSE TITLE

Check the condition that applies to this request:

- Late Registration as approved by a University official or by an appropriate official University document.
- Financial Clearance after the payment deadline

**Explanation** (additional sheets may be attached):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

### FOR OFFICIAL USE ONLY

<b>AMOUNT FEES PAID:</b> _____ <b>DATE PAID:</b> _____ <b>APPROVED BY:</b> _____ ACCOUNTANT, STUDENTS AND RECEIVABLES, BURSARY <b>DATE:</b> _____	<b>UNDERGRADUATE</b> <b>LATE REGISTRATION:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <b>REINSTATED BY:</b> _____ SENIOR ASSISTANT REGISTRAR, STUDENT AFFAIRS, ADMISSIONS <b>DATE:</b> _____
<b>POSTGRADUATE</b> <b>LATE REGISTRATION:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <b>REINSTATED BY:</b> _____ SENIOR ASSISTANT REGISTRAR, GRADUATE STUDIES AND RESEARCH <b>DATE:</b> _____	<b>RECEIVED BY:</b> _____ PRINT NAME OF CHIEF INVIGILATOR : SIGNATURE OF CHIEF INVIGILATOR <b>DATE:</b> _____