



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

STUDENT AFFAIRS (ADMISSIONS)

TELEPHONE: 1(868) 662-2002 ext. 82154/82157 FAX: 1 (868) 645-4611 E-mail: admis@sta.uwi.edu, web site: <http://www.sta.uwi.edu>

UNDERGRADUATE STUDENTS STATUS/OTHER LETTER REQUEST FORM

INFORMATION AND INSTRUCTIONS

1. Cost of Letter - TT\$30.00/US\$6.00.
Payable **at the Cashier, Bursary** or any **Republic Bank Branch Account #160-284-614-001** or online @ https://secure.touchnet.net/C24203_ustores/web/classic/store_main.jsp?STOREID=17&clearPreview=true&SINGLESTORE=true
2. Requests **will not** be processed if a student is not financially cleared, has any type of hold eg. AR (Accounts Receivable), Immunization/Medical, Dean's/Registrar's Holds. For an Accounts Receivable Hold, please contact Student Accounts, (Bursary) via <https://sta.uwi.edu/bursary/service-desk> prior to submission of request.
3. You are responsible for the accuracy of the information on this form.
4. **Completed form and receipt/proof of payment to be forwarded (in PDF format) via email to the relevant email address below. (Current students must use official UWI student email account)**
5. **Please allow 5-7 business days for processing.**
6. Letters will be forwarded via email to the official UWI email (current students) or personal email (UWI graduates/past students ONLY).

FACULTY	Email Address
Faculty of Sport	aspstatusletters.ug@sta.uwi.edu
Faculty of Engineering	engstatusletters.ug@sta.uwi.edu
Faculty of Food and Agriculture	ffastatusletters.ug@sta.uwi.edu
Faculty of Humanities and Education	fhestatusletters.ug@sta.uwi.edu
Faculty of Law	lawstatusletters.ug@sta.uwi.edu
Faculty of Medical Sciences	fmsstatusletters.ug@sta.uwi.edu
Faculty of Social Sciences	fssstatusletters.ug@sta.uwi.edu
Faculty of Science and Technology	fststatusletters.ug@sta.uwi.edu
GATE LETTERS	Statusletters.ug@sta.uwi.edu
IMMIGRATION LETTERS	admis@sta.uwi.edu

REQUEST FOR: STATUS NATIONAL BURSARY
 IMMIGRATION GATE SCHOLARSHIP
 COURSE OUTLINE LETTER DEFERRAL OF OBLIGATORY SERVICE
 LANGUAGE OF INSTRUCTION OTHER _____

NAME: _____
(SURNAME) (FIRST NAME) (MIDDLE INITIALS) (MR/MS/MRS)

STUDENT I.D. NUMBER: _____ **CONTACT No.:** _____

E-MAIL ADDRESS: _____ @my.uwi.edu or Personal Email _____
(Current Students ONLY) *(Graduates/Past students ONLY)*

FACULTY: _____ **PROGRAMME:** _____

STATUS: FULL-TIME PART-TIME SUMMER

HOME/PERMANENT ADDRESS: _____

(City)

(State)

(Zip Code)

ACADEMIC YEAR/PERIOD _____

SIGNATURE: _____

DATE: _____