



Access your

POSTGRAD LOA

Online **Anywhere Anytime**

1 How do I access my Leave of Absence Application?

Students will access the system from their Banner Student Services Page” on the new student portal (my.uwi.edu)

2 Which Faculties can access this system?

All Postgraduate students in all faculties can access this system

3 How do I apply for the service offered through Leave of Absence Online system?

- Log in to the new student portal (my.uwi.edu)
- Go to 'mySecureArea'
- Go to 'Student Services & Financial Aid'
- Click on 'Registration'
- Click on 'Application for Leave of Absence'
- Follow the steps required for the application and click 'Submit'

4 Will I have to submit any additional documents?

Medical Certificates are required if your reason for the application for leave of absence is medical.

5 How do I know if my application is received?

Once your application is submitted, a confirmation email will be sent to your new student portal Email with a tracking number.

6 How do I track my application?

Students can track the progress and status of their application by logging into Banner and clicking on the specific Tracking Number to see details. When making enquiries, please use your tracking number as a reference.

7 How will I be updated or notified of the final decision?

All updates will be communicated to the applicant through The UWI Official Student email.

8 How long will I have to wait for a response?

Once submitted, you will receive an instant, automatic response.

9 Who can I contact for more information on the Leave of Absence Online System?

For further info you may contact: 662-2002 Exts. 84191 and 85018.