



# 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](mailto:admis@sta.uwi.edu), web site: <http://www.sta.uwi.edu>

## UNDERGRADUATE STUDENTS STATUS LETTER / OFFER LETTER /OTHER REQUEST FORM

### INFORMATION AND INSTRUCTIONS

1. Cost per copy of Status Letter/Offer Letter - TT\$30.00/US\$6.00.  
Payable **at The Cashier, Bursary or any Republic Bank Branch Account #160284581001** or via online service @ [https://secure.touchnet.net/C24203\\_ustores/web/classic/store\\_main.jsp?STOREID=17&clearPreview=true&SINGLESTORE=true](https://secure.touchnet.net/C24203_ustores/web/classic/store_main.jsp?STOREID=17&clearPreview=true&SINGLESTORE=true)
2. Requests **cannot** be processed if a student is not financially cleared, has any type of hold on his/her account eg. AR (Accounts Receivable), Immunization/Medical, Dean's/Registrar's Holds: - **(Please contact Student Accounts, the Bursary via <https://sta.uwi.edu/bursary/service-desk> to resolve Accounts Receivable holds prior to submission of request).**
3. Note: You are responsible for the accuracy of the information on this form. Please print clearly in **dark blue** or **black**.
4. **Please allow 5-7 business days for processing.**
5. Letters will be forwarded via email to the official UWI email (Current Students) or personal email (UWI graduates/past students ONLY).
6. **Please complete this form and return** via the official UWI email (Current Students) or personal email (UWI graduates/past students ONLY) **with receipt/proof of payment in PDF format to the specific email address below:**

FACULTY	Email Address
Academy of Sport	<a href="mailto:aspstatusletters.ug@sta.uwi.edu">aspstatusletters.ug@sta.uwi.edu</a>
Faculty of Engineering	<a href="mailto:engstatusletters.ug@sta.uwi.edu">engstatusletters.ug@sta.uwi.edu</a>
Faculty of Food and Agriculture	<a href="mailto:ffastatusletters.ug@sta.uwi.edu">ffastatusletters.ug@sta.uwi.edu</a>
Faculty of Humanities and Education	<a href="mailto:fhestatusletters.ug@sta.uwi.edu">fhestatusletters.ug@sta.uwi.edu</a>
Faculty of Law	<a href="mailto:lawstatusletters.ug@sta.uwi.edu">lawstatusletters.ug@sta.uwi.edu</a>
Faculty of Medical Sciences	<a href="mailto:fmsstatusletters.ug@sta.uwi.edu">fmsstatusletters.ug@sta.uwi.edu</a>
Faculty of Social Sciences	<a href="mailto:fssstatusletters.ug@sta.uwi.edu">fssstatusletters.ug@sta.uwi.edu</a>
Faculty of Science and Technology	<a href="mailto:fststatusletters.ug@sta.uwi.edu">fststatusletters.ug@sta.uwi.edu</a>
<b>ALL GATE LETTERS</b>	<a href="mailto:Statusletters.ug@sta.uwi.edu">Statusletters.ug@sta.uwi.edu</a>
<b>ALL IMMIGRATION LETTERS</b>	<a href="mailto:admis@sta.uwi.edu">admis@sta.uwi.edu</a>

**REQUEST FOR:**  STATUS LETTER  NATIONAL BURSARY  OTHER \_\_\_\_\_  
 IMMIGRATION  GATE  SCHOLARSHIP  
 COURSE OUTLINE LETTER  DEFERRAL OF OBLIGATORY SERVICE

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  EVENING  SUMMER

HOME/PERMANENT ADDRESS: \_\_\_\_\_

(City) (State) (Zip Code)

ACADEMIC YEAR/PERIOD \_\_\_\_\_ I would like to request \_\_\_\_\_ copy(s).

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### FOR OFFICIAL USE ONLY

DATE PAID: \_\_\_\_\_

RECEIPT #: \_\_\_\_\_

AMT. PAID: \_\_\_\_\_

DATE DISPATCHED: \_\_\_\_\_

DISPATCHED BY: \_\_\_\_\_