

INSTRUCTION & INFORMATION GUIDE FOR APPLICATION TO SUMMER SCHOOL CERTIFICATE/DIPLOMA PROGRAMMES - 2007/2008

Applications are invited for admission from suitably qualified persons for admission to the Faculty of Social Sciences Certificate and Diploma Programmes offered in the “summer” semester ONLY commencing May 20-July 31, 2008.

Duration of the “summer” semester certificate/diploma programmes is approximately two (2) academic years (over three (3) summer semesters).

Applications are open to all persons who are recognized as having satisfied the matriculation requirements for entry to The University of the West Indies as well as such Faculty requirements as may obtain.

The offer of a place will be considered only where the applicant has satisfied both matriculation and faculty requirements. The offering of any of the certificate/diploma programmes is subject to the availability of an adequate number of qualified persons.

CERTIFICATES

- ❖ Management Information Systems
- ❖ Local Government Studies
- ❖ Public Administration
- ❖ Public Sector Human Resource Management

DIPLOMAS

- ❖ Caribbean Studies
- ❖ Public Sector Management
- ❖ Security Administration

TEACHING & EXAMINATIONS

Lectures and tutorials will be conducted from **May 20 to July 12, 2008 (including Saturdays and Public Holidays).**

Examinations will be held from **July 17 to July 31, 2008.**

ENGLISH LANGUAGE REQUIREMENTS

Applicants whose first language is not English are required to perform satisfactorily in an approved English Language Test. The Test of English as a Foreign Language (TOEFL) with a minimum score of 500 has been approved for this purpose.

English Language Proficiency Test

All applicants to The University of the West Indies are required to take the English Language Proficiency Test (ELPT) except for persons with the following qualifications:-

1. Grade 1-CXC General Proficiency English A Examination
2. Grade A-Cambridge GCE O'level English
3. Grade I or II in CAPE Communication Studies
4. Grade A or B-Cambridge GCE A/O Level General Paper (GP) Examination

The results of applicants who pass the test will remain valid for a period of five (5) years.

DOCUMENTS REQUIRED

The following documents must be submitted:

1. Application forms [fully completed in **DUPLICATE**]. (**Applicable only to candidates submitting paper applications**).
2. Receipt indicating payment of Non-Refundable Application Fee [**applicable only to candidates submitting paper application**]
3. Birth Certificate.
4. Marriage Certificate (where applicable)
5. Legal Affidavit or Deed Poll if present name is different from that on the Birth Certificate
6. Academic Certificates (GCE, CXC (CAPE), CXC (CSEC)).
7. GCE/CXC (CSEC/CAPE) Grade Slips (Accepted **only** in cases where certificates are not yet available)
8. Professional Certificates/Diplomas.
9. Official transcripts (sent directly from granting institution; this does **not** apply to High School students in Trinidad & Tobago)

10. TOEFL Examination Score (Applicable only to candidates whose native language is not English). A TOEFL Score of 500 or greater is required.

Applicants **MUST** submit certified photocopies of all supporting documents which have been certified by a Notary Public/School Principal or School Vice Principal. **These documents are necessary for consideration of your application.**

TRANSCRIPTS for professional and overseas qualifications should be sent to the Student Affairs Offices on the Campus to which you are applying **DIRECT FROM THE EDUCATIONAL INSTITUTION CONCERNED by May 9, 2008.**

NB: GRADUATES OF UWI NEED NOT REQUEST TRANSCRIPTS

NOTES

1. Documents which are defaced or which appear to be altered in any way **WILL NOT BE ACCEPTED**
2. Grade Slips are **NOT** Certificates.
3. Official Replacements for GCE Certificate lost or/inadvertently destroyed can be requested from the examining body i.e. London, Cambridge. The office of the Caribbean Examination Council (CXC) should be asked about replacement of CXC (CSEC/CAPE) Certificates.
4. Where professional Certificates, Diplomas and/or University degrees are submitted, applicants must request the granting Institution to forward transcripts directly to: **The Assistant Registrar, Student Affairs (Admissions) to the Campus** to which admission is being sought. It is the responsibility of the applicant to request that such transcripts are forwarded to reach the University by **May 9, 2008.** **UWI graduates need not request transcripts.**
5. Applicants with qualifications in a language other than English should submit a certified English translation, together with the original.
6. All submitted documents become the property of The University of the West Indies and will **not** be returned.

Applicants Are Hereby Cautioned That:

- (i) Applications will not be considered if there is any indication that the accompanying papers or certificates have been altered in any way.
- (ii) Each applicant must include on the form his/her telephone number or the telephone number of a reliable contact person. This will facilitate urgent communication with the applicant.

APPLICANTS WITH DISABILITIES

The University of the West Indies provides a variety of services to the differently able student community. Information on these services can be accessed at http://www.sta.uwi.edu/admissions/apply/dom_disabilities.asp

All applicants with a disability are required to complete and submit the following forms along with all other requested application documents:-

- Request for Disability Service
- Student Needs Assessment
- Statement of Disability

Forms can be downloaded and printed from <http://www.sta.uwi.edu/resources/documents/AADLUFormsABC.doc>

On-Campus Application Centre

The University has set up an on-campus Application Centre to assist applicants with the completion of their online applications and to receive documents.

**Customer Service Centre
New Student Administration Building
[Next to UWI Security Office]
Lewis Avenue**

**Monday, Tuesday & Thursday
8.30 a.m. to 6.00 p.m.
Wednesday & Friday
8.30 a.m. to 4.30 p.m.**

SECTION D – FINANCIAL RESOURCES

- 47 Give details of how you expect to pay your fees for the proposed course, and who will be responsible for your maintenance/living expenses and other costs during your period of study.

SECTION E – EMPLOYMENT RECORD

NOTE: A person in full-time employment **CANNOT** be registered as a full-time student unless written proof of approved leave is provided prior to registration.

- 49 **Provide information on your entire work experience.** This is particularly helpful in the case of mature applicants.

SECTION F – REFEREE INFORMATION

50. Applicants for Certificate/Diploma programmes and Mature applicants to Certificate/Diploma and Degree programmes **must submit** two (2) letters of recommendation along with the application forms and supporting documents.

SECTION G – DECLARATION

- 51 This application is accepted with the understanding that the applicant has provided accurate information and is agreeing to abide by the rules and regulations of the University. By signing this form, the applicant is confirming acceptance of these conditions.
52. To be signed by parent or guardian where applicable.

The Registry
UWI St. Augustine
March 10, 2008

SECTION B – CAMPUS, FACULTY & PROGRAMMES & STATUS

31-42 N/A

32 a&b N/A

35 & 36 Refer to list of available programme offerings

38 a&b N/A

41&42 Refer to list of available programme offerings

SECTION C – ACADEMIC RECORD

43 Enter details of subjects already passed.

44 Enter subjects or examinations you will write in November 2007, January/May/June 2008.

45 Enter other qualifications – Diplomas, Certificates etc.
Information regarding High Schools/Colleges and Tertiary Institutions attended is required for the student's records at the University and **MUST** be provided. **THE LAST TWO COLUMNS IN THIS SECTION DO NOT APPLY TO HIGH SCHOOL STUDENTS**

NOTE 1: You must disclose all, including those located outside the Caribbean. Include an additional page if more space is required.

NOTE 2: Where professional Certificates, Diplomas and or University degrees are indicated, applicants should request the granting Institution to forward transcripts direct to the Admissions Office at the Campus to which admission is being sought. It is the responsibility of the applicant to request that such transcripts are forwarded to reach the University by **May 9, 2008 - St. Augustine Campus. UWI graduates need not request transcripts.**

NOTE 3: Possession of minimum entry requirements does not necessarily guarantee admission to the University. Acceptance to a programme may be restricted due to the limited number of places available in each Faculty.

NOTE 4: Applicants with qualifications in a language other than English should submit a certified English translation, together with the original.

APPLICATION FEES

Persons applying **on-line** are **exempted from** paying an application fee.

If you are **applying on paper**, you **must include** with your application a NON-REFUNDABLE application fee of TT\$90.00 which must be paid at any branch of Republic Bank Ltd.

DEADLINE FOR RECEIPT OF APPLICATIONS

The closing date for receipt of applications is **April 29, 2008.** UWI will not accept any late applications. Applicants are therefore advised to submit their applications without delay.

HOW TO APPLY FOR ADMISSION

There are two (2) options available for applying for admission to The University of the West Indies either:-

- (1) Online at <http://www.sta.uwi.edu/admissions> [no application fee is required]

OR

- (2) Download an application form and Instruction Sheet at <http://www.sta.uwi.edu/admissions>. Complete and submit to the University. [Non-refundable application fee receipt **MUST** be submitted with application forms]

Do NOT submit a paper application if you have applied on-line. This will cause a delay in dealing with your application.

ONLINE APPLICATION PROCESS

You can apply directly via the website <http://www.sta.uwi.edu/admissions>.

PLEASE NOTE:

1. When making the selection of Application Type Select:
New Summer

2. You can indicate **FOUR (4) CHOICES** on your online application.
3. After selecting your **first choice**, you may select a **second, third, and fourth choice** by clicking the **NEXT PROGRAM** button and choosing the programme.
4. Your Confirmation Receipt would only be valid if you have fully completed your online application.

STEP 1: GO TO THE UWI ADMISSIONS WEBPAGE

Start at the webpage <http://www.sta.uwi.edu/admissions>. Select **New Summer**

You can now begin the application process by clicking the **APPLY NOW** button.

STEP 2: SET UP YOUR ACCOUNT

Create a Login ID and PIN (Personal Identification Number) to set up an account. Make a note of your Login ID and PIN since you will need these to access your application information after you log out of the system.

STEP 3: COMPLETE YOUR APPLICATION ON-LINE

Follow the instructions and complete the application in full before submitting it.

You do not have to complete your application in one sitting. You can start the process and complete it any time before the deadline using your Login ID and PIN.

To access an application that you may have started already but were unable to complete, login to the system using the Login ID and PIN that you created in **STEP 2** above. Then click the application and resume the application process by selecting the appropriate item on the **Application Checklist**.

STEP 4: SUBMIT YOUR APPLICATION

Once you have entered all the required information on the form for **your 1st Choice**, you may select a **2nd Choice**, **3rd Choice** and **4th Choice** by clicking the **NEXT PROGRAM** button and choosing the programme.

Complete your selections and once you are satisfied, you may submit your application by clicking the **APPLICATION IS COMPLETE** button.

NOTE: Persons with dual citizenship should clearly indicate under which nationality they wish to be considered as you will NOT be permitted to change your status after an offer of a place has been made.

- 22 **Country of Responsibility for Fees** – This has no bearing on your application but is needed for determining the fees payable. If you have dual nationality, indicate the country responsible for paying your fees (supporting documents must be provided i.e. passport/certificate of residence). Barbadian Nationals/citizens must show proof other than Birth Certificate.

NOTE: Persons with dual citizenship should clearly indicate under which nationality they wish to be considered as you will NOT be permitted to change your status after an offer of a place has been made.

- 25 **Disability** – This has no bearing on the application for admission but alerts the University to the need to put in place the necessary support requirements for your study and accommodation.

NOTES:

1. If you have any special needs and/or require support for your studies, please indicate this in writing as soon as possible to **the Head, Academic Advising and Disabilities Liaison Unit, UWI St. Augustine Campus**. Statement of Disability
2. Forms can be downloaded and printed from <http://www.sta.uwi.edu/resources/documents/AADLUFormsABC.doc>
3. Please note that we may not be equipped to fulfil all special needs. Information will be used only to assess if UWI is able to provide you with the necessary support, and will not be considered as part of the admissions process.

- 29 **Halls of Residence** – N/A

- ❖ Applicants with qualifications in a language other than English should submit a certified English translation, together with the original.
- ❖ Candidates who do not possess a Grade 1 in CXC(CSEC) English A-General Proficiency; Grade A in GCE O'level English Language, a Grade I in CAPE Communications Studies or Grade A or B in the GCE Advanced Level General Paper (GP), are required to take an English Language Proficiency Test (ELPT).
- ❖ Applicants whose native Language is not English are required to perform satisfactorily in an approved English Language Test. The TOEFL test with a minimum score of 500 is accepted as equivalent to, and in place of, an acceptable CXC pass in English A-General Proficiency.

SECTION A – PERSONAL DATA

- 1 **Title:** Insert Mr., Mrs., Miss, Ms., etc
- 2 **Former name** – If you have changed your name by marriage or otherwise, state your previous name. Supporting evidence must be submitted.
- 6b **Name of Contact** – if other than yourself
- 7a **Mailing Address** – Enter the address to which you expect all correspondence to be sent.
- 7c Enter the dates for which the information in 7a is valid
16. **Tax Number/National Id** - Jamaican/Barbadian/Bahamian Nationals
Enter Your TRN/National ID Number here.
- 18 **Religion/Denomination** - This has no bearing on your application but is needed for the University Chaplains and Student Services.
- 19 **Nationality** – This information will assist in determining the fees payable.
Documentary evidence required (passport/certificate of residence)

STEP 5: PRINT AND MAIL IN SUPPORTING DOCUMENTS

Upon the successful completion and submission of an online application you will receive an email acknowledging receipt of your application via your own email account.

Included in the email is a [link to download the Confirmation Receipt](#) for your application. You must print, fill out and sign the Confirmation Receipt. Mail or drop-in the signed Undergraduate Confirmation Receipt along with the other supporting documents [Refer to Section on DOCUMENTS REQUIRED for details] to:

The Assistant Registrar
Student Affairs (Admissions)
The University of the West Indies
St. Augustine Campus
Trinidad & Tobago W.I.

Please note that your application will not be processed until we receive all supporting documents from you.

YOUR CONFIRMATION RECEIPT WOULD ONLY BE VALID IF YOU HAVE FULLY COMPLETED YOUR ONLINE APPLICATION.

You **MUST** send the documents indicated above as soon as possible. They should arrive at the University, with the signed Confirmation Receipt, no later than TWO (2) weeks from the date that you submitted your on-line application and no later than May 9, 2008.

NOTE: Applicants for Certificate/Diploma programmes and Mature applicants to Certificate/Diploma and Degree programmes must submit two (2) letters of recommendation along with the Confirmation Receipt /Application forms and supporting documents

STEP 6: TRACK YOUR APPLICATION

Track the progress of your application at any time using our website. Start at the webpage <http://www.uwi.edu/track> Login using the Login ID and PIN created in STEP 2 above. On the **Applicant Menu** Page, scroll down to the **Submitted Applications** Section. CLICK the link displayed in **Admission Term** of the application you wish to track.

PAPER APPLICATION PROCESS - FOLLOW THE STEPS BELOW.

1. Your paper application forms should be carefully completed in **duplicate**.
2. Submit ONLY ONE (1) application
3. If you apply on-line and also submit a paper application we will only consider the application that was received first.

STEP 1: OBTAIN AN APPLICATION FORM

Download the application form [in Adobe PDF format] and the Information Sheet from the links below via the website: <http://www.sta.uwi.edu/admissions>

The Information Sheet provides the necessary guidance on how to complete the application form. After downloading, simply complete the form using the Information Sheet provided.

STEP 2: COMPLETE THE APPLICATION FORMS

Complete the application forms and sign at the end in the designated area.

STEP 3: PAY YOUR APPLICATION FEE

Please refer to section on [Application Fees](#) to determine the fee you must pay.

STEP 4: SUBMIT YOUR APPLICATION AND SUPPORTING DOCUMENTS

Mail or drop in the completed application forms [**DUPLICATE**] along with the required supporting documents [Refer to Section on [Documents Required](#) for details] to:

**The Assistant Registrar
Student Affairs (Admissions)
The University of the West Indies
St. Augustine Campus
Trinidad & Tobago W.I.**

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS is [April 29, 2008](#)

STEP 5: TRACK YOUR APPLICATION

When your application is received, you will be given or sent an Acknowledgement Card. Shortly after that, you will also be sent an Acknowledgement Letter that explains how you can track the progress of your application on-line.

INFORMATION & INSTRUCTIONS FOR COMPLETING PAPER APPLICATION FORM FOR ADMISSION TO SUMMER CERTIFICATE/DIPLOMA PROGRAMMES 2007/2008

NOTE:

1. Applicants are advised to read the information and instructions for guidance carefully before completing the application form.
2. Numbers used from Section A-G relate to numbers on the application form.

GENERAL

- ❖ Complete the form legibly and accurately using black ink or typescript. The University will not process forms that are incomplete or where accompanying certificates and documents have been tampered with or altered. **DO NOT WRITE IN THE SHADED AREAS.**
- ❖ Application forms must be completed in **DUPLICATE** and should be returned to the Admissions Office at the Campus most convenient to you or the UWIDEC Centre nearest to you [Non-campus countries].
- ❖ An application fee of Bds\$30.00 (Jamaican residents J\$900), TT\$90.00 or the equivalent, in your local currency is payable by residents of Commonwealth Caribbean Countries. All other applicants are required to pay US\$30. This fee is not refundable and should be submitted by bank draft/certified cheque made out in US\$ or EC\$ and payable to: The University of the West Indies.
- ❖ The **deadline date** for receipt of applications for Summer Certificate/Diploma Programmes is [April 29, 2008](#). Where this deadline date falls on a Saturday, Sunday or Public Holiday, the deadline will be the next working day.
- ❖ The **ORIGINAL documents MUST be submitted with the application** together with a photocopy of the academic certificate(s) as well as the Birth/Marriage Certificate.
 - (i) Birth Certificate, Academic Certificates/Grade Slips (accepted only in cases where the certificates are not yet available), Professional Certificates, Diplomas if applicable, Marriage Certificate/Deed Poll (whichever is applicable) if present name is different from that on documents.