

## **ABOUT UWI**

### **Where is The University of the West Indies located?**

The University of the West Indies (UWI) is the region's first and top choice for tertiary education. UWI is a fully autonomous institution serving 16 different countries including: Anguilla, Antigua & Barbuda, the Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, and Trinidad & Tobago.

The University has five campuses: Mona, Jamaica; Cave Hill, Barbados; St. Augustine, Trinidad; Five Islands, Antigua and Barbuda and the Open Campus with Centres in Anguilla, Antigua & Barbuda, The Bahamas, Belize, Bermuda, British Virgin Islands, Cayman Islands, Dominica, Grenada, Montserrat, St Kitts & Nevis, St Lucia, St Vincent & the Grenadines and Trinidad & Tobago for distance education.

The St. Augustine Campus is an attractive campus situated 15 kilometres east of Port of Spain (the nation's capital), with a distinctive mix of early 20th century and modern architecture and a rich landscape of indigenous and introduced trees and shrubs.

### **How can I get more information on UWI St Augustine Campus?**

You may contact the Admissions Office by telephone, email or postal mail.

Email [admis@sta.uwi.edu](mailto:admis@sta.uwi.edu)

Telephone: 1 868 662-2002 Ext. 82154/82157/83012, OR

Mail your request to:-

The Assistant Registrar

Student Affairs (Admissions)

The University of the West Indies

St. Augustine Campus

TRINIDAD & TOBAGO West Indies

## **How many students attend your University?**

Total enrolment at the UWI-St. Augustine Campus currently averages 16,000 students.

## **When does the term start?**

UWI operates on a semester basis. Semester I begins in late August and ends in mid-December. Semester II begins in mid-January and ends in mid-May. Full details of our semester dates can be found in the Academic Calendar.

## **Does UWI have a Summer session?**

Yes. The Summer School Session runs from the end of May to July. Summer sessions condense an intensive level of academic study into a short time period. Registration in the Summer School session is optional and conditions apply. Details are available on our website at [https://sta.uwi.edu/admissions/undergrad/summer\\_school\\_session.asp](https://sta.uwi.edu/admissions/undergrad/summer_school_session.asp)

## **ABOUT THE CUSTOMER SERVICE CENTRE**

Our Customer Service Centre is located on the Ground Floor, The Lloyd Braithwaite Student Administration Building, Lewis Avenue, St. Augustine Campus.

The Centre is staffed by cross-trained professionals who are responsible for assisting students at a single point with a wide range of policy and procedural functions ranging from admission, academic records, registration and examination matters.

The Centre also provides access to self-service computer kiosks.

## **What are the opening hours for the Customer Service Centre?**

The Customer Service One-Stop Student Centre will be closed to the public until further notice.

All queries could be submitted **via email to [ugapply@sta.uwi.edu](mailto:ugapply@sta.uwi.edu) or [admis@sta.uwi.edu](mailto:admis@sta.uwi.edu).**

## **ABOUT THE ADMISSIONS OFFICE**

### **What are the opening hours for the Admissions Office?**

The Admissions Office will be closed to the public until further notice.

Visit our website at <https://sta.uwi.edu/> for details on our Admissions Team.

## **APPLYING TO UWI**

### **What is the difference between applying to UWI versus registering for a programme?**

**Applying** to a programme means that you are seeking to be enrolled/admitted to pursue a programme of study at UWI. Re-entry applicants, withdrawn from the programme and now wish to continue, are also considered to be applying for enrolment in the programme.

**Registering** for a programme/courses means that you have been given an offer/accepted to pursue a programme of study or you are continuing your registration as an active student.

### **How can I apply?**

Apply Online for admissions to The University of the West Indies, St Augustine Campus, at <https://sta.uwi.edu/admissions>

**Applicants are advised to** submit documents **via** the Upload Documents link located within the Online Application page which must include your Undergraduate Confirmation Receipt, proof of payment of the non-refundable application processing fee and **certified copies** other supporting documents (as applicable).

### **How will I know that all my documents have been received for my Application?**

You can track your application online by logging into: <https://sta.uwi.edu/admissions/track>

Applicants can track the progress of their application at any time using the online Track Application Status Tool on our website.

### **Do I have to pay an application processing fee?**

You **must include** with your application a **NON-REFUNDABLE** application processing fee.

The application processing fee **must** be paid as follows:

- Trinidad & Tobago Nationals: **TT\$90.00**
- Residents of Common Wealth Caribbean Countries: **US\$30.00**
- International Applicants: **US\$30.00**

Any **ONE** of the following methods of payments can be utilized:-

- Credit Card (Visa and Master Card **only**)
- Pay at the bank using **Application Processing Fee Payment Form (click here)**
- Bank Draft/Cheque made payable to “The University of the West Indies”.
- Pay using the Payment Slip available at any branch of Republic Bank (**Applicants in Trinidad & Tobago**)

### **If I don't have a credit card, how do I pay the application processing fee?**

Any **ONE** of the following methods of payments can be utilized:-

- Pay at the bank using **Application Processing Fee Payment Form (click here)**
- Bank Draft/Cheque made payable to “The University of the West Indies”
- Pay using the Payment Slip available at any branch of Republic Bank (Applicants in Trinidad & Tobago)

### **When can I apply?**

UWI accepts applications for entry to all undergraduate degree, certificate/diploma programmes from Mid-November to the **end of** May each year.

**I tried to apply for a programme but that option is not coming up, why?**

- The application period has not opened/has closed for it.
- You may be selecting the inappropriate option to apply for the programme.
- Undergraduate programmes are listed under the options New Undergraduate Full-time, New Undergraduate Part-time, the New Undergraduate Evening University.

**OR**

- Persons applying for admission via Clarence Fitzroy Bryant College (**CFBC**), St. Kitts, Sir Arthur Lewis Community College (**SALCC**), St. Lucia, St. Vincent and the Grenadines Community College (**STVGCC**), St. Vincent, under “**Application Type**” select one of the following: New Undergraduate **CFBC**, New Undergraduate **SALCC** and New Undergraduate **STVGCC**

**I have forgotten my application username and password, what do I do?**

You can reset your password as follows:-

- On the Admissions Login Page please **click** on the **Forgot Password** Link.
- You will be prompted to enter your Email Address and answer a Security Question.
- An email will be sent to the email address you entered with instructions to be followed to **reset** your password.
- Please ensure to read and follow the instructions carefully.

## **Is it possible to transfer to UWI from another University?**

The University is happy to consider students wishing to transfer from other institutions. Your transfer is however dependent on your individual circumstances and the faculty or department you wish to transfer into. You must follow the usual application process outlined above.

It is important to note:-

- Prevailing University Statute dictates that the period of study necessary to qualify a matriculated student for admission to examinations for a first degree of the University shall not be less than three (3) Years. However the period of study could be reduced by a period not exceeding one academic year in the case of undergraduate members of an approved University or other approved institution of higher learning.
- Your official transcript must be sent from the granting institution directly to UWI. Your qualifications would be evaluated by our Entrance Committee. You would be advised in your offer/acceptance letter of any credits/exemptions granted.
- The subject area done at another institution must be relevant to that of the course of study for which you are applying at UWI.

## **What should I do if have lost my examination certificates?**

If you cannot locate your original certificates, we will accept proof of your results from your school or college only if these results are presented on official letterhead. You should however contact the awarding body or examination board for a replacement certificate.

## **I started a programme at UWI but did not finish. I now want to continue. What should I do?**

Students who were enrolled at The University of the West Indies and were required to withdraw; voluntarily withdrew or did not complete an academic programme, must submit an online application for re-admission by the stipulated application deadlines.

Persons applying for re-admission to degree programmes should submit documentary evidence of ADDITIONAL qualifications (if applicable). We encourage you to take every opportunity during the application process to demonstrate how you have become a more competitive applicant since your last application.

**Required to withdraw at the end of Semester 1**

A student who is required to withdraw at the end of Semester 1 of an academic year would be required to apply in the normal application period, but no later than December 31 of the following academic year, for readmission in Semester 2 (January) of that academic year.

**Required to withdraw at the end of Semester 2 or Summer Session**

A student who is required to withdraw at the end of Semester 2 or the Summer Session of an academic year would be required to submit an application for re-admission and may be re-admitted after one (1) year has elapsed since their withdrawal.

**ENTRANCE REQUIREMENTS****Is there an age limit for applicants?**

There is no minimum age requirement for entry to undergraduate programmes at the University, except for applicants to the Bachelor of Medicine and Bachelor of Surgery (MBBS), and B.Sc. Physical Therapy (UWI Mona Campus, Jamaica) who must be at least 18 years of age by December 31 of the year of entry and for the BSc. Nursing (Pre-Registration) applicants who must be at least 17 years of age.

## **University Minimum Requirements (One or more of the following)**

### **1. CAPE/GCE A-Level Route:**

- **Passes in five (5) subjects overall**
- **At least two (2) at CAPE (2-unit) or GCE A-Level**
- **The rest at CSEC (CXC), GCE, or BGCSE acceptable passes**

### **2. CAPE Units:**

- **Six (6) CAPE units, including Caribbean Studies & Communication Studies**

### **3. Associate Degree:**

- **From an approved Caribbean tertiary institution**
- **Minimum GPA: 2.5+ (Note: Some faculties may require higher)**

### **4. Bachelor's Degree:**

- **From a recognized university**

### **5. Ontario Qualifications (Canada):**

- **OSSHGD (after Grade 13) – Faculty-specific conditions apply**
- **OSSD (since June 1986) with 60%+ overall – Faculty-specific conditions apply**

### **6. US Qualifications:**

- **High school transcript (Grade 12) with:**
  - **GPA: 3.0+**
  - **SAT I: 1700+**
  - **Two (2) SAT II subjects: 500+ each**  
*(For 3-year degree programmes)*
- **OR Completion of Advanced Placement (AP) courses**
- **OR International Baccalaureate (IB) Diploma**

**7. Dutch System:**

- **VWO / Associate Degree or HAVO / MBO4**  
*(Faculty-specific conditions apply)*

**8. Lower-Level Matriculation (4-Year Programmes):**

- **Grade 12 high school transcript with:**
  - **GPA: 2.5+**
  - **SAT I: 1500+**

**9. Mature Entry (Age 21+):**

- **Applicants 21 or older with professional and/or academic experience**
- **Considered individually**
- **Interview may be required**

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**Notes:**

- **Transcripts must be sent directly to the UWI Admissions Office**
- **Meeting the minimum does not guarantee entry — admissions are competitive**
- **Faculty-specific requirements may raise GPA or subject expectations**
- **Higher GPA = Better chance of acceptance**

## **FACULTY REQUIREMENTS**

For admission to some degree programmes, applicants must have qualifications in specific subjects at GCE ‘O’ level/CSEC (CXC)/BGCSE or approved equivalent.

<b>For Engineering:</b>	English Language, Mathematics & Chemistry
<b>For Science &amp; Technology:</b>	English Language, Mathematics and two (2) approved Science subjects
<b>For Food &amp; Agriculture:</b>	English Language, Mathematics and two (2) approved Science subjects
<b>For Social Sciences:</b>	English, Mathematics at CSCE (CXC) <b>General Proficiency Grade II or GCE O’Level [Grades A-C]</b>
<b>For Humanities &amp; Education:</b>	English Language, Mathematics and any Humanities subject
<b>For Medical Sciences:</b>	English Language, Mathematics, Chemistry, Biology and Physics.
For Law	English Language & Mathematics

### **I am not studying CAPE. Can I still apply?**

Yes. You can apply. The UWI offers certificate programmes that do not require CAPE as the minimum requirement. Do visit our website at <https://sta.uwi.edu/admissions> for a list of our programmes and their entry requirements.

### **Are there special entry requirements for mature applicants?**

Persons over age 21 who are out of secondary school for at least five years, and have demonstrated academic potential and have gained relevant academic knowledge and work-place experience. Such persons would be required to present with your application, full details of your career .This includes a document outlining your knowledge development, employment record and an official academic transcript. You must also submit certificates, documents and references. In addition, you may need to take additional tests or participate in interviews as required by the Entrance Admissions Committee of the relevant Faculty.

**Are there special requirements for International applicants wanting to attend UWI?**

International students are considered for admissions on the same basis as national and regional applicants, except for the Faculty of Medical Sciences.

**I have dual citizenship, are there any special requirements?**

Persons who hold **dual citizenship** should clearly indicate under which nationality they wish to be considered as they will **NOT** be permitted to change status after an offer of a place has been made and accepted.

Official documentary evidence (Passport/ Certificate of Residence) MUST be submitted to support the status under which he/she wishes to be considered.

**Do you consider applications from candidates with disabilities?**

**Can persons/applicants with special needs/disabilities apply to UWI?**

It is the University's policy to consider applications from such persons on the same academic grounds as those of all other applicants. However, it is helpful for the University to know in advance about the degree of disability so that it may offer advice on what facilities – or special treatment where necessary – are available.

For more information/details on services provided, go to <https://sta.uwi.edu/admissions/apply> and click on "Applicants with Disabilities" in the right-hand menu. You should also visit <https://sta.uwi.edu/sldd> for more on the Student Life and Development Department (SLDD).

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

Request for Disability Services

Students Needs Assessment

Statement of Disability

To download the forms go to <https://sta.uwi.edu/sldd/forms.asp>

## **Is there specific English Language requirement to be offered a place at UWI?**

All applicants to undergraduate programmes at UWI must possess at least one of the following English Language qualifications:

- Grade I-III CSEC (CXC) General Proficiency English A Examination
- Grade A-C Cambridge GCE O'level English Language
- Grade I or II in CAPE (CXC) Communication Studies
- Grade A or B-Cambridge GCE A/O Level General Paper (GP) Examination
- Grade B or above in a College English Course from an approved university.

If your first language is not English, you are required to furnish satisfactory evidence that your competency in English is adequate. **Such applicants must submit an official score result from either the Test of English as a Foreign Language (TOEFL) OR the International English language Testing System (IELTS).**

**The Test of English as a Foreign Language (TOEFL)** - A mark of 500 on the paper-based test (82\* internet-based) in the TOEFL test for foreign students will be accepted as equivalent to, and in place of, an acceptable CSEC (CXC) pass in English (A) from applicants whose native language is not English .

### **\*TOEFL Internet-Based Breakdown –**

A minimum writing score of	22
A minimum reading score of	20
A minimum listening score of	20
A minimum speaking score of	20

### **OR**

A certificate showing a minimum total score of 6.5 on the University of Cambridge IELTS (International English Language Testing System).

Information regarding the TOEFL is available from [www.toefl.org](http://www.toefl.org). Applicants may register for the internet-based TOEFL (iBT) or the paper based test.

**Information regarding the IELTS is available at [www.ielts.org](http://www.ielts.org). OR at the UWI-St.**

Augustine Campus, Centre for Language for Learning (CLL)

website: <https://sta.uwi.edu/fhe/cll/ielts/>

**NOTE: The UWI does not favour one exam over the other. Applicants are encouraged to take either Test as early as possible.**

## **MAJORS/PROGRAMMES**

### **What degrees, certificates and diplomas do you offer?**

UWI offers a wide range of degrees, certificates and diplomas. Please consult our Undergraduate Prospectus which is available on our website <https://sta.uwi.edu/resources/documents/UWIUndergraduateprospectus.pdf>.

### **What is a Special? What is a Major? What is a Double Major? What is a Minor?**

A Special a prescribed combination of courses offered which leads to a degree usually comprises a Minimum of forty-five (45) credits in the subject area over levels II and III.

A Major is the area(s) in which you choose to concentrate most of your studies e.g. French, History, Physics, Management Studies, Literature etc or focus normally comprising a total of specified number of credits (normally 30 credits) including prescribed courses from Level II and II.

A Double Major comprises 30 credits each for each of the two majors/subject areas. Students may also request to pursue a second Major from another Faculty.

A Minor is a secondary area of concentrated study based on a specified number of credits (normally 15) of prescribed courses from Levels II and II either in a single discipline that relates to the Major or is of purely personal interest. Minors are not mandatory and there are a limited number of minors available. For more information on minor programmes, refer to the respective Faculty Regulations and Syllabuses booklets.

A Major/Minor comprises usually a minimum of thirty (30) level II and III credits in the subject area of the major and fifteen (15) Level II and II credits in the subject area of the minor in accordance with prescribed Faculty regulations.

### **How long does it take to complete a degree programme?**

A full-time undergraduate student will normally take three academic years to complete a degree programme in the Faculties of Engineering, Social Sciences, Law, Humanities & Education, Science and Technology and Food and Agriculture.

A part-time student will take about four academic years except in the case of Humanities & Education where it can take a maximum of six years.

An evening University student will take a Minimum of three years to complete- four courses per semester and two Summer School Sessions or a maximum of seven and a half years (fifteen semesters and seven Summer School Sessions) with a maximum of two courses per semester.

The MB.BS, DVM and DDS degree programmes offered by the Faculty of Medical Sciences take five academic years to complete, while the BSc Pharmacy Programme takes four academic years.

**NOTE: The Faculties of Engineering, Law and Medical Sciences do not offer part-time programmes.**

#### **How do I transfer from one faculty to another or from one UWI campus to another?**

If you wish to transfer to another faculty on the same campus you must complete the required transfer application form which is available from the Student Affairs (Admissions) Office of the Registry. If you wish to transfer to another campus, you must fill out a transfer application form obtainable from the Customer Service Representatives, The Lloyd Braithwaite Student Administration Building. Application for Transfer Forms can also be downloaded from our website at <https://sta.uwi.edu/admissions/>. Student seeking to transfer to another Campus must be in good financial standing before their application for transfer forms are forwarded to another campus.

Transfer application forms must be submitted by **May 31**. Transfers will be considered at the end of semester 2 of each academic year for the preceding academic year and will be subject to (i) academic requirements and /or (ii) availability of space.

#### **How can a registered student of UWI change his/her Major, Option and/or Enrolment Status?**

To change major(s)/minor(s)/options/special and/or enrolment status [full-time/part-time] students must submit written requests to the Dean of the Faculty, through the Senior Assistant Registrar, Student Affairs (Admissions).

**NOTE: Requests for change in Enrolment Status and change in Major/Option:**

- **Approval granted in Semester 1 becomes effective in Semester 2**
- **Approval granted in semester 2 becomes effective in the next academic year.**

## **FINANCIAL AID & SCHOLARSHIPS**

### **Does UWI offer scholarships or financial assistance?**

#### **UWI Open Scholarship:**

The University of the West Indies (UWI) Open Scholarship is awarded annually, through an application and selection process. You must submit a UWI application for admission to a First degree programme **in addition to an application for a UWI Open Scholarship**, to be considered for the award of a UWI Open Scholarship.

#### **Who can apply for the University Open Scholarship?**

The UWI Open Scholarships are open to students who:

- are citizens of one of UWI's Contributing Countries (proof of citizenship will be required)
- have been accepted to read for a UWI undergraduate degree OR are completing YEAR 1 of a UWI undergraduate degree
- possess an outstanding academic record:
  - CAPE Units 1&2 with Grades 1 in at least 5 subjects including Caribbean Studies and Communication Studies; OR
  - Associate Degree with a minimum GPA of 3.6; OR
  - UWI Year 1 GPA of 3.6 at UWI
- provide two (2) letters of reference – one of which must come from an academic referee (teacher, principal or lecturer) attesting to the applicants' academic ability and potential, demonstrated leadership, and character.

#### **LIST OF UWI CONTRIBUTING COUNTRIES**

Anguilla, Antigua & Barbuda, The Bahamas, Barbados, Belize, Bermuda, the British Virgin Islands, the Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, and Trinidad and Tobago.

## **What does the University Open Scholar Scholarship Cover?**

Scholarship winners will receive the campus-specific benefits for the duration of their degree programmes as follows:

- Cave Hill and St. Augustine Campuses:
  - Maintenance costs – housing, transportation, book costs calculated in relation to the Financial Information provided for the pertinent academic year.
- Mona and Open Campuses:
  - Full Scholarship (Tuition and Maintenance costs) OR
  - Tuition only.

## **How to Apply for the University Open Scholarship?**

Apply online at <http://www.uwi.edu/openscholarship>

Application Deadline: **April 30**

Certified supporting documents (academic certificates, letters of reference, evidence of leadership and character) must be sent to:

**THE OFFICE OF THE BOARD FOR UNDERGRADUATE STUDIES**

**MONA**

**KINGSTON 7**

**JAMAICA**

## **Scholarships and Bursaries**

Several scholarships and bursaries are offered to Trinidad & Tobago nationals as well as nationals of other English-speaking Caribbean countries on the basis of the financial need of the student academic performance and/or involvement in extra-curricular activities. Applications for scholarships and bursaries are invited around January of each year and notices are posted on the website at <https://sta.uwi.edu/scholarships/>, social media pages, on main notice boards in the Library, Administration Building, Halls of Residence, Faculties and the Financial Advisory Services Department, DSSD office as well as other notice boards.

A ‘Scholarships and Bursaries’ booklet itemising the scholarships and bursaries available for a particular academic year is also available on the website  
at <https://sta.uwi.edu/scholarships/>

Awards vary in value and criteria for eligibility, and are usually awarded on an annual basis. Applications can be submitted online at: <https://sta.uwi.edu/scholarships/>. Detailed information on the Scholarships and Bursaries being offered are available at: <https://sta.uwi.edu/scholarships/>

**How are Scholarship & Bursaries awardees notified?**

If you applied for a scholarship and bursary you will first receive an acknowledgement email. If you have been awarded a scholarship/bursary you should receive a response by November of the current academic year.

**Loans:**

If you can provide a satisfactory guarantor, commercial bank loans are also available to help meet the cost of your university education.

**Government Assistance:**

The Government Assistance for Tuition Expenses (GATE) programme makes tuition free for all citizens of Trinidad & Tobago pursuing undergraduate programmes (including distance learning programmes) at any campus of The University of the West Indies

For more on the GATE programme, visit the website <http://www.e-gate.gov.tt/gate-app/>

**ACCEPTANCE INTO A FACULTY**

**What happens if I am not accepted for my programme of 1st choice?**

Once you have indicated on your application a programme of second/third/fourth choice, your application is automatically transferred for consideration.

**Note:** Applicants should note that admission to a programme of Second/Third/Fourth Choice is subject to the availability of places at the time of transfer of the application.

**What happens if I do not indicate a programme of 2nd/ 3rd/ 4th choice?**

You would be required to submit a written request indicating the degree programme for which you wish to be considered.

This request must reach the Admissions Office no later than June 30 of the year in which you are seeking admission to the University

**As a new student how can I change my programme of study or major?**

NEW students may request changes in programmes and transfer between faculties (except to the Faculty of Medical Sciences) up to the end of the SECOND week of Semester I.

I. Students requesting such transfers must:

- Make a written request to the Assistant Registrar, Student Affairs (Admissions).
- Collect a NEW offer, if approval is granted
- Complete registration for this new programme of study

**NOTE: Transfers between faculties for the current academic year will NOT be permitted after the end of the Second week of Semester I.**

**Can I defer my acceptance?**

Deferral of your acceptance may be permitted for only one (1) academic year and is subject to approval from the Dean of the respective faculty.

You are required to submit a written request to the Assistant Registrar, Student Affairs (Admissions) which will be processed in accordance with University procedures.

**I applied to the University and I was not accepted. Why?**

You may not have been accepted to UWI for any one of the following reasons:

- You may not have met either the University requirements and/or faculty requirements for entry;
- Your qualifications may not have been sufficiently competitive to other applicants; hence we were unable to offer you a place.
- Your completed transcript may not have been received in time.

## **APPLICATION STATUS INFORMATION**

### **How can I know/track the status of my application online?**

Track the progress of your application at any time using our website. Start at the webpage <https://sta.uwi.edu/track>. Login using the Login ID and PIN you created. 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.

Please allow **3 weeks** for your application to be entered in the system.

### **How do I check my admission status?**

To do this you will need to log into our website at <https://sta.uwi.edu/admissions/track>. You will need to have your Login ID and PIN in order to log in.

### **What is my Login ID?**

1. **I applied online through sta.uwi.edu website**

**Your Login ID is your self-created Login ID**

### **What is my PIN number?**

1. **I applied online through sta.uwi.edu website**

**Your PIN is your self-created PIN.**

### **How long does it take for a decision to be made on an application?**

The Admissions Office tries to process your application as quickly as possible.

Applications are sent to the respective Faculty Entrance Committee on Admissions for consideration in the order in which they are completed, but decisions are not necessarily made in the order in which applications are first reviewed. Some applicants may receive a decision fairly quickly based on the overall and relative strength of the application.

**A holistic approach to the review of applications requires an extraordinary amount of care, and thus a significant amount of time.**

## **ACCESSING THE STUDENT WEB PORTAL**

### **How do I Access the Student Web Portal?**

UWI's Student Portal is a secure site designed to provide students with world-class internet services which includes an official email account, myeLearning, mySecure Area and the Library's online databases. Access to these services is authenticated by your Student ID number and password. The Student Web Portal can be accessed from the main UWI website at <http://my.uwi.edu/>.

### **How do I get my User ID number and PIN?**

Your User ID and PIN are quoted on your admissions offer/ acceptance letter.

Your User ID is your 8-digit or 9-digit UWI student registration ID number.

**New Student** - Your PIN will be your date of birth in the format YYYYMMDD.

### **What technology do I need to use the Student Web Portal?**

TO LOGON ON to myCampus Portal YOU NEED ACCESS TO:

Computer: Windows or Macintosh

Browser: Internet Explorer 4.5 or higher, Netscape 4.5 or higher, AOL 6, Mozilla Firefox 1.5 or higher are all acceptable browsers.

### **I forgot my Password (PIN), what do I do?**

**Continuing/Returning students** can have their Password (PIN) reset by calling the HELP DESK at Ext. **83969, 83970, 83971, 83972** or email at [servicedesk@sta.uwi.edu](mailto:servicedesk@sta.uwi.edu)

For assistance with Student Portal and/or PIN Reset:

- Call 663-1334/662-4304 ext HELP (84357)
- Email – [servicedesk@sta.uwi.edu](mailto:servicedesk@sta.uwi.edu)
- Visit our Customer Service Centre at The Lloyd Braithwaite Student Administration, Building, Lewis Avenue, UWI St. Augustine Campus.

**I am locked out of the Student Web Portal what must I do?**

If you enter the wrong password more than THREE (3) times, your account will become locked.

For assistance with Student Portal and/or PIN Reset:

- Call 663-1334/662-4304 ext HELP (84357)
- Email – [servicedesk@sta.uwi.edu](mailto:servicedesk@sta.uwi.edu)
- Or visit our Customer Service Centre at The Lloyd Braithwaite Student Administration, Building, Lewis Avenue, UWI St. Augustine Campus.

**CAMPUS HOUSING****Where do I learn about housing?**

Information for both on-campus and off-campus housing may be obtained through the following methods:-

- Logging on to the University website <https://sta.uwi.edu/residence>
- Contact our Student Accommodation Office via telephone 1(868)662-2002 Ext. 83847 or 662-9501/663-0075 or email [accommodation@sta.uwi.edu](mailto:accommodation@sta.uwi.edu)
- Visit at the Office of Division of Student Services and Development (DSSD)

**Am I guaranteed accommodation in a Hall of Residence? How do I apply?**

Prospective students are asked to note that the University cannot guarantee accommodation. An Offer of Entry to a Faculty on ANY campus gives no assurance of accommodation in a Hall of Residence.

Applicants who wish to live in a Hall of Residence on the St. Augustine Campus are required to complete and submit a Hall of Residence Application Form. Go to <https://sta.uwi.edu/resources/documents/HallApplicationFormnew.doc> and download the Hall of Residence Application form. The completed form must be submitted to:

**Office of the Director  
Division of Student Services and Development  
The University of the West Indies  
St. Augustine Campus  
Trinidad & Tobago W.I.**

### **Off-Campus Housing**

The University attempts to provide accommodation for most first year students who wish it. If we cannot offer university housing, we offer to help you, through Student Services, to find private, off-campus housing. Neither Student Services nor The University, however, has any control over the standard of housing offered or the rent charged.

If you wish to live off-campus, the Accommodation Officer at Student Services would be happy to provide you with a list of available off-campus, furnished housing. For further information on off-campus housing, visit our website at <https://sta.uwi.edu/oasis> .

### **Are new students required to live on campus?**

Students can choose to live either on- or off-campus. On-campus accommodation in the Halls of Residence is however very limited.

If you wish to live on Hall, you must submit a separate application for housing/accommodation at the same time you are applying for admission to the University. This application for accommodation must be sent to:

**Office of the Director  
Division of Student Services and Development  
The University of the West Indies  
St. Augustine Campus  
Trinidad & Tobago W.I.**

### **How can I get a Vehicle Parking Permit?**

To ensure proper management of the University's limited parking resources and the security of our students, faculty and staff, members of the campus community are required to apply for a parking permit directly to the Director of Security at the Security Department at <http://my.uwi.edu>.

Parking permits should be affixed to the front windshield of the vehicles in a conspicuous manner so that they can easily be seen by Security.

Also, special parking permits are issued to concessionaires, visitors and persons with disabilities and/or temporary handicaps by applying directly to the Director of Security.

Please remember that parking permits authorise the vehicles to be parked in the relevant parking areas but they do not guarantee a parking spot.

## **CAREERS COUNSELLING**

### **Where can I get advice on careers?**

Information on possible careers is available in our Undergraduate Prospectus which can be accessed via our website <http://www.sta.uwi.edu/resources/documents/UWIUndergraduateprospectus.pdf>.

Our **Division of Student Services and Development** also coordinates a Career Advice Programme (CAP) which is designed to assist students in Career Planning and Development. CAP workshops are usually held during the first semester of the academic year.

Contact our Placement and Careers Officer at the Division of Student Services and Development office who would be happy to assist you.

## **CHANGING PERSONAL INFORMATION**

### **How do I change my name and/or address?**

You can change your **ADDRESS, TELEPHONE and EMERGENCY CONTACT** in one of the following ways:

- on-line via the **Student Web Portal**
- submit a written request/ Form in person at the Customer Service Centre, The Lloyd Braithwaite Student Administration Building.

### **Change of NAME and MARITAL STATUS**

These changes require a written signed request that includes:

- your University student identification number
- your previous name
- your new name
- original or certified copies of official documentation to support the name change.

Examples of official documents include copy of marriage certificate, divorce decree, a court order showing the legal name change or a deed poll.

A change of name form can be downloaded from the [Online Forms](#) page and is also available from the One-Stop Student Centre, The Lloyd Braithwaite Student Administration Building. The completed form can either be mailed to:-

The Assistant Registrar  
Student Affairs (Admissions)  
UWI St. Augustine Campus  
Trinidad & Tobago West Indies

OR

submitted in person to the Customer Service Centre, The Lloyd Braithwaite Student Administration Building.

## **CREDITS & EXEMPTIONS**

### **Are exemptions granted for Certificate, Diploma or Associate Degree previously completed?**

Persons applying for credit/exemption should make such requests during the first 3 weeks of Semester I. Applications should be made, through the Student Affairs (Admissions) Office, to the Dean of the respective Faculty on the appropriate form.

Note: Credits/exemption will not be granted for course(s) which have been successfully completed for more than five (5) years before the date of entry or re-entry.

An official transcript and/or course outlines are required for assessment by the appropriate authority. Note that credits/ exemptions are granted in accordance with prescribed faculty regulations.

### **Can I transfer credits from another University/College?**

At The University of the West Indies (UWI), transfer credits may be granted for course(s) which are offered by a recognized university or equivalent institution of higher learning and which are judged to be comparable to courses offered at UWI and to be relevant to the student's academic programme at UWI.

Transfer of credit grants credit for a course(s) and does not require substitution.

Credits are assessed for transfer after the student has been accepted to The University of the West Indies.

A student transferring from another Institution to register for a UWI degree or a UWI graduate entering to pursue another degree will be required to spend the equivalent of a minimum of two years of full-time study and successfully complete a minimum of 60 credits in accordance with prevailing Faculty regulations.

A student who is admitted into a programme at UWI based on specific minimum academic qualifications, cannot use those qualifications for consideration of transfer credits except in cases where faculty regulations permit otherwise.

A student may receive exemption only (without credit) for the corresponding UWI level course(s). Granting exemption ONLY (without credit) means that the student must register for another course(s), at the appropriate level, approved for their degree programme in order to satisfy their credit requirement.

Credits/Exemption will not be granted for course(s) which have been successfully completed for more than five (5) years before the date of entry or re-entry.

Students will be required to submit for evaluation official course descriptions and/or other relevant documentation for course(s) for which transfer of credits/exemption is being requested.

## **ENROLLMENT STATUS, VISA AND INCOME TAX STATEMENT LETTERS**

### **What is a status letter? How can I obtain one?**

A Status letter verifies that you are/were a registered student at the University for a given period. It includes the programme of study for which you are/were registered. Such a letter can be used for income tax purposes, renewal of visas etc.

A Status Letter Request Form can be downloaded

from <https://sta.uwi.edu/onlineforms> You may apply for a status letter by downloading the form, pay online and the letter would be sent to your student email within five (5) working days from the date requested.

### **Procedure for Status Letter Requests:**

- Complete and return the status letter request form with the receipt/cheque payment to: The Customer Service Representatives, Ground Floor, The Lloyd Braithwaite Student Administration Building **OR** FAX to Student Affairs (Admissions) at 1 (868) 645-4611.
- The cost per status letter is TT\$30.00 and payments can be made at The Cashier, Bursary, Ground Floor, The Lloyd Braithwaite Student Administration Building/The Cashier, Bursary, Ground Floor, Main Administration Building **OR** By International Money Order, Certified Cheque made payable to: **The University of the West Indies.**

### **Special conditions apply:**

- Requests cannot be processed if a student has any type of HOLD on his/her account e.g. AR (Accounts Receivable), Immunization/Medical, Library fine, Dean's/Registrar's Holds. Please contact Student Accounts, Bursary, at 1 (868) 662 2002 Exts 83380/83381/83379 to resolve Accounts Receivable (AR) Holds prior to submission of request.

**How do I apply for a letter/statement for income tax purposes?**

This is the same as a Status Letter. A status letter request form can be downloaded from <https://sta.uwi.edu/onlineForms>. The cost per copy is TT\$30.00. You may also apply for one at the Customer Service Centre, The Lloyd Braithwaite Student Administration Building. . Processing time: two (2) working days from drop off date

This letter would only verify that you are/were a registered student at the University for a given period. Should you require a statement which gives fees or monies paid, you should request this letter from the Student Accounts Section, Bursary, The Lloyd Braithwaite Student Administration Building.

**How do I apply for a visa letter?**

A visa letter request form can be downloaded from: <http://sta.uwi.edu/onlineforms> You may apply for this at the Customer Service Centre, The Lloyd Braithwaite Student Administration Building. Processing time: two (2) working days from drop off date.

**Procedure for Visa Letter Requests:**

- You must produce your passport to the Customer Service Representative and provide a Host Name and Address in the country you propose to visit.
- Complete and return the visa letter request form with the receipt/cheque payment to: The Customer Service Representatives, Ground Floor, The Lloyd Braithwaite, Student Administration Building **OR** FAX to Student Affairs (Admissions) at 1 (868) 645-4611.
- The cost per visa letter is TT\$30.00 and payments can be made at The Cashier, Bursary, Ground Floor, The Lloyd Braithwaite Student Administration Building, Lewis Avenue/ The Cashier, Bursary, Ground Floor, Main Administration Building **OR** By International Money Order or Bank draft or Certified Cheque made payable to: The University of the West Indies, St. Augustine Campus.

**NOTE:**

- Visa Letters are not issued to students in their Final Year of study, or to part-time or Evening University students.
- Requests cannot be processed if a student has any type of HOLD on his/her account e.g. AR (Accounts Receivable), Immunization/Medical, Library fine, Dean's/Registrar's HOLDS. Please contact Student Accounts, Bursary, The Lloyd Braithwaite Student Administration Building at 1 (868) 662 2002 exts. 83380/83381/83379 to resolve Accounts Receivable (AR) Holds prior to submission of request.

**SPECIAL ACTIVITIES FOR NEW STUDENTS**

Are there special activities for new students?

**FIRST YEAR EXPERIENCE**

First Year Experience is a year-long programme to help you with your transition to UWI life. It includes orientation activities and all first year students are required to attend the relevant activities. Most First Year Experience activities are normally held during the last week of August to the first week in September.

**LIBRARY TOURS**

All new students should attend the orientation sessions arranged by the Main Library. At the beginning of each academic year the library conducts 30 minute-long orientation tours two or three times daily. Please consult the library's webpage or notice board for the time.

**MATRICULATION CEREMONY**

All new students are required to attend the Matriculation & Welcome Ceremony. This is the formal recognition and induction of new students as members of The University's academic community. It is marked by the signing of the Matriculation Register and taking of the Academic Vow.

The Matriculation ceremony is usually held on the 3rd Thursday of the first semester at 2:30 pm at The University Sports and Physical Education Centre (UWI SPEC). You may bring one (1) guest to the ceremony.

## **EXAMINATIONS**

### **How Do I get my Grades?**

You may access your grades through our student information access system, **the Student Web Portal** at <http://my.uwi.edu/> using your University Student Identification Number and Personal Identification Number (PIN).

Once in **the Student Web Portal** you can view your grades by term or access an unofficial transcript which shows your grades for all the terms enrolled.

### **Can I transfer/carry forward coursework marks for a failed/incomplete course?**

Yes. In accordance with prescribed faculty regulations, where a student may have failed a course(s), or not written final examination in a course(s), he/she may request permission to transfer or carry forward coursework marks obtained in the respective course(s) when the course is **repeated within one academic year**.

If I have missed writing the mid-term or coursework exam for a course(s) for medical reasons, can I still write the final examination in that course(s)? How will my final exam be graded?

Yes. In accordance with prescribed Faculty Regulations. Kindly consult your Faculty Regulations and Syllabuses and speak to your academic advisor.

### **Can I repeat a course which I already passed, but wish to obtain a better grade?**

**No.** A candidate who has recorded a pass in a course will not be permitted to re-register for that course.

### **Can I write Examinations Only (Exams Only) in a course?**

A student may seek permission to write “EXAMS ONLY” in the following circumstances, after having been registered for and attended classes in a course(s):-

1. He/she has failed one or two of the final courses needed to complete degree/certificate/diploma requirements and obtained a mark as prescribed by the respective faculty regulations.
1. He/she has obtained a medical excuse, certified by the UWI Medical Officer, for not having attempted an exam;
  
1. In exceptional circumstances, the Dean may grant a student deferral from sitting exam and permission to take it on a subsequent occasion, by virtue of special

assignments overseas for an employer (Part-Time and Evening students only) or by virtue of being selected to represent the country on a national team. In both instances, formal representation will have to be made by the employer/national association.

If permission is granted, you will be advised in writing by the Student Affairs (Admissions) Office and will be required to pay the requisite per credit fee in accordance with published Undergraduate Financial Information.

**Note: Exams only will be marked out of 100%.**

## **LIBRARY INFORMATION**

### **What are the Library Opening Hours?**

#### **During Semesters I & II**

Monday to Friday: 8:30 am to 10:00 pm

Saturday:..... 8:30 am to 5:00 pm

Sunday..... 12:00 pm to 6.00 pm

#### **Vacation Periods**

Monday:..... 8:30 am to 6:30 pm

Tuesday to Friday: 8:30 am to 5:00 pm

Saturday:..... 8:30 am to 12:30 pm

#### **Summer School**

Monday to Thursday....8:30 a.m. to 10:00 p.m.

Friday to Saturday.....8:30 a.m. to 5:00 p.m.

### **How do I gain access to the Library facilities? Do I have to register with the Library?**

The Library's aim is to provide a high quality, personal and friendly service in student centred supportive environment. Details of all print and electronic resources, services and updates are available on the Library's website at <https://libraries.sta.uwi.edu/ajl/>

#### **Access to the Library:**

- All registered undergraduate students are entitled to membership in the Alma Jordan Library. You must show your university identification card to enter the library and to borrow material. You MUST however have financial clearance.
- Members of the UWI community who have been granted access to the Alma Jordan Library should be aware that acceptance of library membership constitutes an undertaking to accept the regulations, rules and ordinances of the library and university.

## **REGISTERING FOR COURSES**

### **How and when do I register?**

Students must register on-line via the Internet at <https://sta.uwi.edu/registration> through **myCampus Portal** student information system at the beginning of each academic year in the designated Official University Registration period.

Registration normally **opens** two weeks before the semester **commences**. The registration schedule is on the web three weeks before registration opens.

Note that all **NEW** and **Re-entry** undergraduate students must attend your respective Faculty Orientation and Academic Advising session before proceeding to commence online registration.

### **Is there a time limit for registering for a course?**

Yes. At the beginning of each academic year students may register on-line via the Internet for all semester 1 courses AND all Year-Long courses (where applicable) during the official registration period.

Registration for semester 2 courses takes place at the beginning of Semester 2 normally in January of each year.

Please check the Academic Calendar for registration dates.

### **If I did not register for some time, say one (1) year/ one semester, can I just come back and register?**

No. If you were not on approved leave of absence, that is, the University did not formally advise you that you were granted leave of absence,

## **ABSENCE FROM CAMPUS**

### **What must I do if I need to leave campus before the end of semester?**

If you wish to leave campus before the end of either semester, you must apply in writing to the Campus Principal. Letters should be routed through your Faculty Dean and sent at least three weeks before the planned date of departure. In case of an emergency you may be exempted from the three weeks' notice.

**What must I do if I need to be away from the University for more than two (2) days?**

If you need to be away from campus for more than two days at a time you need to apply to the Campus Principal. All leave must be recommended by your Faculty Dean and by the Hall Warden if you are a hall resident.

**What must I do if I need to be away from the University for a Semester or a Year?**

All applications for leave of absence for a semester OR the academic year MUST be submitted through the Online Student Request System (OSRS) by the END OF THE THIRD WEEK OF SEMESTER I or it will not be considered.

Requests citing medical reasons must be accompanied by medical certification acceptable to the University. Requests for personal reasons or based on compassionate, financial or work-related grounds are also considered.

Responses will normally be mailed, but prior arrangements may be made with the Admissions Office for collection of same.

**NOTE 1:** Students who have been attending classes and then apply for Leave of Absence after the deadline date are liable for payment of full tuition fees for the semester/academic year, whether they sit examinations or not.

**NOTE 2:** Leave of Absence grants a student permission to be away from classes and from writing examinations. A student cannot, therefore, be on approved Leave of Absence and at the same time benefit from examination results for that period.

**NOTE 3:** Leave of absence will not be granted for more than two (2) consecutive academic years.

**WITHDRAWAL****What should I do if I cannot continue my studies at the University?**

We are aware, that circumstances change and you may need to withdraw from The University for various reasons. We are here to help you if you run into any difficulties. Before you make any decisions about leaving please speak to The Director, Division of Student Services and Development ext. 82096 or The Manager, Student Life and Development Department (SLDD) Heart Ease Building, Heart Ease Car Park 645-7526 or 662-2002 Exts. 83921, 83923, 83776, 83775, 84103, 83774.

## **REGISTRATION**

### **myCampus Portal**

#### **What is a HOLD?**

A hold is a block placed on a student's record for failure to comply with obligations to the university. If you have a hold on your records, you may not register, or in many cases, obtain transcripts until that hold is cleared with the office imposing the hold. A hold may be imposed for financial indebtedness to the University (i.e. unpaid tuition and fees, unpaid library fines), academic or disciplinary reasons. Examples of holds are: transcript holds, faculty advising holds, immunisation holds, accounts receivable holds etc. If you have not cleared your holds before the start of the academic year, you will be unable to register until the hold is cleared.

Students are notified of their holds on-line when they attempt to register. You may view any holds on your records or registration through mySTA. You will be directed to contact the respective Department issuing the hold.

For details on Administrative HOLDS please refer to the website  
at <https://sta.uwi.edu/registration/guide.pdf>

#### **How do I ADD or DROP a course?**

You may add or drop a course(s) on-line via the internet through the **mySta** student information system on **myCampus Portal** ONLY during the “add/drop” period.

Add/drop is permitted during the registration period and up to the end of the 3rd week of the first semester, and the 2nd week of the second semester.

Changes in Course Registration should be made, only AFTER consultation with the lecturer in charge of the course and the Head of Department.

Changes in registration involving the ADDITION or substitution of courses or DROPPING/WITHDRAWAL FROM courses will be permitted up to the end of the THIRD week of the Semester 1 and the second week of the second semester. **Any changes after this period will require permission from the Academic Board.**

**NOTE:** ADDING Or DROPPING COURSES AFFECTS THE FEES FOR WHICH YOU ARE LIABLE. DEPENDING ON THE NUMBER OF COURSES YOU MAY HAVE ADDED YOU MAY BE FINANCIALLY RESPONSIBLE FOR PAYMENT OF ADDITIONAL FEES; ALTERNATIVELY DEPENDING ON THE NUMBER OF COURSES YOU MAY HAVE DROPPED YOU MAY BE ENTITLED TO A REFUND OF FEES.

ADDING OR DROPPING COURSES ALSO AFFECT YOUR STUDENT LOAN STATUS.

### **Why can't I register on-line?**

In order to register on-line via the Internet, you must be an accepted student of The University of the West Indies. You must also know your UWI Student Registration Number/UWI ID number and PIN.

If you have not cleared any holds on your account before the start of the academic year, you will be unable to register until the hold is cleared.

### **How important is the Medical Certificate? Do I have to submit this before I can register?**

Please note that you will be unable to register if your Medical Certificate is not received at the University Health Service Unit.

### **Can I register for a course and not have the credits counted towards my degree?**

Such a course is considered as Not for Credit (NFC). Persons wishing to pursue a NFC course(s) must seek approval prior to registering for the course. All such requests must be made, in writing, or in the required form, to the Dean of the Faculty, through the Senior Assistant Registrar, Student Affairs (Admissions).

A course designated at registration as Not For Credit (NFC) shall not count for the purpose of assessing Honours. Where a student fails to specify the course which is Not for Credit, the date(s) on which such course(s) were registered shall be used to make a determination.

Persons would not be allowed after Not for Credit approval has been granted to rescind such approval.

### **Can I register for courses in the Summer School session?**

Yes. The Summer School Session runs from the end of May to July and is compulsory for Evening and Bachelor of Education (BED) students. Note that registration in the Summer School session is optional **for all other students** and conditions apply. Summer sessions condense an intensive level of academic study into a short time period.

Details are available on our website at <https://sta.uwi.edu/registration>

## **STUDY ABROAD/EXCHANGE PROGRAMMES**

### **Can I apply to participate in a Study Abroad or Student Exchange Programme?**

As a UWI student, you can enjoy the best of both worlds, through our International Student Exchange/Stud Abroad programme. UWI enjoys collaborative links with more than 60 institutions worldwide, allowing students to spend a semester or a year pursuing courses for credit at one of these institutions.

Information on our International Exchange and Study Abroad programmes is available from the Office of Institutional Advancement and Internationalisation located on the 2nd Floor, Student Administration Building, exts. 84151/84206, via email: [Internationaloffice@sta.uwi.edu](mailto:Internationaloffice@sta.uwi.edu) or from Customer Service Representatives, The Lloyd Braithwaite Student Administration Building.

**Can I apply to study for one or two semesters at another UWI Campus?**

Students may opt to spend the exchange period at the Mona Campus in Jamaica, or the Cave Hill Campus in Barbados. For details of the inter-campus exchange programme and the application procedures, you should consult the Student Mobility Coordinator, Office of Institutional Advancement and Internationalisation, 2nd Floor, The Lloyd Braithwaite Student Administration

## UWI Student ID / Smart Card: Summary Guide

### FOR NEW STUDENTS

To get your UWI ID Card:

#### 1. Take Your Photo

- Have someone take your picture.
- Follow guidelines: [Photo Criteria Guide](#)

#### 2. Complete Course Selection

- After registering for courses online, you'll receive login credentials for the UWI ID Card Photo Upload Application via email.

#### 3. Upload Your Photo

- Log in to the Photo Upload App using the credentials.
- Submit your photo for review.

#### 4. Wait for Validation

- If accepted: You'll get an email with collection date, time, and location.
- If rejected: You'll be asked to resubmit. Check email regularly.

#### 5. Collect Your UWI ID Card

- After gaining financial clearance, go to: <https://idcard.sta.uwi.edu> for collection instructions.
- Bring valid picture ID (passport or national ID).

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### FOR CONTINUING STUDENTS

- Your UWI ID Card is automatically revalidated after receiving financial clearance.
- If you still have the old (non-smart) card:
  - Bring the old card to the ID Card Office to get it replaced.

## LOST OR DAMAGED CARD

If you lose your UWI ID:

1. Pay TT\$180.00 at the Bursary (Ground Floor, Lloyd Braithwaite Building).
  2. Bring the receipt to Daaga Lecture Room 1 (Ground Floor) for a replacement card.
  3. More info: <https://sta.uwi.edu/idcards>
- 

## REMINDERS

- Financial clearance is mandatory to receive or revalidate your ID.
- Always carry valid photo ID when collecting your card.

## TUITION FEES

### How are my fees assessed?

The University of the West Indies has a credit base fee structure for undergraduate programmes which will offer students the advantage and flexibility of being able to pay in accordance with the number of credits chosen.

Students registered for 24 or more credits for the academic year are classified as full time. Those registered for less than 24 credits are classified as part time.

Tuition fees for nationals of contributing countries sponsored by their governments have been calculated at 20% of the economic cost. Contributing governments pay the remaining 80% of the economic cost on behalf of each sponsored student. Fees for students from contributing countries, not sponsored by their governments, who are admitted under the quota, have been calculated at 33.3% of the economic cost.

With the exception of students from Trinidad and Tobago, Barbados and Jamaica, students from countries contributing to the University would be allowed to pay the lower fee. These students must also provide a letter of sponsorship for economic cost from their respective governments.

\*Contributing Countries

Anguilla

Antigua

Bahamas

Barbados

Belize

Bermuda

British Virgin Islands

Cayman Islands

Dominica

Grenada

Jamaica

Montserrat

St. Kitts/Nevis

St. Lucia

St. Vincent

Trinidad & Tobago

Turks & Caicos

Non-Contributing Association of Caribbean States (ACS) Countries

Aruba

Bonaire

Brazil

Colombia

Costa Rica

Cuba

Curacao

Dominican Republic

El Salvador

French Guiana

Guadeloupe

Guatemala

Guyana  
Haiti  
Honduras  
Martinique  
Mexico  
Netherlands Antilles  
Nicaragua  
Panama  
Suriname  
Venezuela

*If you have reviewed the above information and are unsure which fee category you are in, you may wish to contact the Student Accounts Section, at telephone 1 868 662 2002 Ext. 83382/ 82143 for assistance.*

**What fees do I have to pay in order to register?**

You are responsible for tuition fees and compulsory fees. If you will be living in a University Hall of Residence, then the Halls of Residence fees must also be paid

Consult our website at

<https://sta.uwi.edu/resources/documents/UndergraduateFeeBklt.pdf>

**When is the deadline to pay fees? Do I pay all at once?**

You are advised to pay your fees before registration week and keep the receipt safely until registration.

All Tuition and Hall Fees will be due and payable at the start of each Semester/Summer session. All Compulsory fees are due in full at the beginning of the academic year.

Financial information is available on our website

at <https://sta.uwi.edu/resources/documents/UndergraduateFeeBklt.pdf>

**Where do I pay and what methods of payment are accepted?**

Pay fees at any branch of Republic Bank Ltd. using the bank deposit slip.

Ensure that:

- Your name, address and UWI student ID number are entered on the bank deposit slip.
- The bank teller returns 2 copies of the deposit slip to you.

OR

Using the UWI Online Payment System (Master of Visa credit card ONLY)

For Online Payment ensure that:

- You Print a **copy of your online payment receipt** (proof of payment).

**Who is eligible for the Government Assistance for Tuition Expenses (GATE)?**

- GATE can be accessed by citizens of Trinidad and Tobago pursuing higher education.
- Citizens must provide proof that they have been resident in Trinidad & Tobago for at least three (3) years prior to submitting an application. GATE is applicable for study within Trinidad and Tobago and at the campuses of The University of the West Indies in Cave Hill, Barbados; Mona, Jamaica; and the Bahamas Hotel Institute.

*Please refer to the GATE website for updated information.*

**Is it possible for GATE funding to expire?**

Yes it is possible for GATE funding to expire. The GATE Policy of the Government of Trinidad and Tobago, states that, effective January 2012, “GATE no longer covers students whose cumulative Grade Point Average (GPA) is below 1.0.” A student will also not be granted access to GATE funding for any period in excess of the standard duration except where official leave of absence has been granted.

**As a citizen of Trinidad & Tobago, what fees are payable to the University on registration?**

As an undergraduate student, the compulsory fees must be paid and a GATE form must be completed.

## **DOES UWI Offer a Payment Plan for students?**

Beginning the academic year 2017/2018 The UWI St. Augustine Campus introduced a Student Payment Plan (SPP) administered by the Students & Receivables Section, Bursary.

The SPP allows students the option to pay tuition fees (**ONLY**) in three (3) monthly installments per semester, rather than in one lump sum.

Students who do not wish to access the SPP can make payments in full.

## **Who can access the Student Payment Plan (SPP)?**

The plan is available to the following students ONLY:

- Any national of Trinidad and Tobago pursuing either Undergraduate or Postgraduate programmes at UWI, St. Augustine Campus.
- Any national of another contributing territory apart from Trinidad and Tobago who is not on scholarship support from their respective Government.

### **NOTE:**

- For a student to be eligible for the payment plan, the tuition fees payable by the student for the semester must be **at least TT\$2,600.00**.
- Students must be registered and have their accounts in **good standing** (all prior term balances must be paid in full before applying for the current semester's payment plan).
- A new application is required for **each semester** in which the student wishes to participate in the SPP. ONLY the tuition fees payable by the student for the semester in which the application is made can be paid in that semester. For example, only Semester 1 can be paid in three (3) instalments- August-September and October.

## **Is there an option to cover compulsory fees with the SPP?**

No. Compulsory fees are to be paid in full at the beginning of each academic year

\*Compulsory fees include: Guild Fee; ID Card, Caution Money, students Group Health Plan, Personal Accident Insurance and Student Amenities fee.

**What is the period during which students can access the SPP?**

Students can access the SPP during the registration period for each semester in accordance with the registration published in the UWI academic calendar e.g. Semester 1: mid-August-mid September; Semester 2:mid-January to mid-February) and Summer Session: mid-May to mid-June).

**How are tuition fee payments made under the Student Payment Plan (SPP)?**

Students are required to make three (3) monthly instalments in line with stipulated deadline dates.

**NOTE:** It is the student's responsibility to monitor their accounts and instalment amount and make payments by the requisite deadlines to avoid penalties.

**Are there any penalties for non-payment of fees?**

- For a New First-time student or re-entry student: de-registration
- For a Continuing student: Automatic placement on compulsory leave of absence (CL).

**How can students access the Student Payment Plan (SPP)?**

Students must submit proof of payment of the first instalment (1/3 of tuition fee amount) when submitting documents to obtain financial clearance.

Obtaining financial clearance is one of the steps in the registration process every semester. Learn more at <http://sta.uwi.edu/registration>.

**What documents must be submitted in order to obtain financial clearance?**

The following documents must be submitted for financial clearance:

- Signed registration fee assessment invoice
- Signed student copy of eGATE application (Trinidad & Tobago Citizens ONLY)
- Proof of payment of compulsory, hall and \*\*tuition fee, this includes online receipt (for payment made online). Economic cost letter (if applicable); Approved staff waiver form (if applicable); Student bank deposit slip (for payments made at the Bank); Scholarship letter (if applicable); Sponsorship letter (if applicable) and any other proof of funding.

\*\* For tuition fee payment under the SPP this indicates proof of payment of at least the first instalment 1/3 of tuition fee).

### **How do I check for financial clearance?**

Check on-line for FINANCIAL CLEARANCE – After 24 hours of submission of your registration documents to the Student Accounts representative at The Lloyd Braithwaite Student Administration Building by logging on to the secure area of the UWI website at <http://my.uwi.edu/> Select “registration Map and Guide” and select ‘Check Financial Clearance’.

### **Can I obtain a refund of Caution Money if I withdraw from the University?**

Yes, caution money will be refunded on submission of the completed refund of caution money form with student ID to the Customer Service Representative, The Lloyd Braithwaite Student Administration Building.

Where a student has paid fees and officially withdraws from the University, or has applied for leave of absence within three (3) weeks of the start of Semester I, then five-sixth (5/6) of the tuition fees paid for Semester I, in addition to full tuition fees paid for Semester II, would be refunded.

**NOTE:** Guild and ID card fees are not refundable.

### **How do I apply for a refund of caution money?**

1. Download and complete an Application for Refund of Caution Money Form using link provided:-  
<https://sta.uwi.edu/resources/documents/refundOfCautionMoney.pdf>
2. Email form to your Department/ lab technician and/or the Dean’s office in which you were registered for signature. See email addresses below:
  - Apply for Library Clearance using link provided below <https://libraries.sta.uwi.edu/libraryForms/view/5>

### **\*You will receive Library clearance via email within 4 working days**

- Please return completed form and Library Clearance confirmation to the following email address for processing:- [cautionmoneyrefund@sta.uwi.edu](mailto:cautionmoneyrefund@sta.uwi.edu)

Note: The Caution Money is refundable only when the student is leaving The University and will be returned at that time after any outstanding liability to The University has been deducted. Caution money is normally refunded **three (3) months** after submission of the

completed form and confirmation of completion of your course/programme or withdrawal from The University.

**If I have submitted my Application for REFUND OF CAUTION Money form when will refund cheques be available?**

Caution money is not normally refunded until three (3) months after completion of your course or withdrawal from The University.

## **Clearances required by Faculty**

Faculty	Department /Lab clearance	Dean's Office
Medical Sciences	X	X
Law		X
Social Sciences		X
Humanities and Education		X
Engineering		X
Food and Agriculture	X	X
Science and Technology	X	X
Sport		X

Please note the following email contacts for sending your correspondence.

Faculty	Email Address
Social Sciences/ Arthur Lok Jack GSB	FSS-Student.Matters@sta.uwi.edu
Law	<a href="mailto:law@sta.uwi.edu">law@sta.uwi.edu</a>
Engineering	Eng.AdministrativeOfficer@sta.uwi.edu
Food & Agriculture	FFA Dean's Office <a href="mailto:sonja.joseph@sta.uwi.edu">sonja.joseph@sta.uwi.edu</a> or <a href="mailto:sabrina.ragoo@sta.uwi.edu">sabrina.ragoo@sta.uwi.edu</a> <a href="mailto:Tynessa.Gay@sta.uwi.edu">Tynessa.Gay@sta.uwi.edu</a> <a href="mailto:Production-Food.Production@sta.uwi.edu">Production-Food.Production@sta.uwi.edu</a> <a href="mailto:geography@sta.uwi.edu">geography@sta.uwi.edu</a> Department of Food

	Department of Geography	
Pre-Science	<a href="mailto:FST.Undergraduate@sta.uwi.edu">FST.Undergraduate@sta.uwi.edu</a>	
Science & Technology	Dept. of Chemistry Dept. of Computing & Information Technology Dept. of Life Sciences  Dept. of Mathematics & Statistics Dept. of Physics  FST Dean's Office	<a href="mailto:CHEMStudent.support@sta.uwi.edu">CHEMStudent.support@sta.uwi.edu</a> <a href="mailto:DCITStudent.support@sta.uwi.edu">DCITStudent.support@sta.uwi.edu</a> <a href="mailto:DLSStudent.support@sta.uwi.edu">DLSStudent.support@sta.uwi.edu</a> <a href="mailto:MATHStudent.support@sta.uwi.edu">MATHStudent.support@sta.uwi.edu</a> <a href="mailto:PHYSSStudent.support@sta.uwi.edu">PHYSSStudent.support@sta.uwi.edu</a> <a href="mailto:FST.Undergraduate@sta.uwi.edu">FST.Undergraduate@sta.uwi.edu</a>
Humanities		<a href="mailto:jennifer.desilva@sta.uwi.edu">jennifer.desilva@sta.uwi.edu</a>
Education		<a href="mailto:jennifer.desilva@sta.uwi.edu">jennifer.desilva@sta.uwi.edu</a>
Sport		<a href="mailto:ria.cromwell@sta.uwi.edu">ria.cromwell@sta.uwi.edu</a>
Medical Sciences	FMS- Dean's office	<a href="mailto:deanfms@sta.uwi.edu">deanfms@sta.uwi.edu</a>
	Department of Clinical Medical Sciences	<a href="mailto:FMS-AAClClinical.MedicalSciences@sta.uwi.edu">FMS-AAClClinical.MedicalSciences@sta.uwi.edu</a>
	Clinical Medical Sciences - PG programs	
	Department of Clinical Surgical Sciences	<a href="mailto:Marcia.McDonald-Howard@sta.uwi.edu">Marcia.McDonald-Howard@sta.uwi.edu</a>

	Clinical Surgical Sciences - PG programs	
	Department of Clinical Surgical Sciences BSc Optometry	<a href="mailto:Fms.OptometryHead@sta.uwi.edu">Fms.OptometryHead@sta.uwi.edu</a>
	Department of Para-Clinical Sciences Para Clinical Sciences - PG programs	<a href="mailto:FMS-DPS.Postgradapp@sta.uwi.edu">FMS-DPS.Postgradapp@sta.uwi.edu</a>
	Department of Pre-Clinical Sciences Pre-Clinical Sciences - PG programs	<a href="mailto:Head.Preclinical@sta.uwi.edu">Head.Preclinical@sta.uwi.edu</a>
	Office of the Dean Bachelor of Medicine; Bachelor of Surgery	<a href="mailto:fmsUGdesk.deanoffice@sta.uwi.edu">fmsUGdesk.deanoffice@sta.uwi.edu</a>
	School of Dentistry Doctor of Dental Surgery	<a href="mailto:Dental.school@sta.uwi.edu">Dental.school@sta.uwi.edu</a>
	School of Pharmacy BSc Pharmacy	<a href="mailto:Pharmacy@sta.uwi.edu">Pharmacy@sta.uwi.edu</a>
	School of Veterinary Medicine UG & PG programs	<a href="mailto:vetaa@sta.uwi.edu">vetaa@sta.uwi.edu</a>
	UWI School of Nursing UG & PG programs	<a href="mailto:UWISON.Director@sta.uwi.edu">UWISON.Director@sta.uwi.edu</a>

## **Summary: UWI Undergraduate Registration Process (7 Steps)**

### **Step 1: Get Registration Information**

- Read the UWI St. Augustine Student Handbook ("How To Guide")
- Review the Academic Calendar for important dates
- Read your Faculty Booklet for courses and regulations
- Check Undergraduate, Postgraduate, Co-Curricular Registration Instructions
- Review Course Restrictions and Faculty Overrides

### **Step 2: Register for GATE (for eligible students)**

- GATE funding is for undergraduates under 50, nationals of Trinidad & Tobago
- Register for GATE e-Service at the GATE Registration Centre (GRC)
- Provide birth certificate + ID (National ID or passport), and valid email
- Receive GATE e-Service ID and password via email
- Apply online with scanned documents (acceptance letter, birth certificate, etc.)
- Select correct academic period and semester on e-GATE application form
- Print, sign, and submit the Student Copy of the form

### **Step 3: Attend Academic Advising**

- Check faculty advising schedule online
- Attend advising sessions (compulsory for new/returning students)
- Consult faculty advisor for course selection instructions

### **Step 4: Select Courses Online**

- Follow Student Registration Guide instructions
- Register for all required courses for your semester
- Print Course Registration Fee Assessment Invoice
- Check fees and course list carefully
- Request Faculty Overrides online if necessary via Student Portal

### **Step 5: Enroll in Fee Pay for Financial Clearance**

- Log into Student Portal > mySecure Area > Fee Pay
- Enroll in payment plan and print fee sheet
- Fee Pay required for financial clearance to register and access services

#### **Step 6: Get UWI Student ID/Smart Card**

- Financial clearance is required
- New students: upload photo using online ID Card Photo Upload Application
- Collect ID card from ID Card Office by appointment
- Continuing students: ID cards revalidated automatically with clearance

#### **Step 7: Maintain Financial Clearance**

- Submit registration documents (signed fee assessment, GATE form, proof of payment, etc.) as one PDF via e-Courier before deadlines
- Rename PDF with Student ID, full name, and faculty abbreviation
- Pay fees on time through Student Portal, bank branches, internet banking, or wire transfer
- Penalty (AR Hold) applies for missed payments

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#### **Additional Notes:**

- GATE funding requires re-application every semester
- Evening University students pay tuition for out-of-faculty courses
- Non-national Medical Sciences students pay tuition in US dollars
- Always check official UWI portals for latest updates and deadlines