

THE UNIVERSITY OF THE WEST INDIES

**INFORMATION AND INSTRUCTION SHEET FOR USE WITH
APPLICATION FORM
FOR ADMISSION TO
GRADUATE DEGREES AND DIPLOMAS**

NOTE:

1. Applicants are advised to read the information and instructions carefully for guidance when completing the application form.
2. The numbers in Sections A-I relate to those on the application form.
3. An applicant is allowed to apply to only one programme on any campus in any one year.

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.
- Applicants to all faculties should complete the form in DUPLICATE, except those applying to the Corporate and Commercial Law Programme, which requires that the form be completed in TRIPLICATE.
- An application fee of Bds \$30.00, J\$500.00, TT\$90.00 or the equivalent, in your local currency is payable by nationals or residents of Commonwealth Caribbean Countries. US\$30.00 is payable by applicants from non-Commonwealth Caribbean Countries. This fee which should be submitted by bank draft/money order/certified cheque if remitted by mail, is non-refundable.
- Except in specific advertised cases, the deadline date for receipt of applications to all campuses of the University is January 31 of the year for which entry is sought.
- The originals and one copy of each of the following documents must be submitted with this application (not required for UWI graduates):
 - Birth Certificate;
 - Academic Certificates/Transcripts
 - Professional Certificates/Diplomas
 - Marriage Certificate/Deed Poll, if present name is different from that on documents.
- Applicants with qualifications in a language other than English should submit a certified English translation of these qualifications.
- Applicants whose native language is not English are required to perform satisfactorily in a UWI English Language Test or have a TOEFL score of more than 500.

The completed form(s) should be returned to any of the offices listed below, at the Campus most convenient to you:

School for Graduate Studies & Research, Cave Hill Campus,

School for Graduate Studies & Research, Mona Campus, or

School for Graduate Studies & Research, St. Augustine Campus.

SECTION A - PERSONAL DATA

1. **Title** - Insert Mr. Mrs. Etc.
Former Name – State your previous name if you have changed your name by marriage or otherwise. You must provide supporting evidence of this change.
- 3, 4, 5 **Previous application to/study at the UWI** – This information is used to acquire details on your previous course of study which is essential for your application to be considered.
6. **Gender** – For statistical purposes
7. **Date of Birth** – essential for the processing of your application
8. **Tax Number/National I.D** – essential for reporting purposes.
10. **Religion** - Although not necessary for the application process, this information is needed by the University Chaplain and the Student Service Managers.
11. **Disability** - This has no bearing on the application process, but is required so that the necessary arrangements for study and accommodation may be put in place.
15. **Country of Responsibility for Fees** - Used to determine the fees payable.

SECTION B - APPLICANT CONTACT INFORMATION

23. **Mailing Address** - Enter the address to which correspondence IS to be sent.
- 24-34 **Home & Work Telephone Nos./Cell Phone/Fax No./Email address** – This is essential information and must be provided where available.
Contact Name and Telephone Nos. – This information must be provided.

SECTION C - CHOICE OF CAMPUS AND PROGRAMME

39. **Status** – The selection of Full-time or Part-time is needed for billing purposes. Your application cannot be processed without this information.
42. **Name of Programme** - Indicate the programme you wish to pursue. Select **ONE** programme type.
- 43, 44. **Name of Programme and Specialisation** - name the subject area you wish to pursue, viz. History, Chemistry, Medicine, etc. Where specialisations are offered, you **MUST** indicate the one for which you wish to be considered.

45 – 47 **Proposed Research Field** – Applications for MPhil, PhD and MD will not be considered without this information.

SECTION D - ACADEMIC RECORD

48. Enter details of qualifications and professional experience. It is your responsibility to request that transcripts be forwarded to the Campus to which admission is being sought by February 15. UWI graduates need not request transcripts. Note that satisfying the entry requirements does not necessarily guarantee admission to a graduate programme. Entry to programmes may be restricted due to the limited number of places available.

SECTION E -EMPLOYMENT RECORD

50. State all your work experience. This is particularly helpful for applicants without the required entry requirements. You must provide a telephone number at your present place of employment.

SECTION F - FINANCIAL RESOURCES

51. **Source of Funding** - State briefly how you intend to finance your course of study. Include details of any scholarship or other financial assistance you have obtained or hope to receive.

SECTION H

53, 55. These sections are relevant only for persons applying to the Cave Hill School of Business, the Mona School of Business and the Institute of Business programmes.

SECTION I - DECLARATION

56. This application is accepted on the understanding that the applicant has provided accurate information and agrees to abide by the rules and regulations of the University. By signing this form the applicant confirms acceptance of these conditions.

FURTHER INFORMATION

Further information may be obtained from:

Senior Assistant Registrar, School for Graduate Studies & Research, The University of the West Indies, Cave Hill, Barbados, W.I.

Senior Assistant Registrar, School for Graduate Studies & Research, The University of the West Indies, Mona, Jamaica, W.I.

Senior Assistant Registrar, School for Graduate Studies & Research, The University of the West Indies, St. Augustine, Trinidad & Tobago, W.I.