



THE UNIVERSITY OF THE WEST INDIES CAVE HILL CAMPUS

School for Graduate Studies and Research

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APPLICATION FOR EXAMINATION OF RESEARCH PAPER/PROJECT REPORT

INSTRUCTIONS

This form must be completed in BLOCK CAPITALS and submitted to the Senior Assistant Registrar, Campus Office of Graduate Studies and Research not less than two (2) months before the expected date of submission of the research paper/project report and must be accompanied by a receipt for the correct Examination fees (where applicable).

To be completed by student and forwarded to the Supervisor

Receipt #

Name of Student:

Last Name

First Name

Middle Name

I.D. #

Email Address:

Permanent Address:

Telephone Nos.:

1.

2.

(This address will be used for all future correspondence relating to the examination and graduation processes. Please inform the Senior Assistant Registrar of any subsequent change of Address.)

Degree for which you are
registered:

Faculty:

Supervisor/s:

Date of registration as a
candidate for this examination:

Have you previously entered
for this examination?

When?

Title of Research Paper/
Project Report as approved:

Proposed date for submission
for examination:



THE UNIVERSITY OF THE WEST INDIES CAVE HILL CAMPUS

School for Graduate Studies and Research

Name of Supervisor

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Signature of Supervisor

	<i>Date:</i>
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**Name of Head
of Department**

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**Signature of Head
of Department**

	<i>Date:</i>
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Note on Digital Signatures:

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<https://www.youtube.com/watch?v=z8ISCq6TX7o>

Alternatively, you may insert your saved signature as an image directly into the signature field. Once you place the image in the signature box, simply press the Escape key on your keyboard to move to the date field. (This method is usually quicker and easier.)



Fillable PDF Form User Guide

How to Fill, Save, and Sign the Form Correctly

This guide explains how to correctly complete, save, and sign fillable PDF forms on Windows, Mac, iPhone, and Android devices. Following these steps will help prevent the form from becoming locked, flattened, corrupted, or uneditable before submission.

1. Recommended Order to Complete the Form

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1. Download and install Adobe Acrobat Reader.
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3. Open the PDF directly in Adobe Acrobat Reader, not in a browser or preview window.
4. Fill all required fields before adding your signature.
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6. Save the final signed version for submission.



Important Note Before You Start

Typing into fillable fields does not usually lock the form. However, adding a signature — especially using mobile devices or non-Adobe PDF apps — may permanently lock or flatten the form fields.

Always complete and review the full form before adding your signature. A locked or flattened PDF may still appear normal visually, but the fields may no longer be editable.

2. For Windows & Mac Users

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2. Fill in each field carefully.
3. Complete all required sections before signing.
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4. For iPhone and Android Users

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1. Open the PDF in Adobe Acrobat Reader.
2. Tap each fillable field and type your information.
3. Complete all sections before signing.
4. Review the full form carefully and add your signature using Fill & Sign.
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3. What To Do If the Form Becomes Locked

1. Do not continue editing the locked version.
2. Return to your completed but unsigned backup copy.
3. Open the unsigned version directly in Adobe Acrobat Reader.
4. Make the necessary corrections before signing again.
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- ✗ "Print to PDF" or "Save as PDF" functions
- ✗ Non-Adobe mobile PDF editing apps
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- Always download the file to your device before completing it. Avoid editing directly from cloud storage, email previews, or messaging apps.
- Do not use "Print to PDF" or "Save as PDF" (or Certify PDF) after completing the form, as this may flatten the fields permanently.
- If corrections are needed later, return to the unsigned version, make the edits, and then sign a new final copy.
- If the signed PDF becomes locked, return to the completed but unsigned copy, make the required changes, and sign it again.
- Keep a completed but unsigned copy as a backup, and use the final signed copy for submission.

This is link to '[Optional Video on how to complete and sign fillable pdf forms](#)'