



THE UNIVERSITY OF THE WEST INDIES CAVE HILL CAMPUS

School for Graduate Studies and Research

See last page for instructions before completing this form.

APPLICATION FOR EXAMINATION OF THESIS

INSTRUCTIONS

This form must be completed in BLOCK CAPITALS and submitted to the Assistant/Senior Assistant Registrar, Campus Office of Graduate Studies and Research not less than three (3) months before the expected date of submission of the thesis and must be accompanied by a receipt for the correct Examination fees.

SECTION A – 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 Assistant/Senior Assistant Registrar of any subsequent change of address.)

Degree for which you are registered:			
Faculty:		Supervisor/s:	
Date of registration:			
Have you previously entered for this examination?		When?	
Title of Thesis (for approval):			
Proposed date for submission for examination:			



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Titles of subsidiary published works, if any, submitted in support of candidate.

(Four (4) copies of each must be sent separately):

Title of any Dissertation or Thesis for which a Degree of this or any other university has been conferred upon you, and extent (if any) to which such work is incorporated in the Thesis which you now submit.

Signature of Student

Date:

SECTION B – To be completed by Supervisor and forwarded to the Head of Department

SUPERVISOR'S STATEMENT

I hereby certify that Mr./Mrs./Miss has completed his/her course of study at this University for a Higher Degree by thesis and has complied with the attendance requirements of the Faculty*. He/She has satisfactorily completed the following:

Research Seminars: (Please indicate dates)

1.

2.

3.

Course Requirements:

Six Credits (applicable to MPhil) (Please give course titles and course codes)

Nine Credits (applicable to PhD) (Please give course titles and course codes)



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** If the Supervisor is not satisfied with the student's performance he/she should delete this statement and write appropriate comments below.*

Supervisor's Comments:

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Signature of Supervisor

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Date:

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Signature of Head of
Department

--

Date:

--

OFFICIAL USE ONLY:

Approved by the Chair, Campus Committee for Graduate Studies & Research:

Signature

--

Date:

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Note on Digital Signatures:

If you wish to create or add a digital signature certificate, you can follow this quick video tutorial:

<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

Please follow this order:

1. Download and install Adobe Acrobat Reader.
2. Download the PDF file to your device.
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.
5. Add your signature only after everything is final.
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

Recommended App: **Adobe Acrobat Reader**

1. Open the PDF in Adobe Acrobat Reader.
2. Fill in each field carefully.
3. Complete all required sections before signing.
4. After reviewing everything, add your signature using Fill & Sign.
5. Save the final signed copy.

4. For iPhone and Android Users

Recommended App: **Adobe Acrobat Reader**

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.
5. Save the final version.

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.
5. Save a new final signed version for submission.
6. If you only have the locked version and no unsigned backup copy, you may need to complete the form again from the beginning.

Apps & Methods to Avoid

- ✗ Browser PDF viewers (Chrome, Safari, Edge)
- ✗ Apple Preview on Mac
- ✗ WhatsApp or email preview windows
- ✗ "Print to PDF" or "Save as PDF" functions
- ✗ Non-Adobe mobile PDF editing apps
- ✗ Direct editing inside cloud storage previews

5. Final Reminders Before Submission

- Some mobile PDF apps may flatten or lock the PDF after signing, so Adobe Acrobat Reader is recommended.
- Avoid using browser previews any other PDF previewer, as they may not work properly with fillable PDF fields.
- 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](#)'