



THE UNIVERSITY
OF THE
WEST INDIES
CAVE HILL CAMPUS
BARBADOS

2023/2024
**PRE-ARRIVAL
GUIDE**

FOR REGIONAL AND
INTERNATIONAL STUDENTS
(Undergraduate)



PRE-ARRIVAL GUIDE

WELCOME

We are delighted that you have chosen to study at The University of the West Indies, Cave Hill Campus and we congratulate you on the offer of a place!

We offer this guide as a checklist of important tasks you should complete and information you need to be aware of as you prepare to join us for the start of the Academic Year.

We look forward to meeting you soon.

**The Student Enrolment and Retention Unit (SERU)
REGIONAL AND INTERNATIONAL STUDENT SUPPORT**

Website: www.cavehill.uwi.edu/seru

Email: seru@cavehill.uwi.edu



serucavehill

Contents

6 FIRST STEPS

- Accept Your Offer
- Arrange Your Accommodation in Barbados
- Finalize Your Financial Arrangements
- Students with Pending Qualifications
- Register for Disability Services



8 STUDENT VISA & TRAVEL

- Student Visa
- Points to Note
- Travel
- BIMSafe App
- Shipping Companies
- Regional Airlines
- What to Pack
- Prescription & Illegal Drugs
- Customs
- Arriving in Barbados



12 WHERE WILL YOU LIVE?

- Campus Accommodation
- Off-Campus Accommodation

13

PREPARING FOR LIFE AT CAVE HILL

- Important Dates to Note
- New Students Website
- Campus App
- Opening a Bank Account

15

FEES

- Paying Your Fees
- Payment Plans

16

LIVING IN BARBADOS

- About Barbados
- Climate
- Clothing
- Health and Insurance
- Transportation
- Places to Eat





FIRST STEPS

Accept Your Offer

Ensure you have returned all required documents to the Admissions Office as requested in your offer letter. These include:

- Acceptance form
- Medical form (including a copy of your Immunization Record)
- Photos
- Financial Declaration Form (where relevant)
- Full-time/3-Year Request Form with relevant documents (where applicable)
- Student Visa Immigration Forms

The **acceptance form** should be returned to the email address indicated when the letter of offer was received.

Student Visa application documents must be accompanied by a copy of your birth certificate, your passport bio data page, photos and visa application fee.



You have the option to submit the original documents or certified copies on arrival at the Campus prior to registration or they may be sent via regular mail.

See page 6 for additional information on student visas, including fee waiver eligibility.

Arrange Your Accommodation in Barbados

Students have the option to select on-campus or off-campus accommodation.

On-Campus Accommodation - There are three Halls of Residence at the Campus which you may view here: <https://www.cavehill.uwi.edu/Accommodation/home.aspx>

You may submit your application here: <https://www.cavehill.uwi.edu/Accommodation/halls-application-form.aspx>

Applications for on-campus accommodation **must** be submitted by **June 30, 2023 for Semester 1** and **November 19, 2023 for Semester 2**.

Off-Campus Accommodation - Contact the Off-campus Accommodation Officer for help in securing campus-approved housing. Email creigston.brathwaite@cavehill.uwi.edu and accommodation@cavehill.uwi.edu or call **(246) 417-4578** or **WhatsApp 232-8434**. You can also visit: <https://www.cavehill.uwi.edu/Accommodation/off-campus-accommodation.aspx>

Finalize Your Financial Arrangements

Regional/Caribbean Students

At this stage, you are encouraged to begin making the necessary preparation for entry including arrangements for payment of requisite fees as outlined in your offer letter. Please refer to our website at <https://www.cavehill.uwi.edu/studentfinancing/home.aspx> for information on fees, financing options and payment methods etc.

Do note that fees quoted in the **Undergraduate Financial Information document** (for Regional/Caribbean students) 2022/2023 are subject to change.

Regional students are advised to read this document carefully as it provides important information on the fees structure and your responsibilities regarding fee payment.

Check with your relevant Ministry to confirm Economic Cost sponsorship by your Government (if applicable). If the Ministry provides you with correspondence confirming your sponsorship, for submission to the University, it must be addressed to The University of the West Indies, Cave Hill Campus.

Similarly, if you have secured sponsorship from a financial institution or other source, they must provide you with correspondence addressed to the University.

Ensure that you have adequate funds to cover your fees, meals, transportation and living expenses for the duration of your programme.

You may pay your fees before you arrive and you may pay in full before registration. (see page 8 for further information)

International Students

International students should consult the **Financial Information for International Students brochure** available at <https://www.cavehill.uwi.edu/studentfinancing/resources/fees/financial-brochure-for-study-abroad-and-internatio.aspx>

Students with Pending Qualifications

If you have not yet done so:

Regional students: Submit your recent CSEC and CAPE results, or

Regional students: Ensure that the final transcript from your Associate Degree programme is sent directly to the Admissions Office.

International students: Ensure that your final high school diploma and transcript are sent by your school to the Admissions Office.

Register for Disability Services

The UWI Cave Hill Campus provides a wide range of services for students with documented disabilities. For further information and to register visit <https://www.cavehill.uwi.edu/studentsservices/disabilities.aspx>



STUDENT VISA & TRAVEL

Student Visa

You would have received the relevant information to assist with the completion of your student visa forms. Ensure that you have returned the documents and the photos as outlined below.

Non-Barbadian students must obtain a student visa which is processed through the University. This process is started **before** you arrive on Campus.

The visa is granted for the duration of your studies, unless otherwise stated by the Immigration Department.

To comply with the immigration requirements new students must submit the completed application forms (H-1 and H-2) along with:

- 1) One (1) Passport size photograph (**full front view, no straps, no arms out, no shades, no head gear and photo must be on a white background**)
- 2) A clean clear copy of the bio data page of your passport

- 3) A clean clear copy of your birth certificate
- 4) Proof of accommodation
- 5) Proof of financial support (Ensure you have copies for Barbados Immigration officials who may request them)
- 6) Application fee of BBD \$300 (USD \$150.00), if applicable. The Government of Barbados has waived the visa application fee for citizens of the countries that contribute to the University's recurrent budget. Students from a contributing country who hold a foreign (e.g. Canadian) passport must satisfy the Immigration Department of their citizenship of the contributing country. The contributing countries are Antigua & Barbuda, Anguilla, Belize, Bermuda, The Bahamas, The British Virgin Islands, Cayman Islands, Commonwealth of Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & The Grenadines, Trinidad & Tobago and Turks & Caicos.

7) Visa Documents

All ORIGINAL documents (no scanned copies or photocopies) must be submitted to Student Affairs, Records before arriving in the country.

International Students - A visa application fee of BDS \$300 (USD \$150.00) must be paid by all students whose country does not contribute to the University's recurrent budget

Student Visa Fees may be paid online here <https://www.cavehill.uwi.edu/studentfinancing/how-to-pay/application-other-fees.aspx>

Fees may also be paid by Bank Draft or International Money Order payable to The University of the West Indies.

Credit Card Authorisation is also an option on request to Studentaccounts@cavehill.uwi.edu





THE UNIVERSITY OF
THE WEST INDIES
CAVE HILL
BACKWARDS

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Points to Note

1. If your flight requires a stop over in another country before arrival in Barbados, you are required to meet the stipulated entry requirements of that country. You are advised to present the letter of offer from the University to support your request.

2. Some international students may also require an Entry Visa for Barbados. Check the Immigration Office website to verify whether you will need an entry visa https://www.immigration.gov.bb/pages/Visa_Requirements.aspx

3. If you need further assistance with completing the Student Visa Application Forms, you may contact our immigration advisers at Admissions@cavehill.uwi.edu

Travel

The Cave Hill Campus has resumed face-to-face teaching delivery. To help you plan your travel please note the following:

- When making travel arrangements, you are advised to travel on a return and NOT a one-way ticket.
- The Campus offers a Meet & Greet Service for new students entering in **August/September (Semester 1)**. The service is available during the period August 20 - September 3, 2023 from 10 am to 10 pm. To facilitate this, you will be invited to register your travel and arrival information.
- Notify the Halls of Residence or your landlord of your arrival date once you have finalized your travel.
- Move-in date for Halls of Residence is **August 25, 2023 for Semester 1** and **January 19, 2024 for Semester 2**.



- **“Travel Protocols”** – The Campus is guided by the national protocols of Barbados.

(a) We encourage regional and international students to review the travel protocols for entry to Barbados at <https://www.visitbarbados.org/covid-19-travel-guidelines-2022?dcpp=1>

BIMSafe App

You are advised to download the BIMSafe App. The App has a lot of very useful features and information to assist with your travel to the island. To learn more, visit: <https://bimsafe.gov.bb/>

Shipping Companies

There are a number of companies which provide shipping services to and from Barbados. If you are considering shipping on a large scale, you may view this website which provides a comprehensive list of 10 shipping companies:

<https://www.shippingsail.com/shipping-companies-in-barbados/>

Regional Airlines

Several carriers travel to and through the region, however, there are three that are regionally based. You may view their respective information at:

Caribbean Airlines: <https://www.caribbean-airlines.com/#/>

LIAT: <https://www.liat.com/>

interCaribbean Airways: <https://www.intercaribbean.com/>

WHAT TO PACK

Ensure that you have all the essential documents you need in your hand luggage including:

- Your passport
- A copy of your letter of offer
- Confirmation of your address while at the University
- Originals or certified copies of documentation you had to submit, along with copies to be kept by the Admissions Office.
- Documents which provide evidence of sufficient funds for tuition and other fees and maintenance to support yourself financially for the duration of the course.

Prescription & Illegal Drugs

If you have to bring any prescription medication, you are advised to bring documentary proof of the nature of the drugs, otherwise they may be confiscated. Ensure the medication is kept in its original packaging.

Drugs such as marijuana, LSD, cocaine and heroin are prohibited and customs officers and police have the right to search for illegal drugs. The laws concerning illegal drugs in Barbados, as in most countries, are very strict and penalties are heavy.

Customs

Students will be required to complete a Customs Declaration Form on entry to Barbados. Your luggage is subject to search by Customs Officials on arrival.

Arriving in Barbados

Follow the directions and guidance from the officials at the Grantley Adams International Airport (GAIA).

You will need to make arrangements for transportation to your accommodation. Taxis are available at the Airport.

Note that US \$, CAN \$ and British £ are accepted and may be used to pay the taxi. The estimated cost of a taxi from the Airport to the Campus is US \$47. There is an additional charge for more than one piece of checked luggage.

WHERE WILL YOU LIVE?

Campus Accommodation

Students accepted to reside on-campus will receive their housing offer by email. The email will provide all relevant information for your stay on the Halls.

The Move-in date for Halls of Residence is **August 25, 2023 for Semester 1** and **January 19, 2024 for Semester 2**.

Off-Campus Accommodation

You may submit your queries to the Off-Campus Accommodation Officer, Mr. Creigston Brathwaite at Creigston. brathwaite@cavehill.uwi.edu and accommodation@cavehill.uwi.edu. or call **(246) 417-4578** or **WhatsApp 232-8434**. You can also visit: <https://www.cavehill.uwi.edu/Accommodation/off-campus-accommodation.aspx>

Whether you plan to stay on or off campus, you can use the following checklist to get ready for your transition: <https://www.cavehill.uwi.edu/Accommodation/frequently-asked-questions.aspx>

PREPARING FOR LIFE AT CAVE HILL

Important Dates to Note

- The Live Orientation Forum for undergraduate students - **TBA**
- Orientation and Registration will take place during the week of **August 28 - September 1, 2023 (Semester 1)** and **January 15 - 19, 2024 (Semester 2)**.

New Students Website

Take time to review general information on important aspects of campus life, such as sports, student societies, health & wellness, as well as information on the Orientation and Registration processes and more, by visiting: <https://www.cavehill.uwi.edu/newstudents/home.aspx>

This site is expected to be updated by **June 30, 2023 (Semester 1)** and **December 12, 2023 (Semester 2)**.

Campus App

Prior to your arrival, you should also download the Campus App at: <https://www.cavehill.uwi.edu/student-services/academic-support/blackbird-buzz/the-campus-app.aspx>

The App is an information portal and a virtual community of the Campus to keep you abreast of what is happening on the Campus.

Opening a Bank Account

You are advised to open a bank account in Barbados.

For regional students, if your local bank has a branch in Barbados, you should check with your home institution to discuss the procedure.





For international students whose local bank is not represented in Barbados you are required to produce a letter of reference from your banking institution at home along with proof of address in Barbados and your student ID card to open an account. You may request a letter from the Admissions Office to facilitate this process. Send your request to: **admissionshelpdesk@cavehill.uwi.edu**

There are a number of services available to students, including online banking. The banks on the island include: **RBC Royal Bank of Canada, CIBC First Caribbean International, Republic Bank (Barbados) Ltd, Bank of Nova Scotia and First Citizens Bank.**

You will find below information on opening an account at all the banks which operate in Barbados.

First Citizens

<https://www.firstcitizensgroup.com/bb/account-opening-requirements/>

CIBC First Caribbean International Bank

<https://www.cibfcib.com/binaries/content/assets/personal-banking/account-opening-requirements/account-opening-requirements-general.pdf>

<https://www.cibfcib.com/personal-banking/bank-accounts/account-opening-requirements>

Scotiabank

<https://bb.scotiabank.com/personal/chequing-and-savings/new-account-opening-checklist.html>

Republic Bank

<https://republicbarbados.com/personal/timesaver-account>

RBC Royal Bank of Canada

<http://www.rbcroyalbank.com/caribbean/bb/everyday-banking/saving-accounts/saving-accounts.html>



FEES

Paying Your Fees

Fees may be paid via the following means:

Online

Wire Transfer - You may send a copy of the receipt to studentaccounts@cavehill.uwi.edu

Credit Card - UWI accepts all major credit cards (Credit Card authorization form may be requested)

Online via CHOL

RBC Royal Bank of Canada online payment system*

Bank of Nova Scotia online payment system*

Via Mail

Cheque - only Managers' Cheques and Certified Cheques are accepted**

On Site at the Campus using:

Cash

Debit Card

Credit Card - UWI accepts all major credit cards

Cheque - only Managers' Cheques and Certified Cheques are accepted**

On Site in Barbados

Any branch of Republic Bank (Barbados) Limited*

All SurePay outlets***

Online via CHOL

Note: Access to CHOL will **only** be granted if you have accepted your offer of a place by returning the Acceptance Form,

Step 1: Go to Payment of Fees (<https://www.cavehill.uwi.edu/studentfinancing/how-to-pay-home.aspx>)

Step 2: Select Registration, Tuition & Hall Fees

Step 3: Select Students Pay Online via CHOL

Step 4: Enter your University ID - this is your student ID Number; and your default password which is your date of birth in the following format dd/mm/yy e.g. 06/12/94

Step 5: Follow the prompts and have your credit card or visa debit card information available

* Allow two (2) business days for processing to your student account.

** All cheques should be payable to The University of The West Indies and sent to the Student Accounts Section

*** Allow one (1) business day for processing to your student account.

(The Cave Hill Campus cannot negotiate notes/cheques issued in the currencies of British Virgin Islands, Guyana, Jamaica, Bahamian or Trinidad & Tobago.)

Payment Plans

The Cave Hill Campus offers a Payment Plan facility which allows Tuition and Hall Fees to be paid in instalments. For information visit: <https://www.cavehill.uwi.edu/financial/how-to-pay/payment-plans.aspx>

LIVING IN BARBADOS

About Barbados

Capital: Bridgetown

Name: The name “Barbados” is derived from the Bearded Fig Tree, once found in abundance on the island.

Population: Approximately 285,000

Geography: A 21 mile x 14 mile island in the Caribbean. The west and south coasts have the calm Caribbean sea and endless beaches. Rugged cliffs and the Atlantic Ocean are on the East Coast.

Climate

Barbados offers sunshine everyday. The constant cool breezes of the trade winds keep average daytime temperatures at 80°F to 85°F (27°C - 29°C.). Nighttime temperatures average 76°F (23°C). December to May in Barbados are the driest months. Afternoon rain showers fall during the months of June to November. These are often welcomed to cool down from the heat of the sun and can often last simply a few minutes.



Clothing

Barbados is a tropical island; clothing should be lightweight and suitable for a climate that is fairly humid in the summer. You should travel with at least one semi-formal outfit and one set of business attire.

Language: English with a broad dialect

Currency: Barbados Dollar—USD \$1 = BBD \$2 approx.

Time: GMT-4hrs. There is no daylight saving time in Barbados.



The People: Barbadians have a history of long ingrained Christian principles and a sound education system with a literacy rate of 97%.

Electrical Supply: Electricity in Barbados is 110 volts/50 cycles. Standard plug types are: flat blade (2 flat blades) or flat blades with grounding pin.

Health and Insurance

All registered students of The UWI Cave Hill Campus are automatically enrolled in the Cave Hill Campus Medical Assistance Programme. If you already have medical insurance in your home country, check whether you can extend it to cover your stay in Barbados.

Registered students are expected to be fully immunized against polio, tetanus, diphtheria, pertussis, measles, mumps and rubella, which are all highly infectious diseases. It is strongly advised to be immunized against varicella, hepatitis B, and COVID-19 and to update your flu vaccine yearly.

The Faculty of Medical Sciences has specific mandatory immunization requirements.

For further information, view the following <https://www.cavehill.uwi.edu/studentservices/health-wellness/health-insurance.aspx>

Find out more about the Health Clinic: <https://www.cavehill.uwi.edu/studentservices/health-wellness/health-clinic.aspx>

For information on UWI Cave Hill's COVID-19 response, please visit <https://www.cavehill.uwi.edu/covid19/home.aspx>

For more about Barbados, please visit our International Office **About Barbados** page: <https://www.cavehill.uwi.edu/international/international-students/about-barbados.aspx>



Transportation

The Campus, through the Office of Student Services and Development, provides a shuttle service during the semester. You may view additional details on the service here: <https://www.cavehill.uwi.edu/studentservices/support-services/transportation.aspx>

The location of the Campus enables ease of access to public transportation at the entrance to the Campus. There are large buses, owned by the Government of Barbados, which are painted blue with yellow stripes while there are two types of privately-owned transportation. Mini-buses are yellow with blue stripes and smaller vans, commonly called ZR vans or route taxis, are white with maroon stripes. The fare is BBD \$3.50 for a one-way trip irrespective of the distance travelled. For general information on transportation in Barbados you may view: <https://www.visitbarbados.org/your-stay/get-around-the-island/public-transportation?pageindex=1>



Places to Eat

On the Campus grounds you will find the **Campus Cafeteria**, **The Kiosk** and the **Campus Mart** as eating places.

However, for your convenience we have compiled a list of some of the fast food restaurants in close proximity to the Campus which are either within walking distance or a short bus ride from the Campus. Most offer a delivery service.

KFC Black Rock

<https://kfcblackrock.business.site/>

Chefette Black Rock

<https://www.chefette.com/location/black-rock>

Little Caesars

<https://bb.littlecaesars.com/en-bb/contact-us/>

Chicken Barn

<https://www.facebook.com/chickenbarnrestaurants/>

Flashzone Bar

<https://www.facebook.com/Flashzonebar/>

REGIONAL AND INTERNATIONAL STUDENT SUPPORT

The Student Enrolment & Retention Unit
The University of West Indies
Cave Hill Campus
Leslie Robinson Building

We've Got Your Back!

When you attend UWI Cave Hill, you're never alone. From enrolment through graduation, we're here to assist you every step of the way.

Like our Facebook Pages <https://www.facebook.com/serucavehill>
and <https://www.facebook.com/CaveHillInternational/>.

Follow us on Instagram <https://www.instagram.com/serucavehill/>
and at <https://www.instagram.com/cavehillinternational/>!

Youtube: @serucavehill

Email us at seru@cavehill.uwi.edu

Call us at
(1-246) 417-4977/4972/4994/4656

Whatsapp: (1-246) 230-5052

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