



UWI

CAVE HILL CAMPUS
BARBADOS, WEST INDIES

CRM RECRUIT

Applicant Guide



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STEP 1 - CREATING AN ACCOUNT

NOTE: Mandatory fields in the Application Form are indicated with an asterisk (*)

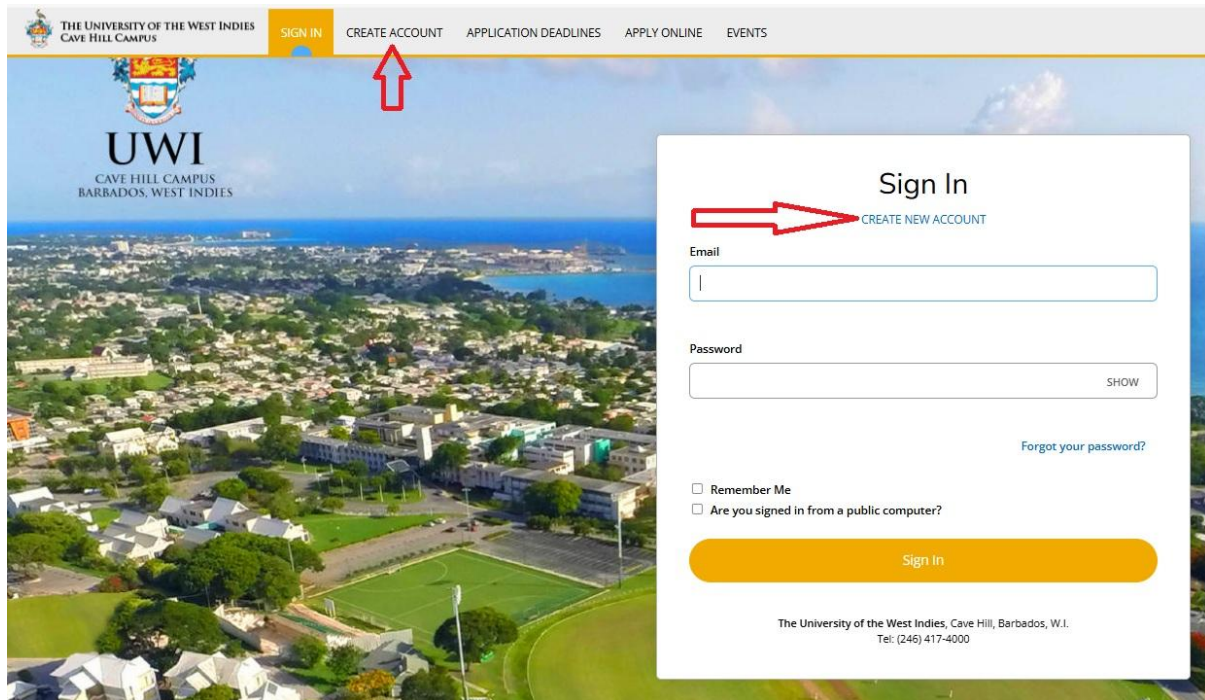
Step	Description
1	Click Create Account before you Sign In
2	Fill in the requested information and click Create Account
3	Check your email for account verification and activation. Follow the instructions in the email
4	The account is verified, activated, and ready for you to use

An account is created so applicants can complete online applications, register for events, and revisit the system to check their application status.

All prospects/applicants must [create an account](#) before their first sign-in.

To Create an Account

- **Option 1:** Select 'Create Account before you Sign In'
- **Option 2:** Select the 'Create Account' tab at the top of the page



Complete the Create Account Form

When either option is selected, the Create Account page displays. Enter your information in the following sections. Ensure you make a note of your email address and password.

The screenshot shows the 'Create Account' page with the following fields and labels:

- Contact Information**
 - First Name * (Text input: John)
 - Last Name * (Text input: Doe)
 - Email Address * (Text input: johndoe@gmail.com)
 - Confirm Email Address * (Text input: johndoe@gmail.com)
 - Primary Phone Type * (Dropdown menu: Mobile)
 - Mobile Phone * (Text input: 296-953-9535, with a note: Please format the number as xxx-xxx-xxxx)
- Account Information**
 - Password * (Text input: masked with dots)
 - Confirm Password * (Text input: masked with dots, with a toggle icon)

Summary labels on the right side of the form:

- Contact Information (Required fields marked with *)**
 - First Name* / Last Name*
 - Email Address* / Confirm Email Address*
 - Primary Phone Type and Phone Number*
- Anticipated Start Term**
 - 2026/2027 Academic Year
- Account Information**
 - Password* (minimum 8 characters, at least one special character) / Confirm Password*

Create Account button

Upon completion, click the **'Create Account'** button.

After Creating Your Account

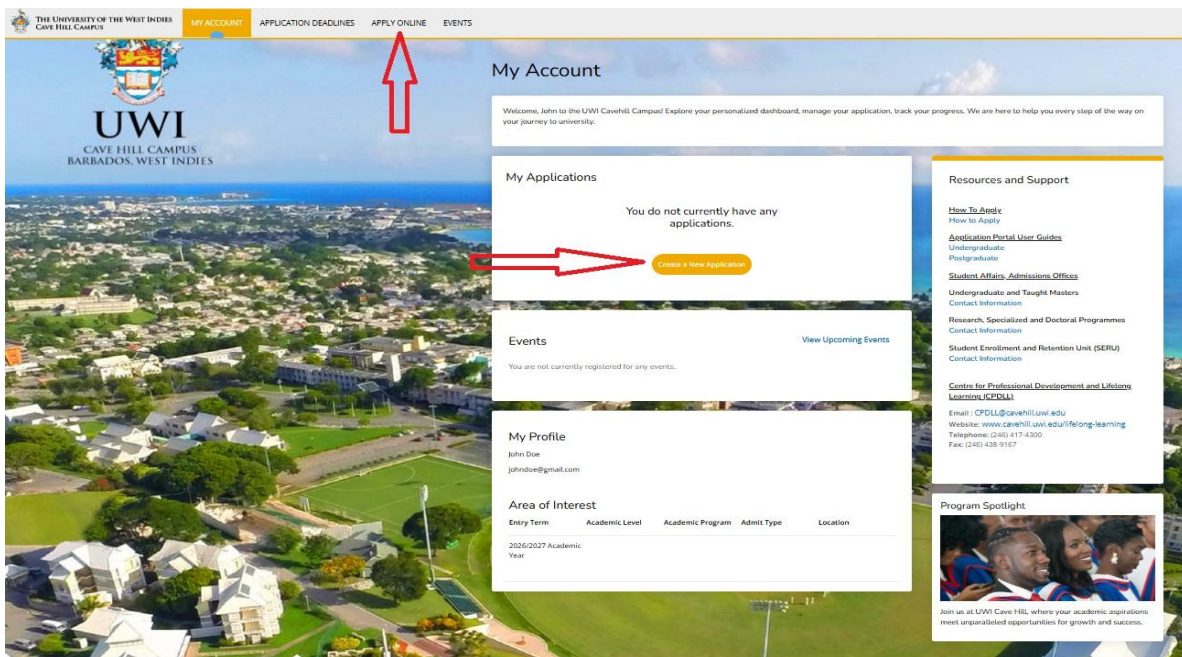
When 'Create Account' is selected, you will be taken directly to your **My CH Account** page.

Option 1: Create an Application Immediately

- Click the **"Create a New Application"** button to begin your application right away
- Continue to Step 2 - How to Apply

Option 2: Sign Out and Return Later

- If you are not ready to apply immediately, you can sign out
- When you return to apply, you can sign in by:
 - Going to [Sign In](#) and entering your email and password
 - **OR** clicking the **"APPLY ONLINE"** tab at the top of any CRM Recruit page



SIGN IN TO YOUR ACCOUNT

If you signed out and are returning to apply:

To sign in, you will need the Email and Password you used when creating your account.

Sign In
CREATE NEW ACCOUNT

Email
johndoe@gmail.com

Password
..... SHOW

After signing in successfully, you will see your My CH Account page [Forgot your password?](#)

Remember Me
 Are you signed in from a public computer?

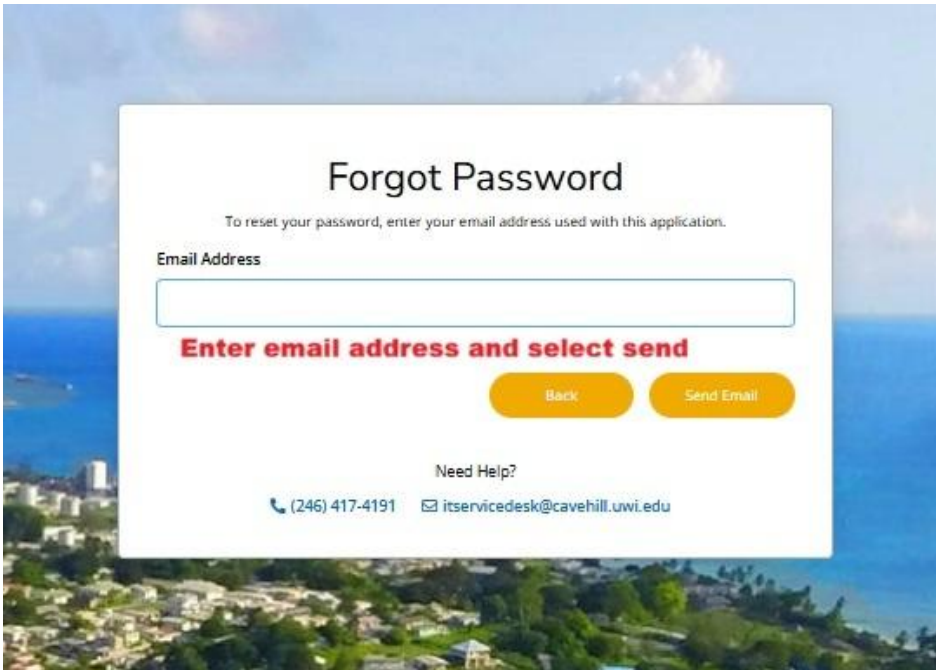
Sign In

The University of the West Indies, Cave Hill, Barbados, W.I.
Tel: (246) 417-4000

RESETTING YOUR PASSWORD

If you forget your password, follow these steps:

1. On the Sign In page, click **'Forgot your password?'**
2. Check your email for the password reset link
3. In the email, click **'Reset Password'**
4. Enter your new password (following UWI password policy) and click **'Reset Password'**
5. Click **'Go to sign in'** to return to the login page

A screenshot of a web form titled "Forgot Password" overlaid on a background image of a coastal town. The form has a white background and contains the following elements: the title "Forgot Password" in a large, bold, black font; a sub-header "To reset your password, enter your email address used with this application." in a smaller black font; a label "Email Address" above a white text input field with a thin blue border; a red instruction "Enter email address and select send" below the input field; two yellow buttons with rounded corners, labeled "Back" and "Send Email"; a "Need Help?" section with a telephone icon and the number "(246) 417-4191" and an email icon with the address "itservicesdesk@cavehill.uwi.edu".

Forgot Password

To reset your password, enter your email address used with this application.

Email Address

Enter email address and select send

Back Send Email

Need Help?

(246) 417-4191 itservicesdesk@cavehill.uwi.edu

STEP 2 – CREATING AN APPLICATION

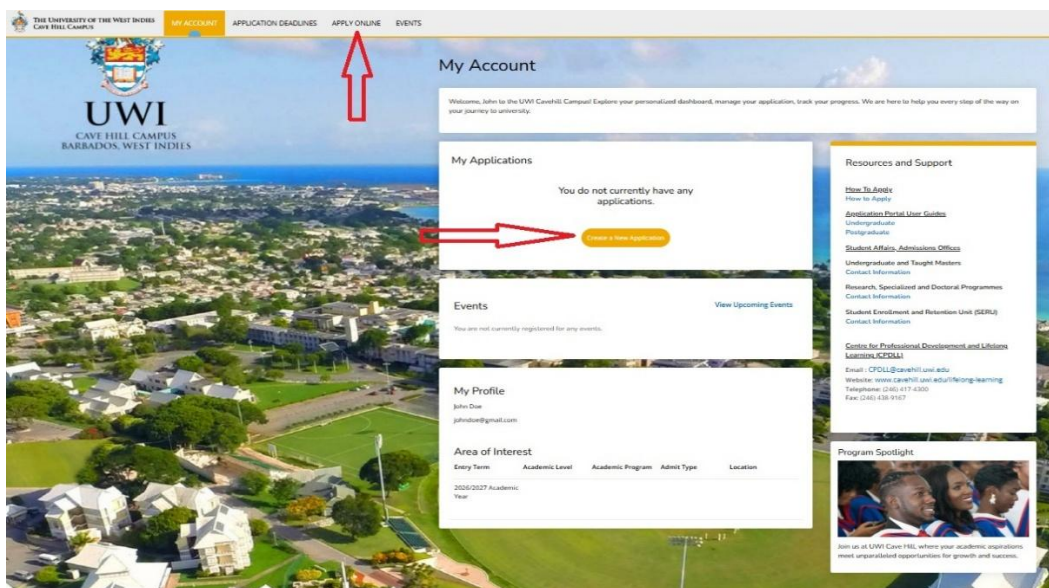
Step	Action
1	Sign In to your Account
2	Create A New Application
3	Submit application
4	Pay Application Fee online with Credit or Debit Card OR pay later and upload receipt of payment
5	Upload Supplemental Items and Documents
6	Monitor application's progress
7	Review application decision and download Decision Letter
8	Respond to an offer of admission (if applicable)

CREATE AN APPLICATION

IMPORTANT: An applicant can **ONLY** submit one (1) application per Academic Level and Academic Term. An applicant must have a Primary Programme (first choice), and a second choice is required for **ALL** Undergraduate Applicants.

Starting Your Application

1. Sign in to your account to access the My CH Account page
2. Using either option, click '**Create a New Application**'



3. On the Application Listing page, select **'Start a new Undergraduate OR Postgraduate Application'**



Application Listing

Select Your Application Type

IMPORTANT: You can only submit **ONE (1)** application per Academic Level (Undergraduate or Postgraduate).

Choose the application type below to start your application.

REMINDER: All documents must be submitted using the portal, please refer to the user guide regarding your documents, transcript(s) and referee reports (where applicable).


 <p>Undergraduate</p> <p>Start a new Undergraduate Application</p>	 <p>Postgraduate</p> <p>Start a new Graduate Application</p>
--	---

4. Select Entry Term and continue to your application


Online Application

Select Entry Term

2026/2027 Academic Year



1



2

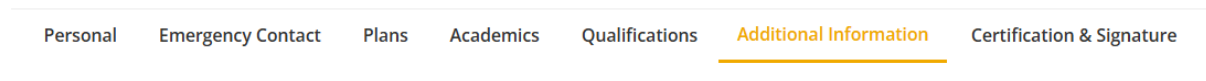
Start over Continue to your application for the selected Term

Completing the Application Form

The application form has **various tabs** that must be completed:

1. **Personal Tab** - Name, contact details, demographics, and personal information
2. **Emergency Contact Tab** - Emergency contact person details
3. **Plans Tab** - Academic plans, program selection, and UWI-related information
4. **Academics Tab** - High school and college/university attended (indicate only what you wish to be forwarded for our attention)
5. **Qualifications Tab** - Examination results (completed and in progress) and international qualifications (**for Undergraduate Applicants ONLY**)
6. **Additional Information Tab** - Extracurricular activities, work experience, UWI staff connections, and how you learned about UWI
7. **Certification & Signature Tab** - Certify the application and preview before submission

Undergraduate Application Form Tabs



Postgraduate Application Form Tabs



Personal Tab

Complete all fields on the Personal tab. Mandatory fields are marked with a red asterisk (*).

2026/2027 Academic Year - Cave Hill

[Home](#) [Supplemental Forms & Documents](#)

Application Number: 2026/2027/1234567
Print / Print as PDF

Personal
Emergency Contact
Pass
Academic
Qualifications
Additional Information
Civilisation & Signature

UWI Cave Hill Undergraduate Application

Please enter your information on each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Name:

Prefix

Suffix

First Name *

Gender *

Middle Name

Marital Status *

Last Name *

Married Change (after 18th birthday)

Yes No

Birth Date *

First Language *

Select your first language.

Mailing Address

Address Line 1 *

Address Line 2

Province, State / Province

Postal / Zip Code

City *

Country *

Country of Birth & Citizenship

Country of Birth *

Country of Citizenship *

Email and Phone

Email Address *

Enter a valid email address.

Home Phone

Use format: xxx xxx xxxx

CellPhone *

Use format: xxx xxx xxxx

Other Phone

Use format: xxx xxx xxxx

Additional Information

No fee will be your privacy will be used in administrative systems.

Religious Affiliation

Do you have a disability or special need that you wish to disclose?

Yes No

Type of Disability

Save Application
Next & Continue

Complete all required fields

If your Country of Birth and Country of Citizenship are not the same, you must indicate both

If you have dual citizenship, you must indicate your citizenship of choice

Emergency Contact Tab

Emergency Contact #1 is mandatory. You may add a second emergency contact if desired.

Personal **Emergency Contact** Plans Academics Qualifications Additional Information Certification & Signature

You must list at least one Emergency contact.

Emergency Contact #1

Relationship to you

Mother

Prefix

Mrs

Suffix

First Name *

Jane

Middle Name

Last Name *

Doe

Email Address

Contact Phone No. *

Use format: xxx-xxx-xxxx

523-563-5236

Is the address for emergency contact #1 the same as your mailing address?

Same As Permanent Different from Permanent

Emergency Contact #2

Relationship to you

Prefix

Suffix

First Name

Middle Name

Last Name

Email Address

Contact Phone No.

Use format: xxx-xxx-xxxx

Is the address for emergency contact #2 the same as your mailing address?

Same As Permanent Different from Permanent

Plans Tab

Plans

- Complete all required fields in the Academic Plans section.
- Complete all required fields in the Additional Details section
- Second Choice mandatory for **undergraduate applications ONLY**

Personal Emergency Contact **Plans** Academics Qualifications Additional Information Certification & Signature

Academic Plans

Entry Term *

2026/2027 Academic Year

Faculty *

Humanities and Education

First Choice - Academic Programme *

Bachelor of Arts French

Second Choice Programme

Selecting a second-choice programme is mandatory

MANDATORY

Second Choice - Academic Programme 1

Bachelor of Arts Philosophy

Additional Details

Have you previously applied to/been a student at UWI? *

Yes

Select Campus *

Cave Hill

Name when enrolled as a student *

John Doe

UWI ID# (previously allocated to you if known)

Interested in International Exchange Program?

No

Expected Source of Funding *

Government

Will you be able to meet your financial obligation by August of year of acceptance? *

Yes

If yes, you must indicate the campus and the name used when previously applied or was a student

Previous Page Save Application Save & Continue

Academics Tab

Secondary School

- Complete all required fields for each secondary school attended.
- If Secondary School/College or University is not listed, enter the complete name and address.

Personal
Emergency Contact
Plans
Academics
Qualifications
Additional Information
Certification & Signature

Secondary School

Secondary School 1

[- Delete Secondary School](#)

Anglican High School - (St. George's, Grenada)
×

Secondary School 2

[- Delete Secondary School](#)

[Show School Search](#)

Unlisted School Name and Address

[+ Add Secondary School](#)

Click '+ Add Secondary School' to add another school

Click '- Delete Secondary School' to remove a school entry

If Your Secondary School is Not Listed:

The search field changes to 'Unlisted School Name and Address'

Enter the complete school name and address

Complete all other mandatory fields

College / University

List each College/University at which you have taken courses for credit. Please have an official transcript sent from each institution as soon as possible.

College / University 1

[- Delete College / University](#)

College

Ahmadu Bello University - (Zaria, Nigeria)
×

GPA *

3.00

Degree *

Associate in Arts
▼

Major *

Music

Minor

[+ Add College / University](#)

Click '+ Add College/University' to add another institution

Click '- Delete College/University' to remove an institution entry

If College/University entered, you must enter GPA, degree and Major

If College/University not listed enter the complete name and address

Qualifications Tab – UNDERGRADUATE APPLICANTS ONLY

Examinations Completed

IMPORTANT: You must enter ALL examination results regardless of the examining body (CXC/CSEC, CAPE, BGCSE, GCE, IGCSE, WAEC, etc.).

Complete all required fields for each examination:

Grade:

- Enter values **1-3** for CSEC/CXC; GCE O'LEVELS; BGCSE/IGCSE or WAEC
 - *Note: Values 1, 2, and 3 represent letter grades A, B, and C*
- Enter values **1-5** for CAPE/GCE A'LEVELS
 - *Note: Values 1-5 represent letter grades A-E*

Date Taken:

- Select the **30th day** of either **January** or **June**

Have you completed any of the following qualifications?

CSEC/CXC; GCE O'LEVELS; BGCSE/IGCSE or WAEC. *
 Yes No

CAPE/GCE A'LEVELS *
 Yes No

Examinations Completed *Click + to add and - to delete*

Select Add Exams Completed to list each examination you have taken.

Add Exams Completed 1
 - Delete Add Exams Completed
 Subject * Grade * Date Taken

Select your subject from the list below
 CSEC Social Studies Gen 1 6/30/2025

Select the 30th day of either January or June

Values 1, 2, and 3 also represent letter grades A, B, and C

Add Exams Completed 2
 - Delete Add Exams Completed
 Subject * Grade * Date Taken

Select your subject from the list below
 BGCSE Electrical Installation 2 1/30/2025

Add Exams Completed 3
 - Delete Add Exams Completed
 Subject * Grade * Date Taken

Select your subject from the list below
 GCCE Biology 2 6/30/2025

Add Exams Completed 4
 - Delete Add Exams Completed
 Subject * Grade * Date Taken

Select your subject from the list below
 IGCSE Biology 2 6/30/2024

Add Exams Completed 5
 - Delete Add Exams Completed
 Subject * Grade * Date Taken

Select your subject from the list below
 WAEC Chemistry 2 6/30/2024

Add Exams Completed 6
 - Delete Add Exams Completed
 Subject * *Values 1-5 represent letter Grades A-E* Date Taken

Select your subject from the list below
 CAPE Electrical Unit 1 5 6/30/2025

Examinations In Progress

Complete all required fields for examinations currently being pursued or awaiting results.

Examinations in Progress

Select Add Exams In-Progress to list each exam you have taken (or scheduled to take) and are awaiting results.

Examinations in Progress/Not listed above 1

Complete Required Field(s)

Exam *

CAFE Tourism Unit 1

International Qualifications

Indicate **Yes** or **No** for international qualifications.

Students who have taken Caribbean Examination Council (CSEC/CAPE) certifications or are taking Caribbean Examination Council (CSEC/CAPE) certification (s) should not select High School Diploma; if you do, you will be asked to request a transcript from your school, which is not required.

International Qualifications

This section is NOT applicable to those qualifying with Caribbean Examination Council (CSEC/CAPE) certifications.

Do you have an International Baccalaureate?

Yes No

Do you have a Canadian Diploma?

Yes No

Do you have a High School Diploma?

Yes No

Have you taken a Scholastic Assessment Test (SAT)?

Yes No

Professional Qualifications

Complete all required fields for any professional certifications or qualifications.

Professional Qualifications

Professional Qualification(s)

Yes

Enter specific qualifications not captured in the various options above

BAM - Introduction to Sociology

Additional Information Tab

Extracurricular Activities & Interests

Click '+ Add Activity/Interest' to add each activity.

Personal Emergency Contact Plans Academics Qualifications **Additional Information** Certification & Signature

Extracurricular Activities & Interests

Please select from the list below your main extracurricular, community, volunteer or personal activities, e.g. leadership roles, musical instruments played, sports teams, awards, or other notable achievements.

Activity / Interest 1

[- Delete Activity / Interest](#)

Name * Do you plan to participate in university? Yes No

Work Experience

If you have work experience, complete the required fields for each position.

Click '+ Add Work Experience' to add more positions.

Work Experience

Please provide your work experience.

Work Experience 1

[- Delete Work Experience](#)

Title * Employer *

Start Date End Date

[+ Add Work Experience](#)



Reviewing and Submitting your Application

1: Preview Your Application

When you click '**Preview Before Submission**', the system will check your application for errors or missing information.

If there are errors or omissions, an error message will identify the missing field and take you directly to its location so you can correct it before previewing the application.

Undergraduate Preview Before Submission

 The Birth Date field is required. ([Birth Date](#)) **An error message will identify the missing field and take you directly to its location so you can correct it before previewing the application.** 

Personal
Emergency Contact
Plans
Academics
Qualifications
Additional Information
Certification & Signature

Certification

Postgraduate Preview Before Submission

The How did you obtain information about the UWI? field is required. ([How did you obtain information about the UWI?](#))
The Signature field is required. ([Signature](#))

Personal
Emergency Contact
Plans
Academics
Activities & Work Experience
Certification & Signature

Certification

If there are no errors - The entire application will display as one continuous document for your review

2: Edit if Needed

If you need to make additional changes after previewing:

1. Click '**Edit Application**'
2. Navigate to the appropriate tab and make your changes
3. Return to the Certification & Signature tab
4. Click '**Preview Before Submission**' again

3: Submit Your Application

When you are satisfied with your application:

1. Click '**Submit Application**'
2. An acknowledgement email will be sent to your registered email address (please check your spam/junk folder if needed).
3. You will be directed to the payment page

Activity / Interest 1

Name *	Do you plan to participate in university?
Basketball	No

Work Experience

Please provide your work experience.

Work Experience 1

Title *	Employer *
Clerical Officer	BAM
Start Date	End Date

Additional Information

Enter the Additional Information requested. When you are finished, click Save & Continue to navigate to the next section.

Are you a UWI staff member? *

Yes

Are you a dependent of a UWI Staff member? *

No

How did you obtain information about the UWI? *

College Fair

Certification

Please check the boxes below to affirm the following before submitting your application.

I understand that while I can change my programme choice before my application is reviewed, no changes or alterations can be made once my application is being processed.

Yes

I certify that all information and documents provided in this application are complete, accurate, and honestly presented. I understand that The UWI reserves the right to rescind offers of admission or take disciplinary action if any information or documents are found to be fraudulent or misrepresented.

Yes

I understand that official transcripts must be sent directly to The UWI from the issuing institution. If I am awaiting outstanding qualifications, I must upload those documents once results become available.

Yes

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Signature *	Signature Date
JD	12/9/2025

←

PAY APPLICATION FEE

Application Fee: BDS\$30.00

Two Payment Options:

Option 1: Pay Online Immediately

After submitting your application, you'll see the Order Summary page.

- Click "Make Online Payment"

Order Summary

	TOTAL									
National Application Fee BBD\$30	\$30.00									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="text-align: right;">Subtotal:</td> <td style="text-align: right;">\$30.00</td> </tr> <tr> <td></td> <td style="text-align: right;">Discount:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td></td> <td style="text-align: right;">Total:</td> <td style="text-align: right;">\$30.00</td> </tr> </table>			Subtotal:	\$30.00		Discount:	\$0.00		Total:	\$30.00
	Subtotal:	\$30.00								
	Discount:	\$0.00								
	Total:	\$30.00								
<p>Enter a promo code:</p> <div style="display: flex; align-items: center;"> <input style="width: 200px; height: 20px; border: 1px solid #ccc;" type="text"/> Apply </div>										
<div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px 20px; background-color: #ffc107; color: white; text-align: center;">Make Online Payment</div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px 20px; background-color: #ffc107; color: white; text-align: center;">Pay Later</div> </div>										

- Enter your debit or credit card information

Payment Method

Confirmation

Transaction	CRM Payment
Amount	BBD 30.00
Card Information	
Card number	<input style="width: 150px; height: 20px;" type="text"/>
<div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px;">Cancel</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #6c757d; color: white;">Continue</div> </div>	

Debit and Credit Cards - We accept credit or debit cards with the following logos:



- Click "Continue" to process payment

Transaction CRM Payment

Amount BBD **\$30.00**

Card Information

Card number ****4521 ✓

Expiration date 12 / 2045

Card security code 589

Name on card John E Doe ✓

Personal Information

Email johndoe@gmail.com

This information noted here is for the purpose of this guide ONLY and not to be used

Cancel Continue

Debit and Credit Cards - We accept credit or debit cards with the following logos:

VISA Mastercard DISCOVER BCard

- Review information before continuing to complete the transaction

Review the information below before continuing. You will be returned to the host system to complete your transaction.

Transaction	CRM Payment BBD \$30.00
Payment date	12/14/2025
Payment Method	John E Doe Visa card ending in ****3256 expires 10/2045
Billing Address	Not Provided
Email	johndoe@gmail.com

The information noted here is for the purpose of this guide ONLY and not to be used.

Cancel Back Continue

- Receive confirmation message

Your application has been submitted!

Thank you for your payment. Your application has been submitted!

Your application has been received by the Admissions Office and you should receive a confirmation message soon.

Authorization Number: 550152

Please ensure that any incomplete requirements are submitted prior to the application deadline. You will be notified when the final decision regarding your admissions status is ready.

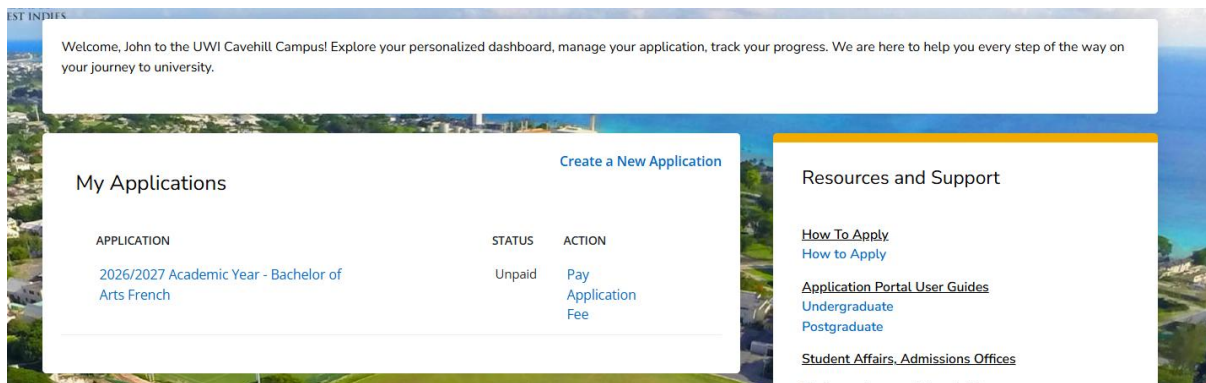
Thank you and good luck!

[Click here to view documents required](#)

Option 2: Pay Later

- Click "Pay Later" on the Order Summary page
- Application is submitted, returns to my account
- Return later to:
 - **Pay online:** Click "Pay Application Fee" in your account; complete option 1.
 - **Pay at Cashier:** Upload receipt in the Supplemental Items section

To Upload Cashier Receipt:



- Select your application
- Click to view Supplemental Items. If the item does not appear, refresh the page.

2026/2027 Academic Year - Bachelor of Arts French

[Review](#) [Supplemental Items & Documents](#)

Supplemental Items		
ITEM	SUBMISSION STATUS	ACTION
* Application Processing Fee	Received	Receipt.docx (REMOVE)

- Upload receipt as PDF in Application Processing Fee section
- Return to my account to move to step 3. If the view does not appear, refresh the page.

NOTE:

- Application status remains "Started" until the fee is paid
- Application fees are non-refundable

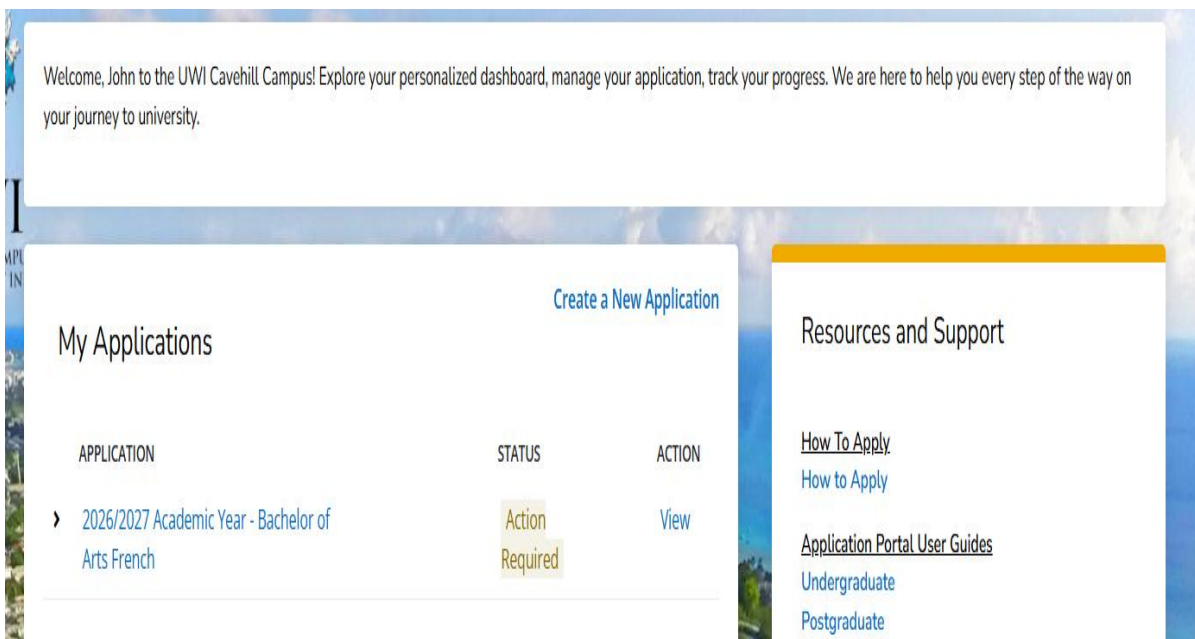
STEP 3: UPLOAD SUPPLEMENTAL ITEMS AND DOCUMENTS

CRITICAL: Upload each item as a **single PDF file**. Certified copies required for **ALL** official documents.

Accessing the Upload Page

When application status shows "Action Required":

- Click "View" to access the upload page; when you access your account, and you do not see the action view, refresh the page.



Uploading Documents

For each item with status "Not Received":

1. Click "Choose File" under the ACTION column
2. Select your PDF file
3. Click "You must Click Here To Upload File"
4. Status changes to "Received"
5. To remove a document, click "REMOVE"

SAMPLE Undergraduate supplementals (*supplementals will vary depending on programme and/or application submitted*)

Review [Supplemental Items & Documents](#)

Supplemental Items You can review your application by clicking here

ITEM	SUBMISSION STATUS	ACTION
* Application Processing Fee	Received	Receipt.pdf (REMOVE)
* Barbados ID	Not Received	<input type="button" value="Choose File"/> No file chosen
* Birth Certificate	Received	Birth Certificate.pdf (REMOVE)
* CAPE/A'Level Exams 1 All completed exams (any year)	Received	CAPE results.pdf (REMOVE)
* CSEC/CXC/GCE/BGCSE/IGCSE or WAEC exams 1 All completed exams (any year)	Not Received	<input type="button" value="Choose File"/> CSEC Results.pdf Click here to select upload <input type="button" value="Upload"/>
* Curriculum Vitae CV or any other supporting documentation	Not Received	<input type="button" value="Choose File"/> Curriculum Vitae.pdf <input type="button" value="Upload"/>
* Professional Qualifications	Not Received	<input type="button" value="Choose File"/> No file chosen
* Scholastic Assessment Test	Not Received	<input type="button" value="Choose File"/> No file chosen
* Canadian High School Transcript	Not Received	
* High School Diploma	Not Received	
* International Baccalaureate Transcript	Not Received	
* Robert Gordon University	Not Received	
* The Royal Alexandra Albert Sch - Transcript	Not Received	
* Univ Polit Merida Kleber Ramir	Not Received	
CAPE/A'Level Exams 2 In-progress exams only	Not Received	<input type="button" value="Choose File"/> No file chosen

SAMPLE Postgraduate supplementals (*supplementals will vary depending on programme and/or application submitted*)

Review [Supplemental Items & Documents](#)

ITEM	SUBMISSION STATUS	ACTION
* Award of Degree Certificate(s) Certificate(s) of Degree Completion	Not Received	<input type="button" value="Choose Files"/> No file chosen
* Birth Certificate	Not Received	<input type="button" value="Choose File"/> No file chosen
* Curriculum Vitae CV or any other supporting documentation	Not Received	<input type="button" value="Choose File"/> No file chosen
* GR Application Processing Fee If paid offline, please upload receipt here	Not Received	<input type="button" value="Choose File"/> No file chosen
* Referee Report #2	Received	
* The University of Zambia	Received	
Nursing License	Not Received	<input type="button" value="Choose File"/> No file chosen
Statement of Purpose	Not Received	<input type="button" value="Choose File"/> No file chosen

Transcripts Requests

Before You Begin – Official Transcript Request Guide

Before requesting an official transcript through our portal, there are critical steps you must complete at your previous granting institution(s). Following the correct procedures will help prevent delays in processing your application.

Our step-by-step guide explains what you need to complete at your granting institution(s) before using our online portal to request the transcript, and shows you exactly how transcripts are submitted directly to your application account.

[\[Download the Official Transcript Request Guide \(PDF\)\]](#)

We strongly encourage you to review this guide in full before submitting your transcript request to ensure a smooth, timely submission process.

Process:

- Navigate to the Recommendation and Transcripts Request section
- Click Start to send the request
- **Important:** You must have the name of the person who will be providing the transcript

Recommendation & Transcript Requests				
REQUEST	CONTACT	STATUS	STATUS DATE	ACTION
* The Royal Alexandra Albert Sch - Transcript Request		Not Started	Click start to complete the request form	Start
* Official International Baccalaureate Transcript		Not Started	Click start to complete the request form	Start

- Complete the Transcript Request form
- Indicate in notes: Request incomplete transcript now + complete transcript upon graduation
- Click "Submit Request"

Additional Request

Transcript Request

Institution *

Contact Name *

Email *

I waive my right to access the requested transcript *

Use this space to include a note in the notification email that will be sent to the Institution

Please provide me with my incomplete transcript with my grades from December and my final transcript upon completion of the programme in May.

[Submit Request](#)

The request status appears in your account

Recommendation & Transcript Requests				
REQUEST	CONTACT	STATUS	STATUS DATE	ACTION
<i>Same concept for recommendations</i>				
Sent directly from institution or recommender				
* The Royal Alexandra Albert Sch - Transcript Request		In Progress		Start
* Official International Baccalaureate Transcript		Completed		Start
* Official Canadian High School Transcript	Jack Doe	Sent	12/15/2025	Cancel Request
* Univ Polit Merida Kleber Ramir	Jane Doe	Sent	12/15/2025	Cancel Request

Note:

- When the transcript is uploaded, it will appear with a Completed status
- Cancelled requests revert to Not Started status and action as start. Use the cancellation form to cancel; click Start to resend.

Referee Requests

For Applicants – Requesting Referee Reports

You are required to request two (2) referee reports using our online form. Reports should be academic where possible, or at least one (1) academic and one (1) professional.

[\[How to Request Referee Reports\]](#)

For Referees – Completing Referee Reports

If you have been requested to provide a reference for an applicant, please follow these instructions to complete the online referee form.

[\[Referee Instructions\]](#)

Process:

- Navigate to the Recommendation and Transcripts Request section
- Click Start to send the request
- **Important:** You must have the name of the person who will be providing the reference

Recommendation & Transcript Requests				
REQUEST SENT DIRECTLY FROM INSTITUTION / RECOMMENDER	CONTACT	STATUS	STATUS DATE	ACTION
* Official Referee Report #1		Not Started		Start
* Official Referee Report #2		Not Started		Start

- Complete the Referee Request form
- Click "Submit Request"

Additional Request

Recommendation Request

Recommender Name *

John Doe

Recommender Email *

jd@e@gmail.com

I waive my right to access the requested recommendation *

Use the space below to include a personal note in the notification email that is delivered

Thank you for agreeing to provide this reference.

Submit Request

The request status appears in your account

Recommendation & Transcript Requests				
REQUEST SENT DIRECTLY FROM INSTITUTION / RECOMMENDER	CONTACT	STATUS	STATUS DATE	ACTION
* The University of Zambia		Completed	1/22/2026	
* Official Referee Report #1		Completed	1/22/2026	
* Official Referee Report #2		Completed	1/20/2026	

Note:

- When the referee has completed the form, it will appear with a Completed status

Cancelled requests revert to Not Started status and action as start. Use the cancellation form to cancel; click Start to resend

Requesting Programme Change

Important: You are permitted one programme change. If you have selected an incorrect programme, please make the correction using this option. **DO NOT** submit an additional application, as multiple submissions are not permitted.

Process:

- Select a new programme from the dropdown
- Provide reason for change
- Click "Submit Request"

Request a Program Change

Please submit your program change request.

Choose your new academic program *

Bachelor of Arts Spanish

Why do you want to change programs? *

Incorrect programme selected.

Submit Request

- Request appears as "Pending" until processed
- If approved, the new programme replaces the previous programme, which you will see in your account

Program Change Requests

- Bachelor of Arts Spanish (Pending)

AFTER ACCEPTANCE:

- Must complete Level 1 courses in the accepted programme
- May request transfer after Level 1 completion

Checking Application Status

Monitor regularly:

- Log in to My CH Account
- Check under status for notifications
- Look for communication sent via email

Check the account at least once weekly during the application period.

Welcome, John to the UWI Cavehill Campus! Explore your personalized dashboard, manage your application, track your progress. We are here to help you every step of the way on your journey to university.

My Applications [Create a New Application](#)

APPLICATION	STATUS	ACTION
▶ 2026/2027 Academic Year - Bachelor of Arts French	Action Required	View

Events [View Upcoming Events](#)

You are not currently registered for any events.

My Profile

John Doe
 John Doe Lane
 St John
 Antigua and Barbuda
 johndoe@gmail.com

Area of Interest

Entry Term	Academic Level	Academic Program	Admit Type	Location
2026/2027 Academic Year	Undergraduate	Bachelor of Arts French	Returning/Re-Entry	Cave Hill

Resources and Support

[How To Apply](#)
[How to Apply](#)

[Application Portal User Guides](#)
[Undergraduate](#)
[Postgraduate](#)

[Student Affairs, Admissions Offices](#)

[Undergraduate and Taught Masters](#)
[Contact Information](#)


[Research, Specialized and Doctoral Programmes](#)
[Contact Information](#)

[Student Enrollment and Retention Unit \(SERU\)](#)
[Contact Information](#)

[Centre for Professional Development and Lifelong Learning \(CPDLL\)](#)

Email : CPDLL@cavehill.uwi.edu
 Website: www.cavehill.uwi.edu/lifelong-learning
 Telephone: (246) 417-4300
 Fax: (246) 438-9167

Program Spotlight



Join us at UWI Cave Hill where your academic aspirations meet unparalleled opportunities for growth and success.

CONTACT INFORMATION

Mailing Address:

Undergraduate and Taught Masters Programmes

Temporary Assistant Registrar
Student Affairs, Admissions
The University of the West Indies
Cave Hill Campus
PO Box 64, Bridgetown, Barbados

Mailing Address:

For Research Masters, Doctoral Programmes, and Specialized DM Degrees

Senior Assistant Registrar,
The Office of Graduate Studies
The University of the West Indies,
Cave Hill Campus
PO Box 64, Bridgetown, Barbados

For Admissions Related Queries

Undergraduate and Postgraduate Programmes

[Contact Information](#)

For General Queries

Student Enrollment and Retention Unit (SERU)

[Contact Information](#)

Centre for Professional Development and Lifelong Learning (CPDLL)

Email : CPDLL@cavehill.uwi.edu

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*Student Affairs, Admissions
The UWI Cave Hill Campus
December 2025*



UWI

CAVE HILL CAMPUS
BARBADOS, WEST INDIES

Student Affairs, Admissions: [Undergraduate Admissions Inquiries](#)

Student Enrollment and Retention Unit (SERU): [General Inquiries](#)

