

# 7 STEPS

## Step-By-Step Guide How To Apply



### 01 CLICK CREATE ACCOUNT

- Go to [\[MY ACCOUNT\]](#)
- You will be prompted to set up an account



### 03 SIGN IN TO YOUR ACCOUNT

- Access your dashboard
- Create application
- View support and resources
- Return to track your application status



### 05 SUBMIT YOUR APPLICATION

- Review all information carefully
- Click submit when complete
- An acknowledgement email will be sent to you
- Please check your junk/spam if not received in inbox



### 07 UPLOAD SUPPORTING DOCUMENTS

- View required documents after payment
- Upload certified documents directly to your application
- Request transcripts directly from the granting institution using the online request form.

*The UWI reserves the right to rescind offers if submitted documents are found to be fraudulent or misrepresented.*

*Programmes may be modified or cancelled if minimum enrolment requirements are not met.*



### 02 SET UP YOUR ACCOUNT

- Create your account with a valid email address
- Make note of your email and password for future access
- Invalid emails will result in delayed communication

### 04 CREATE AN APPLICATION

- Follow the instructions to complete your application
- If unable to complete form now, save and return anytime before the deadline; reminders will be forwarded if the application is not completed



### 06 PAY THE APPLICATION FEE

- Non-refundable fee: BBD \$30.00
- Payment options:
  - Online via debit/credit card
  - Campus Cashier
    - Upload proof of payment if paying offline



#### More Information

Student Affairs, Admissions Office  
[\[Contact Information\]](#)