

# THE UNIVERSITY OF THE WEST INDIES

## INFORMATION AND INSTRUCTION SHEET FOR APPLICATION

2003/04

### FOR USE WITH APPLICATION FORM FOR ADMISSION TO GRADUATE DEGREES AND DIPLOMAS

#### NOTE:

1. Applicants are advised to read carefully the information and instructions for guidance when completing the application form.
2. The numbers in Section A-I relate to those on the application form.
3. An applicant is allowed to apply to only one programme on any campus in any one year.

#### GENERAL

- Complete the form legibly and accurately using black ink or typescript. The University will not process forms that are incomplete or where accompanying certificates and documents have been **tampered** with or altered.
- Applicants to all faculties should complete the form in DUPLICATE, except those applying to the Corporate and Commercial Law Programme, in which case the form must be completed in TRIPLICATE.
- An application fee of Bds.\$15.00, J\$250.00, TT\$45.00 or the equivalent, in your local currency is payable by nationals or residents of Commonwealth Caribbean Countries. US\$30.00 is payable by applicants from non-Commonwealth Caribbean Countries. **This fee which should be submitted by bank draft/money order/certified cheque if remitted by mail, is non-refundable.**
- The deadline date for receipt of applications to all campuses of the University is January 9.
- **The originals and one copy of each of the following documents must be submitted with this application (not required for UWI graduates):**

(i) Birth Certificate; (ii) Academic Certificates/Transcripts; (iii) Professional Certificates/Diplomas; (iv) Marriage Certificate/Deed Poll, if present name is different from that on documents.

Applicants with qualifications in a language other than English should submit a certified English translation of these qualifications.

- Applicants whose native language is not English are required to perform satisfactorily in a UWI English Language Test or have a TOEFL score of more than 500.
- **The completed form(s) should be returned to any of the offices listed below, at the Campus most convenient to you:**

**Admissions Section  
Cave Hill Campus**

**Graduate Studies & Research  
Mona Campus**

**Graduate Studies & Research  
St. Augustine Campus**

#### SECTION A – PERSONAL DATA

1. Title – Insert Mr. Mrs. Etc.  
Former Name – If you have changed your name by marriage or otherwise, state your previous name. Supporting evidence must be submitted.
10. **Religion – Although not essential to the application process information is needed by the University Chaplain and the Student Service Managers.**
11. **Disability – This has no bearing on the application process but is required, so that the necessary arrangements for study and accommodation may be put in place.**
15. Country of Responsibility for fees – This information will assist in determining the fees payable.
20. **Sporting/Community/Cultural or Social activities - Please list all extra curricular activities in which you have been previously involved and in which you may wish to take part.**

## **SECTION B – APPLICANT CONTACT INFORMATION**

23. Mailing Address – Enter the address to which you **would wish** all correspondence to be sent.
- 24-34 Please provide all information requested (if possible): Telephone No./Fax No./Emergency Contact No./Email address. If a contact number is given, the name of the contact person should also be given.

## **SECTION C – CHOICE OF CAMPUS AND PROGRAMME**

42. Please indicate the programme you wish to pursue.
43. Name of programme – name the subject area you wish to pursue, viz. History, chemistry, medicine, etc.
44. Specialization – state the area in which you intend to Specialise e.g. Linguistics

## **SECTION D - ACADEMIC RECORD**

48. Enter details of qualifications. It is the responsibility of the applicant to request that transcripts be forwarded to the Campus to which admission is being sought by February 28. UWI graduates need not request transcripts
49. Satisfying **the** entry requirements does not necessarily guarantee admission to a graduate programme. Entry to programmes may be restricted due to the limited number of places which may be available.

## **SECTION E – EMPLOYMENT RECORD**

50. State all your work experience. This is particularly helpful for applicants without the required entry requirements.

A telephone number at your present place of employment is required.

## **SECTION F – FINANCIAL RESOURCES**

51. State briefly how you intend to finance your course of study. Include details of any scholarship or other financial assistance you have obtained or hope to receive.

## **SECTION H**

53. This section is to be filled out by persons applying to the Centre for Management Development, Mona School of Business and the Institute of Business programmes.

## **SECTION I - DECLARATION**

- 56 This application is accepted on the understanding that the applicant has provided accurate information and agrees to abide by the rules and regulations of the University. By signing this form the applicant confirms acceptance of these conditions.

## **FURTHER INFORMATION**

Further information may be obtained from:

**Senior Assistant Registrar**  
**Student Affairs**  
**Admission Section**  
**The University of the West Indies**  
**Cave Hill, Barbados, W.I.**

**Assistant Registrar**  
**Graduate Studies & Research**  
**The University of the West Indies**  
**Mona, Jamaica, W.I.**

**Assistant Registrar**  
**Graduate Studies & Research**  
**The University of the West Indies**  
**St. Augustine, Trinidad & Tobago, W.I.**