



THE UNIVERSITY OF THE WEST INDIES OPEN CAMPUS

INFORMATION AND INSTRUCTION SHEET FOR USE WITH APPLICATION FORM FOR ADMISSION TO GRADUATE DEGREES AND DIPLOMAS

NOTE:

Applicants are advised to read the information and instructions carefully for guidance when completing the application form. An applicant is allowed to apply to only one programme on any campus in any one year.

GENERAL

- The University will not process forms that are incomplete or where accompanying certificates and documents have been tampered with or altered.
- The originals and one copy of each of the following documents must be submitted with this application:
 - o Birth Certificate;
 - o Academic Certificates/Transcripts
 - o Professional Certificates/Diplomas
 - o Marriage Certificate/Deed Poll, if present name is different from that on documents.
 - o Two (2) referee reports. (Two (2) academic referees are preferred but in certain circumstances one (1) academic referee and one (1) work referee could be accepted.) These reports must be submitted under confidential cover by the referees.
 - o A resume of your job and other professional experience
 - o Research experience (if any)
 - o Statement of major accomplishments including prizes, academic or professional distinctions, awards and honours.
- 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.

PERSONAL DATA

1. **Title** - Insert Mr. Mrs. Etc.
Former Name – State your previous name if you have changed your name by marriage or otherwise. You must provide supporting evidence of this change.
2. **Previous application to/study at the UWI** – This information is used to acquire details on your previous course of study which is essential for your application to be considered.
3. **Gender** – For statistical purposes

4. **Date of Birth** – essential for the processing of your application
5. **Tax Number/National I.D** – essential for reporting purposes.
6. **Religion** - Although not necessary for the application process, this information is needed by the University Chaplain and the Student Service Managers.
7. **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.
8. **Country of Responsibility for Fees** - Used to determine the fees payable.

APPLICANT CONTACT INFORMATION

9. **Mailing Address** - Enter the address to which correspondence IS to be sent.
10. **Home & Work Telephone Nos./Cell Phone/Fax No./Email address** – This is essential information and must be provided where available.
11. **Contact Name and Telephone Nos.** – This information must be provided.

CHOICE OF CAMPUS AND PROGRAMME

12. **Name of Programme** - Indicate the programme you wish to pursue. Select **ONE** programme type.

ACADEMIC RECORD

13. Enter details of qualifications and professional experience. It is your responsibility to request that transcripts be forwarded to the Campus to which admission is being sought by October 29. UWI graduates need not request transcripts. Note that satisfying the entry requirements does not necessarily guarantee admission to a graduate programme.
14. Entry to programmes may be restricted due to the limited number of places available.

EMPLOYMENT RECORD

15. State all your work experience. This is particularly helpful for applicants without the required entry requirements. You must provide a telephone number at your present place of employment.

SECTION F - FINANCIAL RESOURCES

16. **Source of Funding** - 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 I - DECLARATION

17. 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.