



**THE UNIVERSITY OF THE WEST INDIES  
SCHOOL OF CONTINUING STUDIES**

**ADMISSION OF STUDENTS TO REGIONAL PROGRAMMES OF THE SCHOOL OF CONTINUING STUDIES**

**AUGUST 2007**

THE UNIVERSITY OF THE WEST INDIES  
SCHOOL OF CONTINUING STUDIES

INFORMATION & INSTRUCTION SHEET FOR APPLICATION  
2007/2008

FOR USE WITH APPLICATION FORM FOR ADMISSION  
TO FIRST DEGREE, ASSOCIATE DEGREE, DIPLOMA AND  
CERTIFICATE PROGRAMMES

**NOTE: 1. Applicants are advised to read the information and instructions for guidance carefully before completing the application form.**

**2. Numbers used from Section A-G relate to numbers on the application form.**

**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. **DO NOT WRITE IN THE SHADED AREAS.**
- ❖ Application forms must be completed **in duplicate** and should be returned to the University Centre or School of Continuing Studies site most convenient to you.
- ❖ An application fee for paper applications of BDS\$30.00, JA\$450.00, TT\$90.00, ECS\$20.00 or US\$8.00 is payable by residents of Commonwealth Caribbean Countries. All other applicants are required to pay US\$30.00. This fee is not refundable, and should be submitted by bank draft/certified cheque.
- ❖ The deadline date for receipt of applications is **February 23, 2007**. Where this deadline date falls on a Saturday, Sunday or public holiday, the deadline will be the next working day.
- ❖ **The ORIGINAL documents MUST be submitted with the application.**
  - (i) Birth Certificate, Academic Certificates/Grade Slips (accepted only in cases where the certificates are not yet available), Professional Certificates, Diplomas if applicable, Marriage Certificate/Deed Poll (whichever is applicable) if present name is different from that on documents. (See **Notes on Documentation**).

- (ii) Two photocopies of the academic certificate(s) as well as the birth/marriage certificate must also be submitted along with the original(s). The original(s) will be returned after verification of the photocopies.

- ❖ Applicants whose native language is not English are required to perform satisfactorily in an approved English Language Test. The TOEFL test with a minimum score of 500 has been approved for this purpose.
- ❖ Applicants with qualifications in a language other than English should submit a certified English translation, together with the original.

**SECTION A – PERSONAL DATA**

- 1 Title: Insert Mr., Mrs., Miss, Ms., etc
- 2 Former name – If you have changed your name by marriage or otherwise, state your previous name. Supporting evidence must be submitted.
- 7a Mailing Address – Enter the address to which you expect all correspondence to be sent.
- 7c Enter the dates for which the information in 7a is valid
- 16 Tax Number/National ID – Jamaican/Babadian/Bahamian Nationals enter your TRN/National ID here.
- 18 Religion/Denomination - This has no bearing on your application but is needed for considering delivery schedules.
- 19 Nationality – This information will assist in determining the fees payable. Documentary evidence required (passport/certificate of residence)
- 21b Indicate the number of year's resident at 21a (i.e. 2 years)
- 22 Country of Responsibility for Fees – This has no bearing on your application but is needed for determining the fees payable. Programmes offered by the School are self-financing and countries are not responsible for the fees of students.
- 25 Disability – This has no bearing on the application but alerts the University to the need to put in place the necessary support requirements for study and accommodation in good time.

- 29 Applicants registered in the School are not assigned to a Hall of Residence. Please indicate “not applicable”.

### **SECTION B – CENTRE, PROGRAMMES & STATUS**

- 31 Associate Degree programmes are only offered by the School of Continuing Studies. Applicants to the School **MUST ALSO** select the School as their Second Choice at 37.
- 32a Applicants registering for regional programmes of the School **MUST** select SCS as the Campus of registration regardless of delivery site.
- 32b Indicate SCS Centre by country and by location in countries where there is more than one SCS site.
- 35-36 Refer to list of available programme offerings. Each applicant is permitted to apply to **one programme only** in any one year. However, applicants should indicate a programme of Second Choice. In the event that admission is not offered to the programme of first choice, the programme of second choice will be considered. Applicants should note that admission to a programme of second choice is subject to the availability of places at the time of transfer of the application.

### **SECTION C – ACADEMIC RECORD**

- 43 Enter details of subjects already passed.
- 44 Enter subjects or examinations you will write in January/May-June 2007.
- 45 Enter other qualifications – Diplomas, Certificates etc. Information regarding High Schools/Colleges and Tertiary Institutions attended is required for the student’s records at the University and **MUST** be provided.

**NOTE 1:** Where professional Certificates, Diplomas and or University degrees are submitted, applicants should request the granting Institution to forward transcripts direct to the Admissions Office at the Mona Campus. It is the responsibility of the applicant to request that such transcripts be forwarded to reach the University by **March 15, 2007**.

**NOTE 2:** Satisfying entry requirements does not necessarily guarantee admission to the University. Entry to programmes may be restricted due to the limited number of places available.

### **SECTION D – FINANCIAL RESOURCES**

- 47 Give details of how you expect to pay your fees for the proposed course, and who will be responsible for your maintenance/living expenses and other costs during your period of study.

### **SECTION E – EMPLOYMENT RECORD**

- 49 Provide information on your entire work experience. This is particularly helpful in the case of mature applicants.

### **SECTION F – REFEREE INFORMATION**

- 50 Mature applicants for Associate Degree programmes **MUST** submit two Referees’ reports together with the application form.

### **SECTION G – DECLARATION**

- 51 This application is accepted with the understanding that the applicant has provided accurate information and is agreeing to abide by the rules and regulations of the University. By signing this form, the applicant is confirming acceptance of these conditions.
- 52 To be signed by parent or guardian where applicable.

Further information may be obtained from:

- University Centres and offices of the School of Continuing Studies across the region
- Senior Assistant Registrar, Student Affairs  
Admissions Section  
The University of the West Indies  
Mona  
Kingston 7  
**JAMAICA**

Email: [admissns@uwimona.edu.jm](mailto:admissns@uwimona.edu.jm)

## ***PROGRAMMES OFFERED FOR THE ACADEMIC YEAR 2007/2008***

### **Regional Programmes**

#### **Associate Degree (ASc)**

- ❖ Administrative Professional Office Management (APOM)
- ❖ Business Management (BUMA)
- ❖ Paralegal Studies (PALS)
- ❖ Public Sector Management (PSMA)

#### **Certificate**

- ❖ Administrative Professional Office Management (POMA)
- ❖ Business Management (BSMA)
- ❖ Labour Studies (LABR)
- ❖ Social Service (CSS)

**Students registered in programmes offered by the School of Continuing Studies cannot transfer their registration to BSc programmes at UWI. However, on successful completion of their studies, students can apply to relevant BSc programmes where available and credits may be granted. Please note that UWI may not offer relevant programmes at the BSc level. Please also see note 2 at Section C above.**

### **Notes on Documentation**

1. If your documentation is incomplete, your application will not be fully processed until the relevant documentation is received.
2. If there are any discrepancies with respect to your name, your application will not be fully processed until the relevant documentation is received.
3. Please ensure that the name on your birth certificate and your academic certificates is the same. If there are any discrepancies you will need a Statutory Declaration attesting that you are one and the same person. Check for
  - a. Spelling
  - b. The order in which the names appear
  - c. The omission/inclusion of names
4. If you use your father's surname and his name is not on your birth certificate, you will need a Statutory Declaration or copies of pages from your passport with your full name, photograph and the government stamp.
5. If you have already applied to an undergraduate programme at UWI, your application to the ASc will not be processed unless it is accompanied by a letter requesting a transfer of your application from the undergraduate programme to the ASc programme.

## Contact Information

### OFFICE OF THE DIRECTOR

Gibraltar Camp Way, UWI, Mona  
P.O. Box 42, Kingston 7, Jamaica  
Tel: (876) 927-1201;  
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Web: [www.uwi.edu/scs](http://www.uwi.edu/scs)

### ANGUILLA

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### ANTIGUA AND BARBUDA

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### BAHAMAS

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### BARBADOS

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### BELIZE

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### BRITISH VIRGIN ISLANDS

Paraquita Bay, Tortola  
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### CAYMAN ISLANDS

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### DOMINICA

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### GRENADA

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### JAMAICA

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### JAMAICA

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### MONTSERRAT

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### ST. KITTS & NEVIS

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### ST. LUCIA

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### ST. VINCENT AND THE GRENADINES

Richmond Hill, Kingstown  
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### TRINIDAD AND TOBAGO

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### TRINIDAD AND TOBAGO

South University Centre  
7-9 Padmore Street, San Fernando  
Tel: (868) 653-5996;  
Fax: (868) 652-4925  
Email: [scssouth@tstt.net.tt](mailto:scssouth@tstt.net.tt)

### TRINIDAD AND TOBAGO

Tobago Centre  
Signal Hill  
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### TURKS & CAICOS ISLANDS

Harbour House, Front Street,  
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### CARIBBEAN CHILD DEVELOPMENT CENTRE (CCDC)

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### HUGH LAWSON SHEARER TRADE UNION EDUCATION INSTITUTE (HLSTUEI)

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### SOCIAL WELFARE TRAINING CENTRE (SWTC)

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### WOMEN AND DEVELOPMENT UNIT (WAND)

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