

THE UNIVERSITY OF THE WEST INDIES

CRM RECRUIT

GRADUATE STUDIES & RESEARCH RECRUITMENT AND ADMISSIONS PORTAL

USER GUIDE



UWI

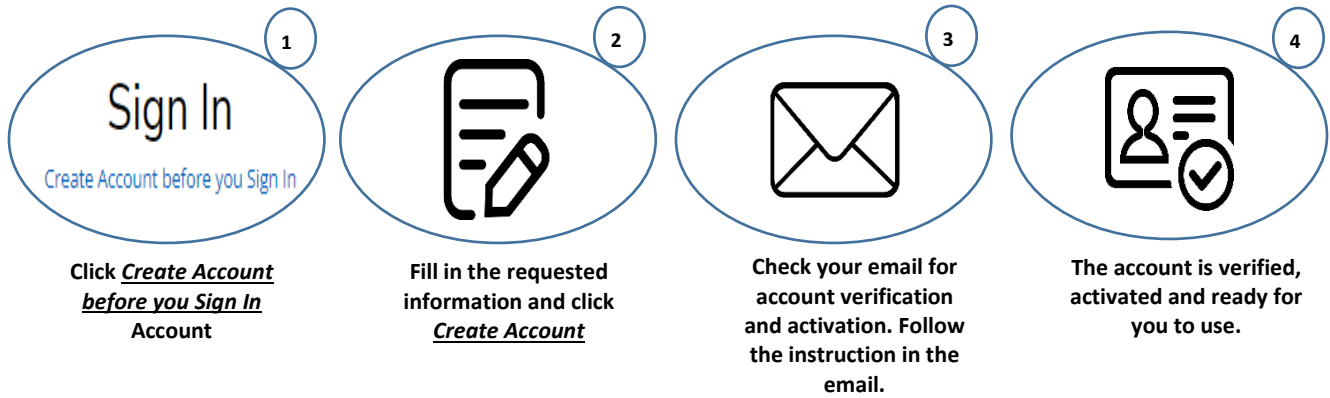
ST. AUGUSTINE
CAMPUS



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CREATE AN ACCOUNT SUMMARY



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

STEP 1 - CREATING AN ACCOUNT

An account is created so that Prospects can revisit the Constituent Experience, register for events and complete online applications.

All prospects/applicants must create an account via <https://uwi.elluciancrmrecruit.com/Apply> before their first **Sign In**.

To create an account the user can:

1. Select '**Create Account before you Sign In**' as displayed below:




OR

2. Select the '**Create Account**' tab as displayed below:



When option (1) or (2) above is selected, the **Create Account** page will display for the user to enter their information. Upon completion, the user must click **'Create Account'**:

Create Account



Contact Information

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email Address *	Confirm Email Address *
<input type="text"/>	<input type="text"/>
Mobile Phone *	Other Phone
<input type="text"/>	<input type="text"/>


Demographic Information

Birth Date (mm/dd/yyyy) *	Birth Country *
<input type="text"/>	<input type="text" value="▼"/>
Country of Nationality *	T&T Birth Certificate PIN *
<input type="text" value="▼"/>	<input type="text"/>
Country of Residence *	
<input type="text" value="▼"/>	

Account Information

This password must be in line with the UWI password policy which is:-
- A minimum of eight characters or more;
- At least one special character (!, @, \$, * etc)

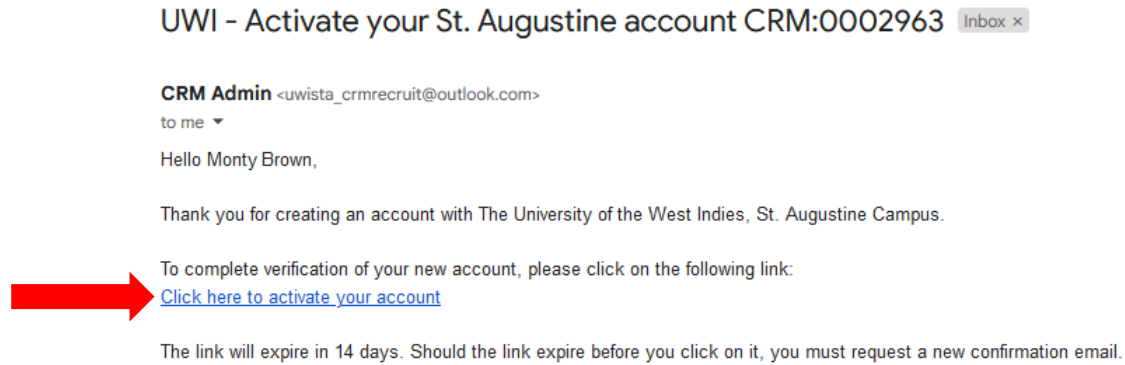
Password *	Confirm Password *
<input type="text"/>	<input type="text"/>



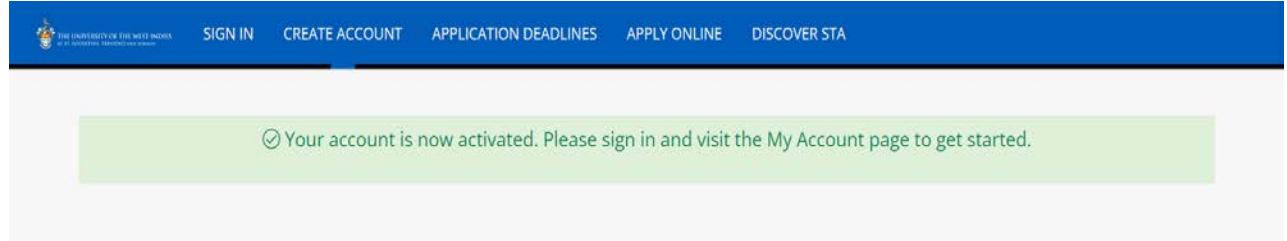
When **'Create Account'** is selected the following notification is then displayed:

“Your account is pending activation. You will receive an email soon containing instructions on how to activate your account. If you do not receive an email, you can use the link below to have the activation link resent to your email address”

The following activation email is sent to the user’s email entered in the creation of the account:



When the user selects **'Click here to activate your account'** in the email, the following information below is displayed:



STEP 2 - SIGN IN TO YOUR ACCOUNT

The user is required to enter their Email and Password used in the creation of the account, then select **Sign In**.

The user can also **Sign In** using their Facebook or Google accounts.

Sign In

[Create Account before you Sign In](#)

Email

Password

 [SHOW](#)

[Forgot your password?](#)

Remember Me

Are you signed in from a public computer?

[Sign In](#)

OR

[Connect with Facebook](#)

[Sign in with Google](#)

The University of the West Indies
St. Augustine Campus
St. Augustine
Trinidad and Tobago, W.I.
Tel: (868) 662-2002 | Fax: (868) 663-9684
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After selecting 'Sign In' the **My STA Account** page then displays:

Welcome, Joy to The UWI, St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class programmes and facilities within a vibrant, cosmopolitan community. We look forward to you joining us.

My Applications

You do not currently have any applications.

[Create a New Application](#)

STA Events

You are not currently registered for any events.

[View Upcoming Events](#)

Contact Information

[Update Profile](#)

First Name * Joy	Last Name * Test
Email Address uwicrmtest68@hotmail.com	Confirm Email Address uwicrmtest68@hotmail.com
Mobile Phone * 868-123-6874	Other Phone 868-123-4789

Demographic Information

Birth Date (mm/dd/yyyy) * 9/27/2000	Birth Country * TRINIDAD & TOBAGO
Country of Nationality * TRINIDAD & TOBAGO	T&T Birth Certificate PIN * 1234567890
Country of Residence * TRINIDAD & TOBAGO	

Need Help?

[Application Portal User Guides](#)

- Graduate Studies
- Undergraduate

Admissions Offices

Lloyd Braithwaite Bldg.
St Augustine Campus
Trinidad and Tobago, W.I.
Main Phone: (868) 662-2002


Undergraduate: Ext. 82154, 82157
Email: ugapply@sta.uwi.edu

Postgraduate: Ext. 82209, 82616
Email: postgrad@sta.uwi.edu

International Office: Ext. 82180, 82635, 83856
Email: internationaloffice@sta.uwi.edu

Arthur Lok Jack Global School of Business
The UWI St Augustine Campus
Tel: (868) 299-0218 ext.: 348, 192
Email: admissions@lokjackgsb.edu.tt
Website: www.lokjackgsb.edu.tt

Our Graduates



Future Caribbean leaders - among the best and brightest in the world!

RESETING YOUR PASSWORD

To reset password the user must select **'Forgot your Password?'**

Sign In
Create Account before you Sign In

Email

Password

 SHOW

[Forgot your password?](#)

The below page then displays for the user to enter their email address and select **'Send Email'**:

Forgot Password
To reset your password, enter your email address.

Email Address

[Back](#) [Send Email](#)

Need Help?

[868-662-2002](tel:868-662-2002) ugapply@sta.uwi.edu; postgrad@sta.uwi.edu

After selecting **'Send Email'** the below message displays:

Check your email

You should receive an email with a link to reset your password.

[Return to sign in](#)

The user receives the following email and must select **Reset Password**:

Reset your Password CRM:0002962 Inbox x

CRM Admin <uwista_crmrecruit@outlook.com>

to me ▾

Hi Monty Brown,

Please click the link below to reset your password.

 [Reset Password](#)

Having trouble viewing this email? Copy and paste the following link into your browser:

<https://uwitest.elluciancrmrecruit.com/Apply/Account/ResetPasswordStep2?t=kTZohpev2kilSXnjEh6bS4w5zThN0OZT>

After selecting **Reset Password** in the email, the below message displays and the user must enter the required information and select **Reset Password**:

Reset Password

Enter your new password

This password must be in line with the UWI password policy which is:- - A minimum of eight characters or more; - At least one special character (!, @, \$, * etc)

New Password

SHOW


Confirm New Password

SHOW

[Reset password](#)

Need Help?

 868-662-2002

 ugapply@sta.uwi.edu; postgrad@sta.uwi.edu

After selecting **Reset Password** the below message displays and the user must select **Go to sign in**:

Reset Password

Your password has been reset.

[Go to sign in](#)

Need Help?

[868-662-2002](tel:868-662-2002)

[✉ ugapply@sta.uwi.edu; postgrad@sta.uwi.edu](mailto:ugapply@sta.uwi.edu)

IF YOUR ACCOUNT IS LOCKED

After **five (5) attempts** of entering the **incorrect Password**, the user is locked and the information below is displayed:

⊘ Your account has been locked. Please contact the system administrator. ✕

Sign In

Create Account before you Sign In

Email

Password

SHOW

The user **cannot** change the password using the **'Forgot your password?'** link on the Constituent Experience site.

The user must email postgrad@sta.uwi.edu to request that the account be unlocked.

After receiving email notification that the account has been unlocked and the **Password** reset, once they log into the system the user would be prompted to change the **Password**:

Change Password

You must change your password before continuing.

Password

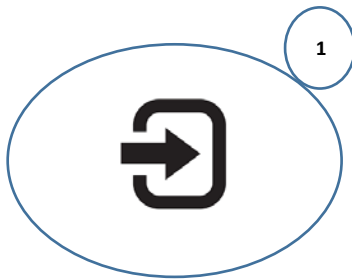
New Password

Confirm New Password

This password must be in line with the UWI password policy which is:-
- A minimum of eight characters or more;
- At least one special character (!, @, \$, * etc)

Change Password

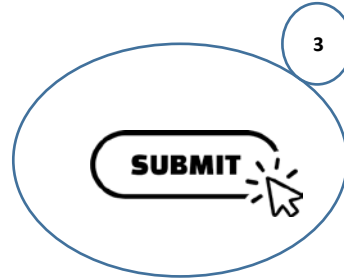
HOW TO APPLY STEP SUMMARY



Sign In to your Account



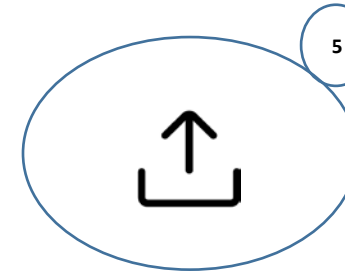
Create A New Application



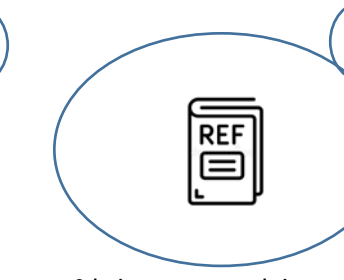
Submit application



Pay Application Fee online with Credit or Debit Card



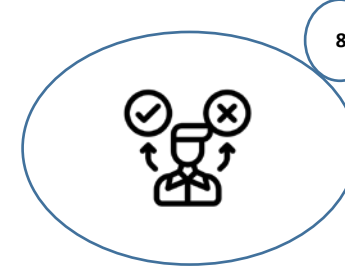
Upload Supplemental Items and Documents



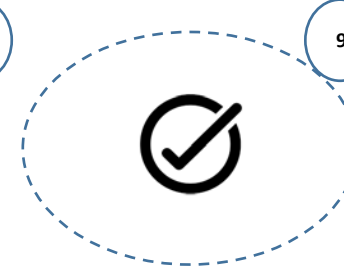
Submit your recommendation requests



Monitor application's progress



Review application decision and download Decision Letter

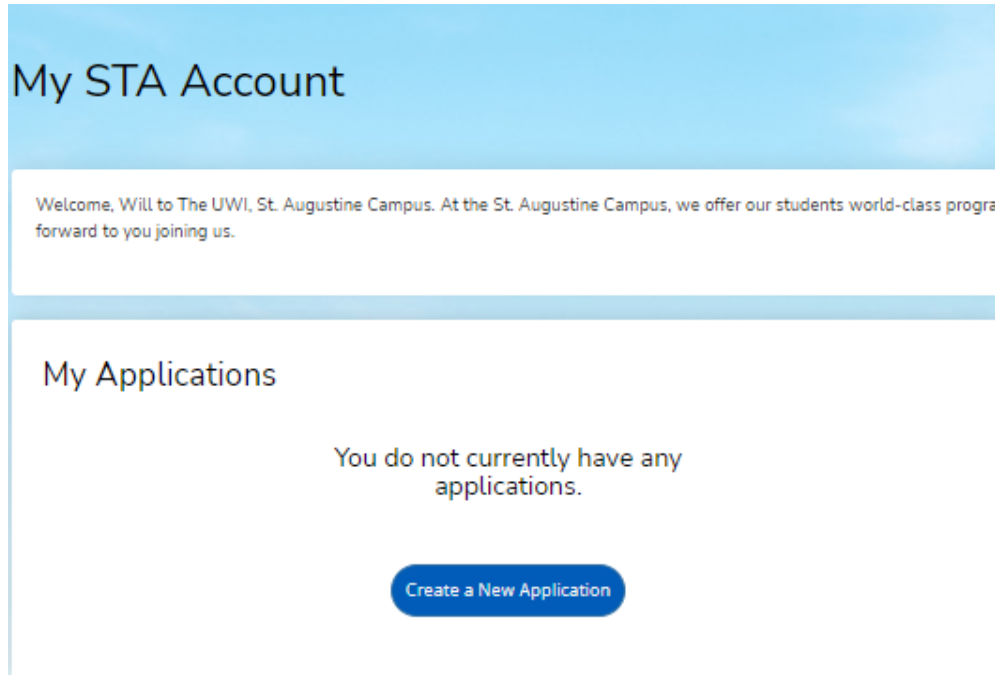


Respond to an offer of admission

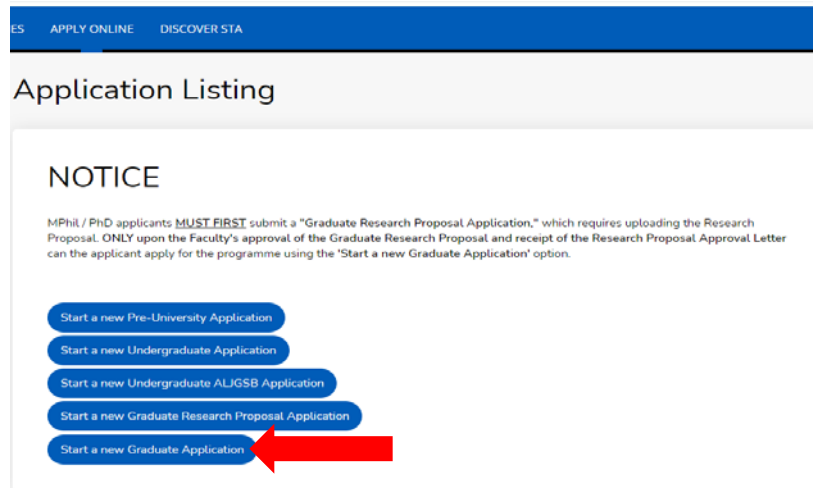
STEP 1 - HOW TO APPLY

An applicant can ONLY submit one (1) application per Academic Term with a Primary Programme.

Sign In to your Account to access the **My STA Account** page → select '**Create a New Application**' under **My Applications**:



After selecting '**Create a New Application**' the information below is displayed for the user to select '**Start a new Graduate Application**' under '**Your New Career awaits**':



After 'Select an area of interest' will display with the **Academic Level**. Select the **Academic Programme, Entry Term, Career Goal** (optional) and 'Submit':

The screenshot shows a web form titled "Online Application". Below the title is a section "Select an area of interest" containing four dropdown menus: "Academic Level" (with "Graduate" selected), "Academic Programme", "Entry Term", and "Career Goal". At the bottom of the form are two buttons: "Back" and "Submit".

When the user selects 'Submit' the **Application Form** displays with the **Entry Term, Academic Programme** and **Application Number**:

The screenshot shows the "Application Form" for "January 2023 - Master of Marketing Management". It features a "Review" link and "Supplemental Items & Documents" text. The application number "6a5be31f9062f4b3" is displayed, along with "Print" and "Withdraw" icons. A tabbed interface at the bottom includes "Plans", "Personal", "Academics" (which is selected), and "Signature".

The user is then required to enter information within four (4) tabs before the **Application Form** can be submitted:

This screenshot is identical to the previous one, showing the "Application Form" for "January 2023 - Master of Marketing Management" with the "Academics" tab selected.

PLANS TAB

January 2023 - Master of Marketing Management

[Review](#) Supplemental Items & Documents

Application Number 5a9fad8d0eb80c90

[Print](#)
[Withdraw](#)

[Plans](#) Personal Academics Signature

Please enter your information in 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.

Academic Plans

Academic Level *

Academic Programme *

Campus Location *

Entry Term *

Enrollment Status *

Career Goal

The UWI Related Information

Are you interested in campus housing?

Yes No

If you are a scholarship or bursary recipient, please indicate the type of award that you received?

Are you a past or current UWI student? *

Yes No

Are you a UWI Staff member? *

Yes No

Are you the dependent of a UWI Staff Member?

Yes No

How will you fund your programme of study? *

Will you be able to meet your financial obligation at the start of the programme? *

Yes No

Country Responsibility For Fees

How did you learn about The UWI? *

[Save Application](#)

[Save & Continue](#)

PERSONAL TAB

January 2023 - Master of Marketing Management

[Review](#) Supplemental Items & Documents

Application Number 6a5be31f9062f4b3

 Print
 Withdraw

Plans Personal Academics Signature

Please enter your information in 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

Ms. ▼

First Name *

Teyanna

Middle Name

Last Name *

Taylor

Suffix

▼

Is your present name different from your birth certificate and is not due to marriage?

Yes No

Are you the first in your family to attend university?

Yes No

Permanent Address

Country *

TRINIDAD & TOBAGO ▼

State/Province/Borough/County *

Arima ▼

Address Line 1 *

lime street

Address Line 2

Lemon Avenue

Town/Village/City *

Malabar

If you know your ZIP/Postal Code, please update it here.

00000

Contact Details

Home Phone

868-999-1234

Mobile Phone *

868-667-1234

Email Address *

uwicrmtest21@hotmail.com

Demographics

Birth Date (mm/dd/yyyy) *

2/6/2020

Country of Birth *

TRINIDAD & TOBAGO

Country of Nationality *

TRINIDAD & TOBAGO

T&T Birth Certificate PIN *

0147885000

Do you have dual citizenship?

Yes No

Dual Citizenship Country *

TRINIDAD & TOBAGO

Which citizenship are you declaring for this application? *

TRINIDAD & TOBAGO

Gender *

Female

Marital Status

Single

Native Language

English

Medical Information

Do you have any medical condition?

Yes No

Do you have any special needs?

Yes No

Work Experience

Please list the paid job you have held during the past seven years where the work experience is relevant to your application (including summer employment).

[+ Add Record](#)

Emergency Contact Information

Contact First Name *

Contact Last Name *

Contact Relationship to Applicant *

Contact Phone Number *

Household Income

Monthly Household Income in TTD

[Previous Page](#)

[Save Application](#)

[Save & Continue](#)

ACADEMICS TAB

Maximum of five (5) College/University records can be entered.

January 2023 - Master of Marketing Management

[Review](#) Supplemental Items & Documents

Application Number 6a5be31f9062f4b3 [Print](#) [Withdraw](#)

[Plans](#) [Personal](#) [Academics](#) [Signature](#)

Please enter your information in 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.

College/University Attended

Select Add College to list each college/university where you have taken courses for credit. You can enter a maximum of five (5) colleges/universities. Please have an official transcript sent from each institution as soon as possible.

College 1

[- Delete College](#)

College

Acadia Divinity College ×

Graduated *	Transcript GPA
Yes ▼	3.50
Attended From Month *	Attended From Year *
September ▼	2013
Attended To Month *	Attended To Year *
June ▼	2017
Degree Obtained or Expected *	Degree Date
Bachelor of Commerce ▼	7/10/2017

[+ Add College](#)

TOEFL Test Scores

I have taken or plan to take the TOEFL exam.

[Previous Page](#) [Save Application](#) [Save & Continue](#)

SIGNATURE TAB

January 2023 - Master of Marketing Management

[Review](#) Supplemental Items & Documents

Application Number 6a5be31f9062f4b3

[Print](#)
[Withdraw](#)

[Plans](#) [Personal](#) [Academics](#) [Signature](#)

Please note that once submitted, this application can no longer be edited or changed. Upon successful submission, you will see a confirmation message, and the status of your application submission will be updated in the 'My Applications' area.

Certification

Please affirm the following before you submit your application.

Do you certify the following? *

I understand that once my application has been submitted it may NOT be altered in any way.

Do you certify the following? *

I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I authorize all colleges/universities attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

Do you certify the following? *

I understand that certified copies are documents where the originals have been seen and verified, with copies stamped and signed as a true copy by either a Notary Public OR Commissioner of Affidavit OR Justice of the Peace.

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 *

T.Taylor

9/26/2022

[Previous Page](#)

[Save Application](#)

[Preview Before Submission](#)



When **'Preview Before Submission'** is selected the Application Form displays as one continuous document. The user can select **'Edit Application'** to make changes to the application or **'Submit Application'**.

When **'Edit Application'** is selected the Application Form with the four (4) tabs displays for the user to make changes, after which they must go to the **Signature** Tab to re-do the **'Preview Before Submission'** process.

Certification

Please affirm the following before you submit your application.

Do you certify the following? *

I understand that once my application has been submitted it may NOT be altered in any way.

Yes

Do you certify the following? *

I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I authorize all colleges/universities attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

Yes

Do you certify the following? *

I understand that certified copies are documents where the originals have been seen and verified, with copies stamped and signed as a true copy by either a Notary Public OR Commissioner of Affidavit OR Justice of the Peace.

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 *

T.Taylor

9/26/2022

Edit Application

Submit Application

STEP 2 – PAY APPLICATION FEE

An applicant must pay the Application Fee as follows:

- Nationals of Trinidad and Tobago: TTD90.00
- Non-Nationals: TTD204.00

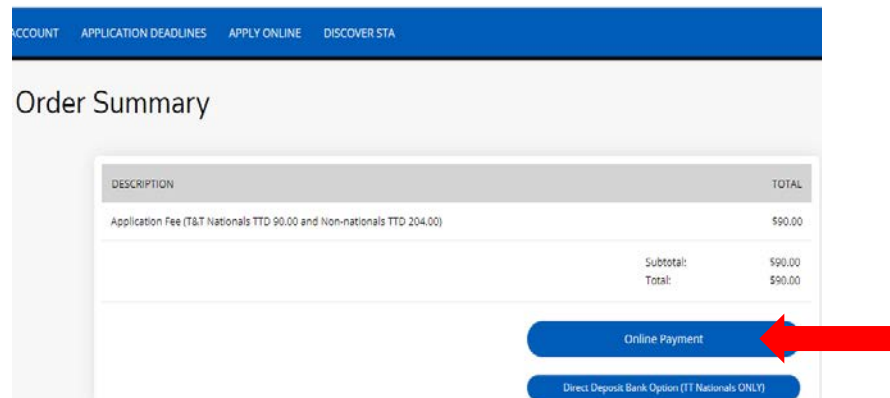
The Application Fee can be paid using:

- **Online Payment** – for **TT Nationals and Non-Nationals** using a Trinidad and Tobago issued Debit Chip Card OR an International Credit Card (VISA/Mastercard)
- **Direct Bank Deposit Option** – for **TT Nationals ONLY** by making the requisite payment at any branch of Republic Bank Limited, Trinidad and Tobago using the bank's UWI Application Processing Fee deposit slip

Until the requisite Application Fee is paid, the application status will remain as **'Started'**.

ONLINE PAYMENT OPTION

When **'Submit Application'** is selected, the **'Order Summary'** displays for payment of the **Application Fee** → select **'Online Payment'**:



The screenshot shows the 'Order Summary' page with a blue navigation bar at the top containing links for 'ACCOUNT', 'APPLICATION DEADLINES', 'APPLY ONLINE', and 'DISCOVER STA'. Below the navigation bar, the title 'Order Summary' is displayed. A table lists the application fee details:

DESCRIPTION	TOTAL
Application Fee (T&T Nationals TTD 90.00 and Non-nationals TTD 204.00)	\$90.00
Subtotal:	\$90.00
Total:	\$90.00

At the bottom of the page, there are two blue buttons: 'Online Payment' and 'Direct Deposit Bank Option (TT Nationals ONLY)'. A red arrow points to the 'Online Payment' button.

Enter the required information as displayed below → select **'Continue'**:

THE UNIVERSITY OF THE WEST INDIES
AT ST. AUGUSTINE, TRINIDAD AND TOBAGO

Help

Payment Method Confirmation

Transaction CRM Payment

Amount TTD 1.00

Card Information Personal Information

Card number ****1111 ✓

Expiration date 02 ✓ 2023 ✓


Card security code 125 ✓

Name on card Jen Brown

Email serty@hotmail.com

Cancel Continue

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



The user is then prompted to review their information → select **'Continue'**:

THE UNIVERSITY OF THE WEST INDIES
AT ST. AUGUSTINE, TRINIDAD AND TOBAGO

Help

Payment Method Confirmation

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

Transaction CRM Payment
TTD 1.00

Payment date 8/25/22

Payment method Jen Brown
Visa card ending in ****1111
expires 02/2023

Billing address Not provided

Email serty@hotmail.com

Return Policy

Inquire about a refund

Print

By selecting the Continue button you are agreeing to the [Payment Policy](#).

Cancel Back Continue

The payment is then processed, if successful the below displays and the user is required to select '**Click to check your application status**' to return to their **My STA Account** page:

Apply Online

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

Authorization Number: 105113

[Click to check your application status](#)

An email confirming payment is sent to the email address entered on the payment gateway:

Hello,

Thank you for submitting the payment shown below.

Transaction Type:	CRM Payment
Payer:	Niah Hypolite
Amount:	14.00 USD
Masked Account Number:	*****1111
Confirmation Number:	20220720000003
Transaction ID:	0eecd338-4f08-ed11-8a01-0a1a1f83a603
Card Type:	Visa

If the payment is declined the below displays and the user is required re-do the payment process:

THE UNIVERSITY OF THE WEST INDIES
AT ST. AUGUSTINE, TRINIDAD AND TOBAGO

Help

Payment Method Confirmation

Payment declined. Try a different payment method or cancel.

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

Transaction	CRM Payment TTD 1.00
Payment date	8/25/22
Payment method	Jen Brown Visa card ending in ****1111 expires 04/2024
Billing address	Not provided
Email	serty@hotmail.com

Return Policy

Inquire about a refund

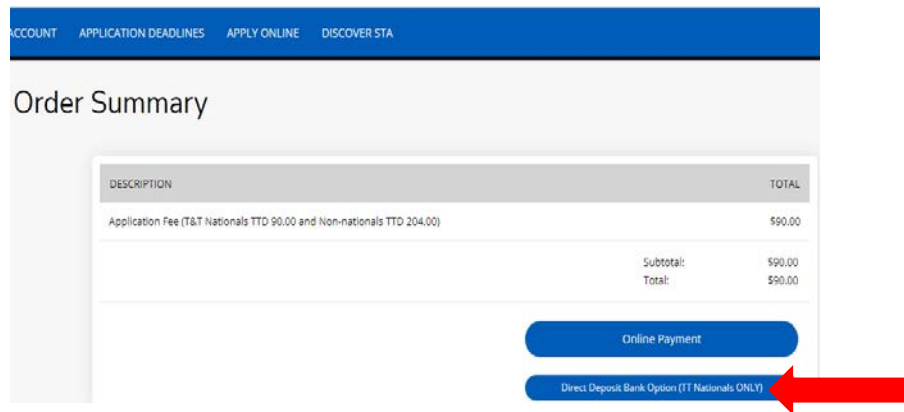
Print

By selecting the Continue button you are agreeing to the [Payment Policy](#).

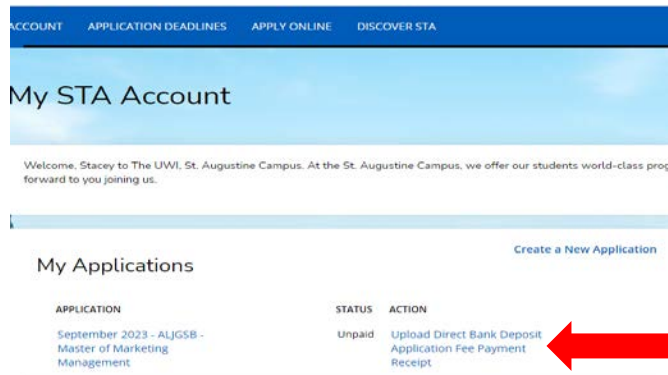
Cancel Back Continue

DIRECT BANK DEPOSIT OPTION (TT NATIONALS ONLY)

When **'Submit Application'** is selected, the **'Order Summary'** displays for payment of the **Application Fee** → select **'Direct Deposit Bank Option (TT Nationals ONLY)'**:

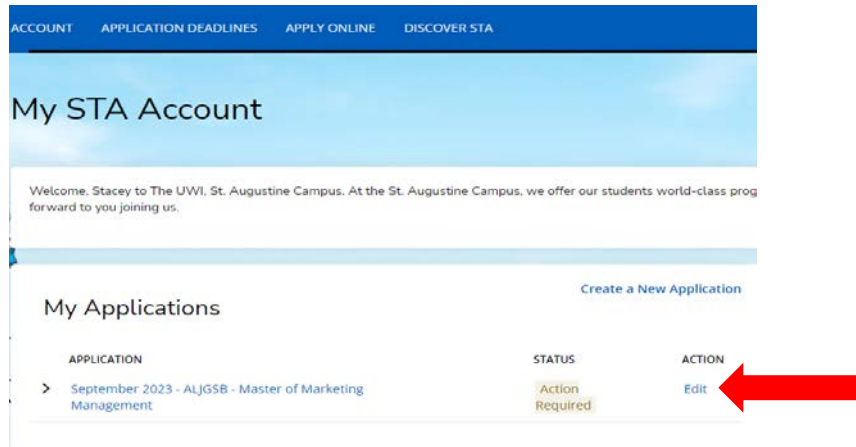


The **My STA Account** page will display the information below:



Under **Action** select **'Upload Direct Bank Deposit Application Fee Payment Receipt'**.

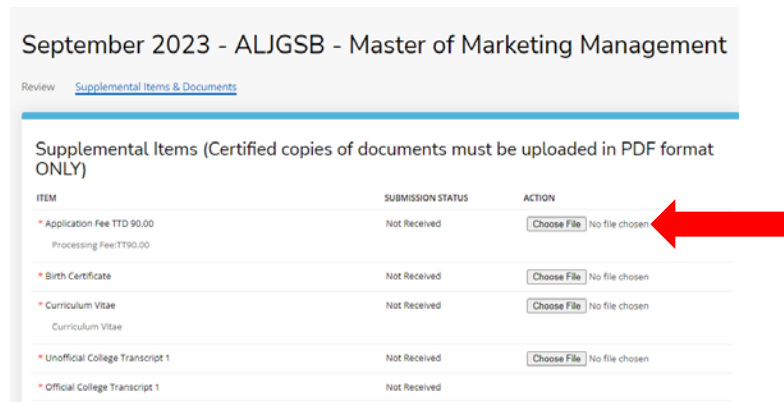
The below will then display:



Pay the Application Fee at any branch of Republic Bank Limited, Trinidad and Tobago using the bank's UWI Application Processing Fee deposit slip. Ensure that the bank's representative signs and stamps the slip.

After payment of the Application Fee at Republic Bank Limited, the user must **'Sign In'** to their account → under **Action** select **'Edit'**.

The below will then display for the user to upload the **'Application Fee Payment Receipt'**. Select **'Choose File'** under **Action** and attach the respective document → select **'You must Click Here To Upload File'** for the document to be uploaded:



STEP 3 – UPLOAD YOUR SUPPLEMENTAL ITEMS AND DOCUMENTS

Each **Item must be uploaded as a single PDF file.**

For the application status of **'Action Required – Supplemental items are required to complete your application'** the user selects **'View'** which displays the **'Supplemental Items and Documents'** page:

January 2023 - Master of Marketing Management

Review [Supplemental Items & Documents](#)

Supplemental Items

ITEM	SUBMISSION STATUS	ACTION
* Birth Certificate	Not Received	<input type="button" value="Choose File"/> No file chosen
* Curriculum Vitae Curriculum Vitae	Not Received	<input type="button" value="Choose File"/> No file chosen
* Unofficial College Transcript 1 -	Not Received	<input type="button" value="Choose File"/> No file chosen
* Official College Transcript 1 -	Not Received	

To upload a Supplemental Item with the **Submission Status** of **'Not Received'** the user selects **'Choose File'** under **Action** and attach the respective document → select **'You must Click Here To Upload File'** for the document before choosing another file:

January 2023 - Master of Marketing Management

Review [Supplemental Items & Documents](#)

Supplemental Items

ITEM	SUBMISSION STATUS	ACTION
* Birth Certificate	Received	Birth Certificate.pdf (REMOVE)
* Curriculum Vitae Curriculum Vitae	Received	CV.pdf (REMOVE)
* Unofficial College Transcript 1	Not Received	<input type="button" value="Choose File"/> High School Transcript.pdf YOU MUST CLICK HERE TO UPLOAD FILE
* Official College Transcript 1	Not Received	

After uploading the file the **Submission Status** then changes from **'Not Received'** to **'Received'**. To remove the document select **Remove**:

My Account APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

This application requires your attention for one or more items.

January 2023 – Master of Marketing Management

Review [Supplemental Items & Documents](#)

Supplemental Items

ITEM	SUBMISSION STATUS	ACTION
* Birth Certificate	Received	Birth Certificate.pdf (REMOVE)

STEP 4 – SUBMITTING YOUR RECOMMENDATION REQUESTS

Go to Supplemental Items and Documents → **Recommendation Requests** section → select **Start**:

January 2023 - Master of Marketing Management

Review [Supplemental Items & Documents](#)

Supplemental Items

ITEM	SUBMISSION STATUS	ACTION
* Birth Certificate	Not Received	Choose File No file chosen
* Curriculum Vitae Curriculum Vitae	Not Received	Choose File No file chosen
* Unofficial College Transcript 1 -	Not Received	Choose File No file chosen
* Official College Transcript 1 -	Not Received	

Recommendation Requests

REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* GR Reference 1		Not Started		Start
* GR Reference 2		Not Started		Start

Enter the **Recommender Name**, **Recommender Email** and if you wish, leave a personal note → select **Submit Request**:

Recommendation Request

Recommendation Request

Recommender Name *

Recommender Email *

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

[Submit Request](#)

Recommendation Request

Recommendation Request

Recommender Name *

Stacey Seales

Recommender Email *

stacey.seales@sta.uwi.edu

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

Submit Request

When **Submit Request** is selected **Recommender, Status, Status Date, Action** under the **Recommendation Requests** section is updated:

Recommendation Requests

REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* GR Reference 1	Stacey Seales	Sent	9/26/2022	Cancel
* GR Reference 2	Kathy Nurse	Sent	9/26/2022	Cancel

Select **Cancel** if you wish to remove the **Recommendation Requests**

Recommendation Requests

REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* GR Reference 1	Stacey Seales	Sent	9/26/2022	Cancel
* GR Reference 2	Kathy Nurse	Sent	9/26/2022	Cancel



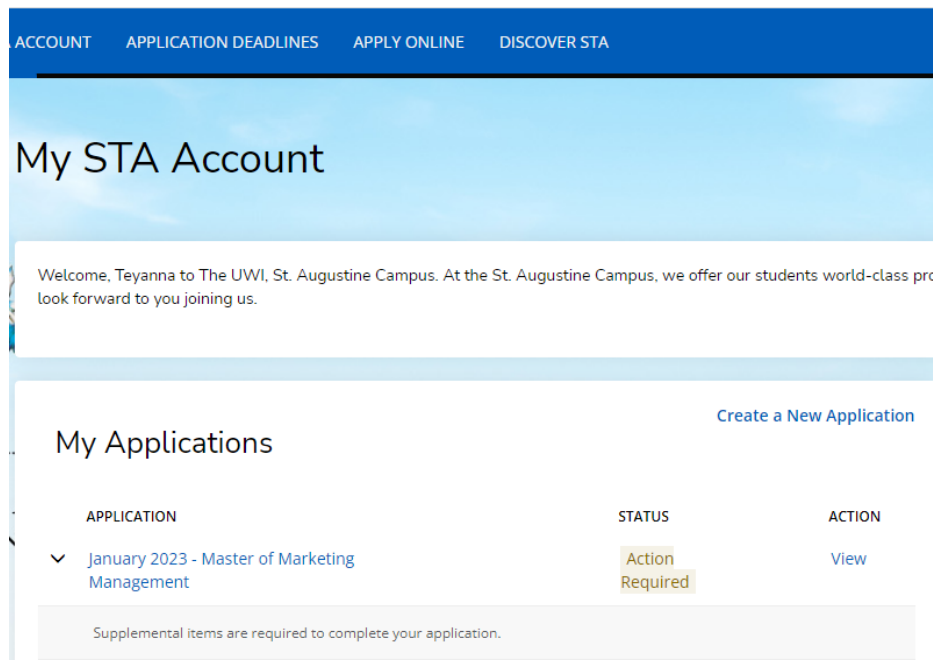
When the **Recommendation Requests** are approved by the Recommenders the **Status, Status Date, Action** under the **Recommendation Requests** section is updated:

Recommendation Requests

REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* GR Reference 1	Stacey Seales	Completed	9/26/2022	
* GR Reference 2	Kathy Nurse	Completed	9/26/2022	

STEP 5 – VIEW YOUR APPLICATION STATUS

When ‘**Click to check your application status**’ is selected, the **My STA Account** page populates and **My Applications – Status** displays:



The screenshot shows the 'My STA Account' page. At the top, there is a navigation bar with links: ACCOUNT, APPLICATION DEADLINES, APPLY ONLINE, and DISCOVER STA. Below the navigation bar, the page title 'My STA Account' is displayed. A welcome message reads: 'Welcome, Teyanna to The UWI, St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class programs and look forward to you joining us.' Below the welcome message, there is a section titled 'My Applications' with a link 'Create a New Application'. A table lists the application status:

APPLICATION	STATUS	ACTION
▼ January 2023 - Master of Marketing Management	Action Required	View

Below the table, a message states: 'Supplemental items are required to complete your application.'

The statuses of an application are:

1. **Started** – The application is incomplete. This status indicates that the prospective student has begun to fill out the application but has not yet completed it. The applicant is not required to complete the entire application at one time
2. **Action Required** – Some action is required by the applicant regarding the application i.e. to submit supplemental items and documents or to respond to an offer of admission
3. **Submitted** – The application has been completed, the Application Fee paid and for each of the applicant’s supplemental items and documents the submission status is received
4. **Withdrawn** – The applicant is no longer interested in submitting an application for consideration and has withdrawn the application
5. **Completed** – All required supplemental items and documents have been received and the application is ready for review. This status is set after verifying the application and the uploaded supplemental items and documents
6. **Applicant Accepted** – Offer was accepted by the applicant
7. **Applicant Declined Offer** – Offer was declined by the applicant
8. **Unsuccessful** – Applicant failed to meet the matriculation requirement(s)
9. **Deferred** – The applicant’s request to defer entry to the next academic year has been approved

STEP 6 – VIEW YOUR APPLICATION DECISION

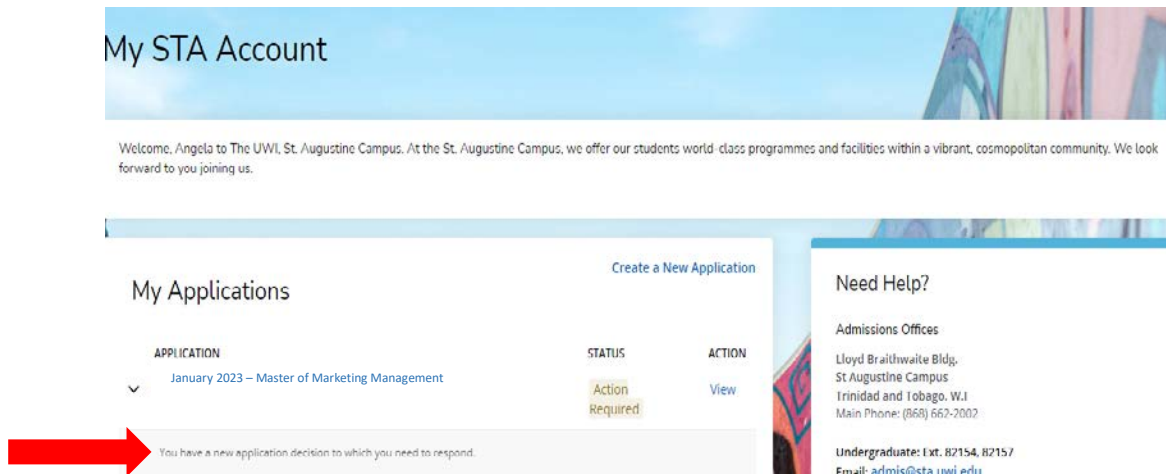
Decision Types:

Admit – All matriculation requirements have been met for a firm offer. The application **Decision History - Status** displays **'Offered'**

Conditional Admit – specific requirement(s) outstanding for the current application cycle, which must be fulfilled before a firm offer can issued. The application **Decision History - Status** displays **'Conditional Admittance'**

Unsuccessful - Applicant failed to meet the matriculation requirement(s). The application **Decision History - Status** displays **'Unsuccessful'**

For an **Admit** decision, the **Status 'Action Required'** will display:



The screenshot shows the 'My STA Account' dashboard. At the top, there is a header with the text 'My STA Account' and a welcome message: 'Welcome, Angela to The UWI, St. Augustine Campus. At the St. Augustine Campus, we offer our students world class programmes and facilities within a vibrant, cosmopolitan community. We look forward to you joining us.' Below the header, there is a 'My Applications' section with a 'Create a New Application' link. The table below shows one application with the status 'Action Required'.

APPLICATION	STATUS	ACTION
January 2023 – Master of Marketing Management	Action Required	View

A red arrow points to a notification message at the bottom of the table: 'You have a new application decision to which you need to respond.'

On the right side of the dashboard, there is a 'Need Help?' section with contact information for Admissions Offices: 'Lloyd Braithwaite Bldg, St Augustine Campus, Trinidad and Tobago, W.I. Main Phone: (868) 662-2002'. Below that, it lists 'Undergraduate: Ext. 82154, 82157' and 'Email: admic@sta.uwi.edu'.

For a **Conditional Admit** decision, the **Status 'Action Required'** will display:

My STA Account

Welcome, Morris to The UWI, St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class prog forward to you joining us.

[Create a New Application](#)

My Applications

APPLICATION	STATUS	ACTION
January 2023 – Master of Marketing Management	Action Required	View

Supplemental items are required to complete your application.
One or more required conditions have not been met.
You have a new application decision to which you need to respond.

When **'View'** is selected, **Decision History** is displayed:

ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

⚠ This application requires your attention for one or more items.

January 2023 – Master of Marketing Management

Review Supplemental Items & Documents Decision History

STATUS	DATE	DECISION LETTER	RESPOND
Offered	8/26/2022	Download	Respond Now

For an **Unsuccessful** decision, the **Status** will display **'Unsuccessful'**:

The screenshot shows the 'My STA Account' page. At the top, there is a blue navigation bar with links: ACCOUNT, APPLICATION DEADLINES, APPLY ONLINE, and DISCOVER STA. Below the navigation bar is a header section with the title 'My STA Account' and a welcome message: 'Welcome, Angela to The UWI St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class programmes and facilities within a vibrant, cosmopolitan community. We look forward to you joining us.' Below the header is a 'My Applications' section with a 'Create a New Application' button. A table lists applications, with one entry for 'January 2023 – Master of Marketing Management' having a status of 'Unsuccessful' and a 'View' action link. To the right, there is a 'Need Help?' section with contact information for Admissions Offices: Lloyd Braithwaite Bldg, St Augustine Campus, Trinidad and Tobago, W.I.

APPLICATION	STATUS	ACTION
January 2023 – Master of Marketing Management	Unsuccessful	View

When **'View'** is selected, **Decision History** is displayed:

The screenshot shows the 'Decision History' page for the 'January 2023 – Master of Marketing Management' application. The page has a blue navigation bar with links: ACCOUNT, APPLICATION DEADLINES, APPLY ONLINE, and DISCOVER STA. Below the navigation bar is a header section with the title 'January 2023 – Master of Marketing Management' and three tabs: Review, Supplemental Items & Documents, and Decision History (which is selected). Below the tabs is a table with columns: STATUS, DATE, and DECISION LETTER. The table contains one row with the status 'Unsuccessful', the date '8/26/2022', and a 'Download' link.

STATUS	DATE	DECISION LETTER
Unsuccessful	8/26/2022	Download

STEP 7 – ACCESSING YOUR DECISION LETTER

The user selects **'Download'** under **Decision Letter** to save and view the letter:

ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

⚠ This application requires your attention for one or more items.

January 2023 – Master of Marketing Management

Review Supplemental Items & Documents Decision History

STATUS	DATE	DECISION LETTER	RESPOND
Offered	8/26/2022	Download	Respond Now

ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

⚠ This application requires your attention for one or more items.

January 2023 – Master of Marketing Management

Review Supplemental Items & Documents Decision History

STATUS	DATE	DECISION LETTER	RESPOND
Conditional Admittance	8/29/2022	Download	Respond Now

My application - January 2023 - x +

itest.elluciancmrecruit.com/Apply/Application/Application?applicationID=217b1701-f817-ed11-8a00-0e561467d473#tab-decisions

ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

January 2023 – Master of Marketing Management

Review Supplemental Items & Documents Decision History

STATUS	DATE	DECISION LETTER
Unsuccessful	8/11/2022	Download

When the letter is downloaded, it will display as a PDF document:

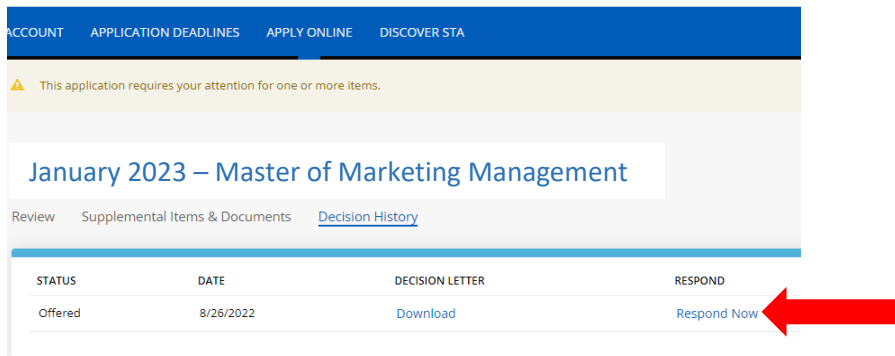
The screenshot shows a web application interface with a blue header bar containing navigation links: 'MY STA ACCOUNT', 'APPLICATION DEADLINES', 'APPLY ONLINE', and 'DISCOVER STA'. Below the header, the main content area is titled 'January 2023 - Master of Marketing Management'. A table is displayed with the following data:

STATUS	DATE	DECISION LETTER
Applicant Accepted	8/26/2022	Download
Offered	8/26/2022	Download



STEP 8 – RESPONDING TO THE OFFER

For an **Admit** and **Conditional Admit** decision, the user must select **Respond Now** under **Respond**.



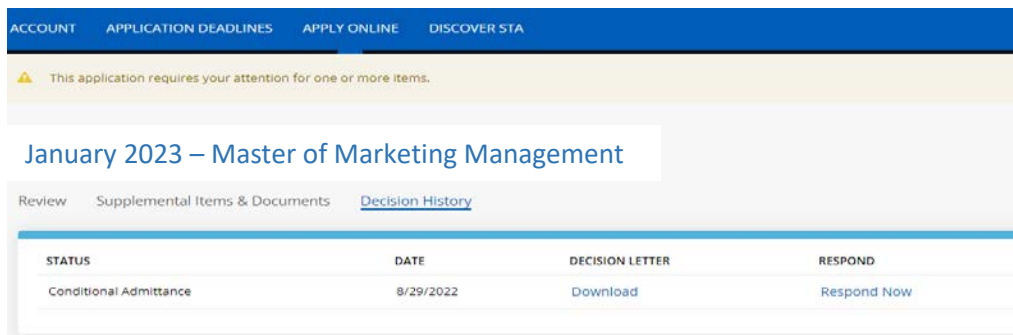
ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

⚠ This application requires your attention for one or more items.

January 2023 – Master of Marketing Management

Review Supplemental Items & Documents Decision History

STATUS	DATE	DECISION LETTER	RESPOND
Offered	8/26/2022	Download	Respond Now



ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

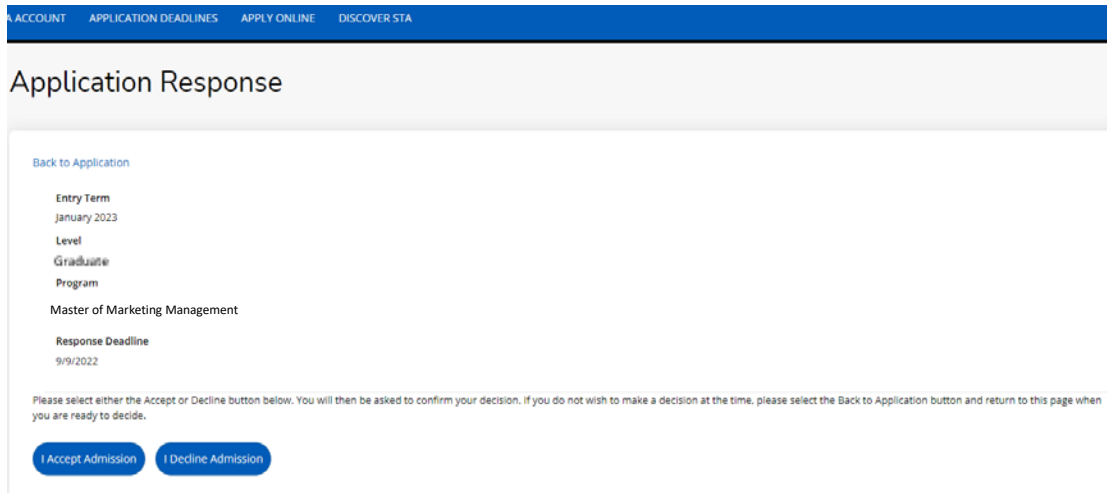
⚠ This application requires your attention for one or more items.

January 2023 – Master of Marketing Management

Review Supplemental Items & Documents Decision History

STATUS	DATE	DECISION LETTER	RESPOND
Conditional Admittance	8/29/2022	Download	Respond Now

When **Respond Now** is selected the information below is displayed:



ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA

Application Response

[Back to Application](#)

Entry Term
January 2023

Level
Graduate

Program
Master of Marketing Management

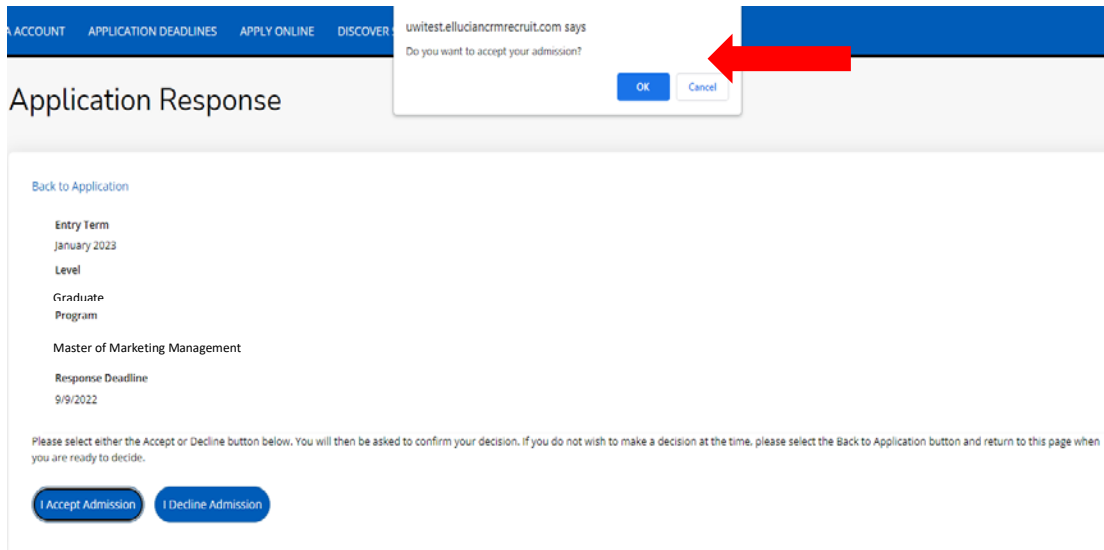
Response Deadline
9/9/2022

Please select either the Accept or Decline button below. You will then be asked to confirm your decision. If you do not wish to make a decision at the time, please select the Back to Application button and return to this page when you are ready to decide.

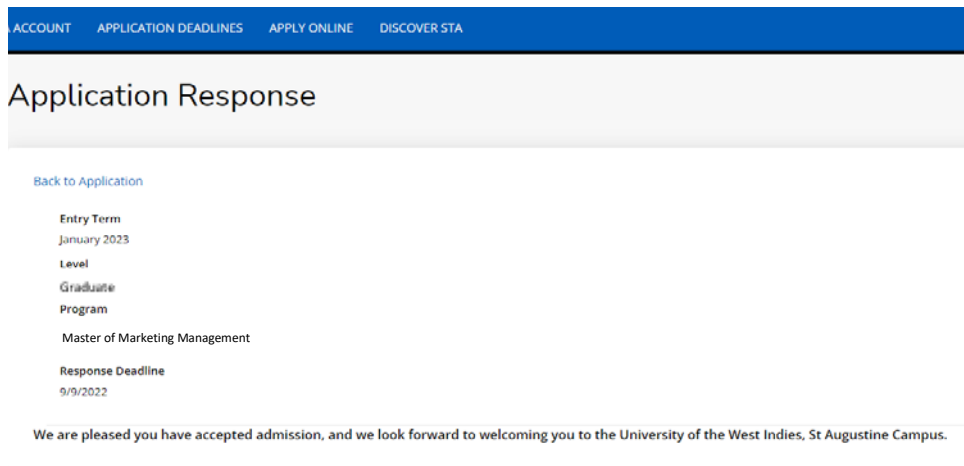
[I Accept Admission](#) [I Decline Admission](#)

The user can select **I Accept Admission** or **I Decline Admission**.

When 'I Accept Admission' is selected the below information displays for the user to confirm the decision:



When the decision is confirmed the information below is displayed:



For an **Admit** decision, the **Decision History** tab displays **'Applicant Accepted'** under **Status**. The user can select **'Download'** under **Decision Letter** to save and view the **Acceptance Letter** as displayed below:

STATUS	DATE	DECISION LETTER
Applicant Accepted	8/26/2022	Download
Offered	8/26/2022	Download

For a **Conditional Admit** decision, the **Decision History** tab displays **'Conditional Offer Accepted'** under **Status**. The user can select **'Download'** under **Decision Letter** to again access the **Conditional Offer Letter** as displayed below:

STATUS	DATE	DECISION LETTER
Conditional Offer Accepted	8/29/2022	Download
Conditional Admittance	8/29/2022	Download

When the condition(s) for a **Conditional Admit** have been met, an **Admit** decision is then entered. The **Decision History** tab displays **'Offered'** under **Status**. The user can select **'Download'** under **Decision Letter** to access the **Offer Letter** as displayed below:

STATUS	DATE	DECISION LETTER	RESPOND
Offered	8/29/2022	Download	Respond Now
Conditional Offer Accepted	8/29/2022	Download	
Conditional Admittance	8/29/2022	Download	

When the user accepts the Offer the **Decision History** tab displays **'Applicant Accepted'** under **Status**. The user can select **'Download'** under **Decision Letter** to save and view the **Acceptance Letter** as displayed below:

STATUS	DATE	DECISION LETTER
Applicant Accepted	8/29/2022	Download
Offered	8/29/2022	Download
Conditional Offer Accepted	8/29/2022	Download
Conditional Admittance	8/29/2022	Download

For an **Admit** decision, when the user returns to the **My STA Account** page the **'My Applications – Status'** will display **'Applicant Accepted'** as displayed below:

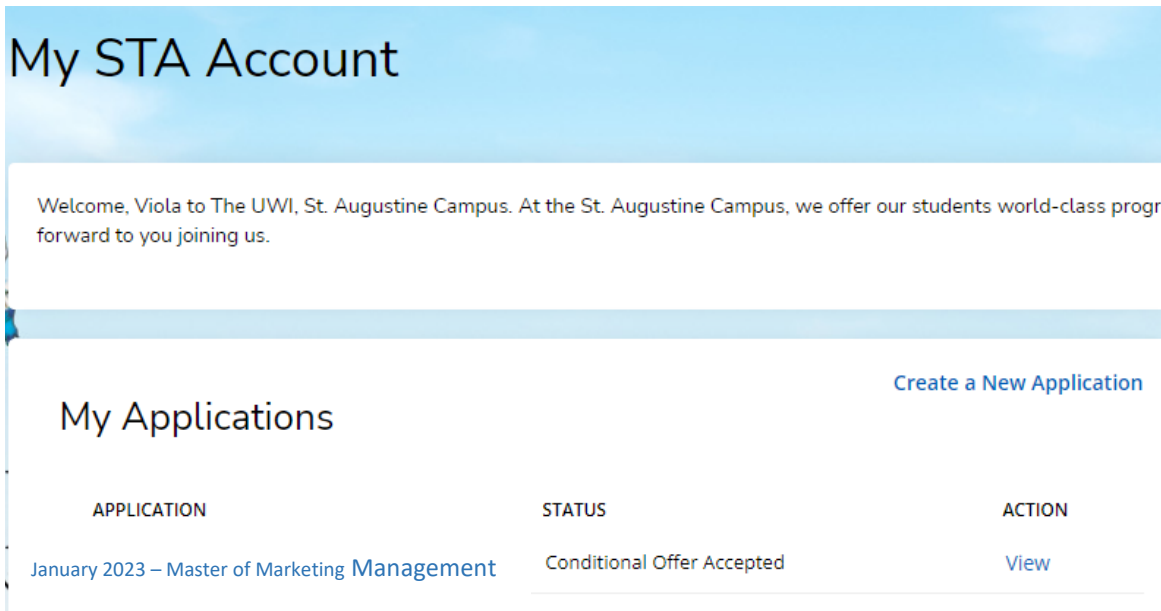
Welcome, Angela to The UWI, St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class programmes and facilities within a vibrant, cosmopolitan community. We look forward to you joining us.

My Applications [Create a New Application](#)

APPLICATION	STATUS	ACTION
January 2023 – Master of Marketing Management	Applicant Accepted	View

Need Help?
 Admissions Offices
 Lloyd Braithwaite Bldg.
 St Augustine Campus
 Trinidad and Tobago, W.I
 Main Phone: (868) 662-2002

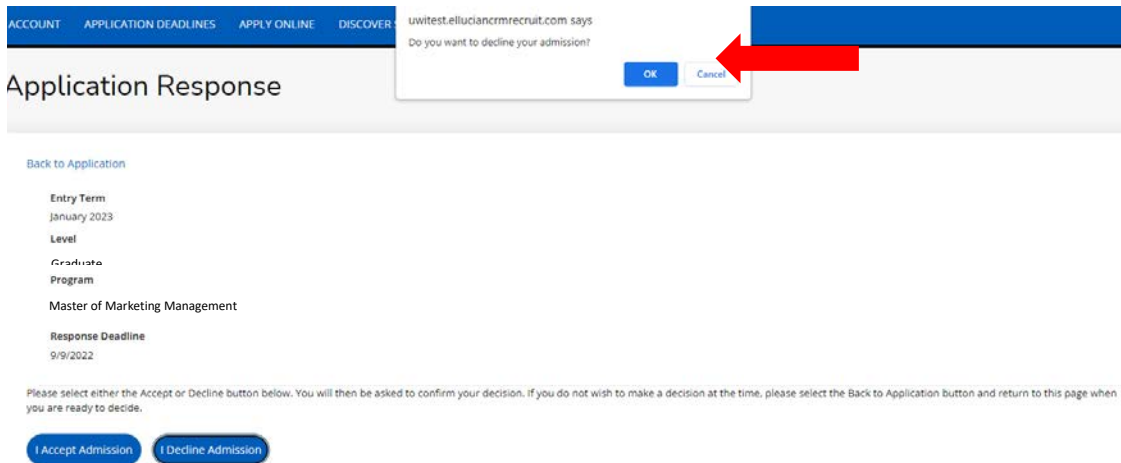
For a **Conditional Admit** decision, when the user returns to the **My STA Account** page the **'My Applications – Status'** will display **'Conditional Offer Accepted'** as displayed below:



The screenshot shows the 'My STA Account' page. At the top, there is a blue header with the text 'My STA Account'. Below this, a welcome message reads: 'Welcome, Viola to The UWI, St. Augustine Campus. At the St. Augustine Campus, we offer our students world-class programs forward to you joining us.' A horizontal blue bar separates this from the main content area. On the right side of this bar is a link that says 'Create a New Application'. The main content area is titled 'My Applications' and contains a table with the following data:

APPLICATION	STATUS	ACTION
January 2023 – Master of Marketing Management	Conditional Offer Accepted	View

When **'I Decline Admission'** is selected the below information displays for the user to confirm the decision:



The screenshot shows the 'Application Response' page. At the top, there is a navigation menu with 'ACCOUNT', 'APPLICATION DEADLINES', 'APPLY ONLINE', and 'DISCOVER'. Below this, there is a confirmation dialog box with the text: 'uwitest.elluciancrmrecruit.com says Do you want to decline your admission?'. The dialog box has two buttons: 'OK' and 'Cancel'. A red arrow points to the 'Cancel' button. Below the dialog box, the page content includes a link 'Back to Application' and the following information:

- Entry Term: January 2023
- Level: Graduate
- Program: Master of Marketing Management
- Response Deadline: 9/9/2022

Below this information, there is a note: 'Please select either the Accept or Decline button below. You will then be asked to confirm your decision. If you do not wish to make a decision at the time, please select the Back to Application button and return to this page when you are ready to decide.' At the bottom, there are two buttons: 'I Accept Admission' and 'I Decline Admission'.

[TA ACCOUNT](#) [APPLICATION DEADLINES](#) [APPLY ONLINE](#) [DISCOVER STA](#)

Application Response

[Back to Application](#)

Entry Term
 January 2023

Level
 Graduate

Program
 Master of Marketing Management

Response Deadline
 9/12/2022

We are sorry to hear that you will not be attending the University of the West Indies, St Augustine Campus, and wish you all best in your future endeavors.

For an **Admit** decision, when the decision is confirmed the below information is displayed. The **Decision History** tab displays '**Applicant Declined Offer**' under **Status**:

[ACCOUNT](#) [APPLICATION DEADLINES](#) [APPLY ONLINE](#) [DISCOVER STA](#)

January 2023 – Master of Marketing Management

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

STATUS	DATE	DECISION LETTER
Applicant Declined Offer	8/26/2022	Download
Offered	8/26/2022	Download

For a **Conditional Admit** decision, when the decision is confirmed the below information is displayed. The **Decision History** tab displays '**Conditional Offer Declined**' under **Status**:

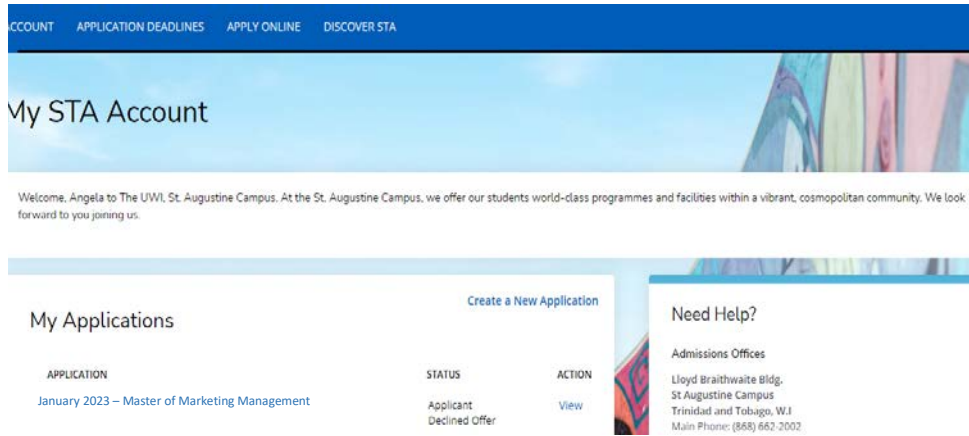
[ACCOUNT](#) [APPLICATION DEADLINES](#) [APPLY ONLINE](#) [DISCOVER STA](#)

January 2023 – Master of Marketing Management

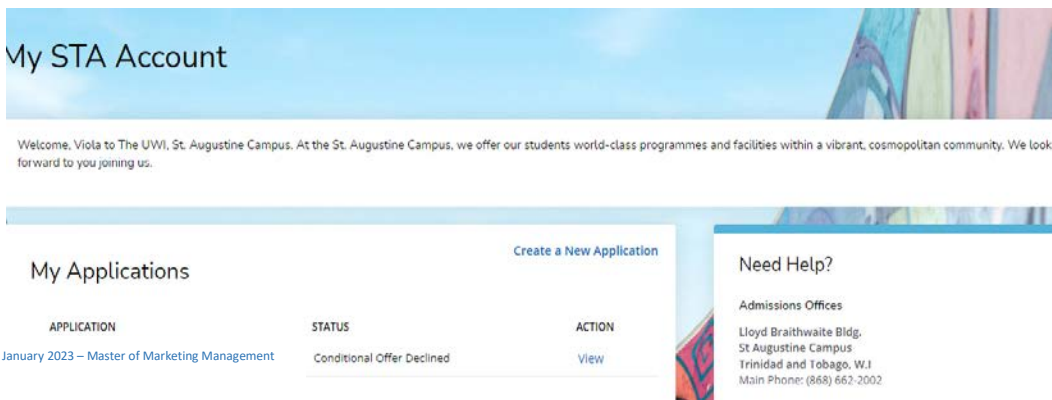
[Review](#) [Supplemental Items & Documents](#) [Decision History](#)

STATUS	DATE	DECISION LETTER
Conditional Offer Declined	8/29/2022	Download
Conditional Admittance	8/29/2022	Download

For an **Admit** decision, when the user returns to the **My STA Account** page the **'My Applications – Status'** will show **'Applicant Declined Offer'** as displayed below:



For a **Conditional Admit** decision, when the user returns to the **My STA Account** page the **'My Applications – Status'** will show **'Conditional Offer Declined'** as displayed below:



The Registry
The UWI St. Augustine Campus
October 14, 2022
(Updated February 05, 2024)



UWI
ST. AUGUSTINE
CAMPUS

