THE UNIVERSITY OF THE WEST INDIES

CRM RECRUIT

UNDERGRADUATE RECRUITMENT AND ADMISSIONS PORTAL USER GUIDE

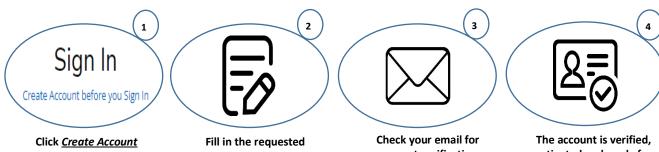




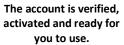
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CREATE AN ACCOUNT SUMMARY



Click <u>Create Account</u> <u>before you Sign In</u> Account Fill in the requested information and click <u>Create Account</u> Check your email for account verification and activation. Follow the instruction in the email.



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

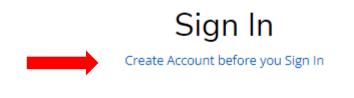
STEP 1 - CREATING AN ACCOUNT

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

Allprospects/applicantsmustcreateanaccountviahttps://uwi.elluciancrmrecruit.com/Applybefore their firstSign 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**':

G Sign in	1 with Google
Contact Information	
irst Name *	Last Name *
mail Address *	Confirm Email Address *
mail Address	
1995 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -	
Nobile Phone *	Other Phone
Sirth Date (mm/dd/yyyy) *	Birth Country *
ountry of Nationality *	T&T Birth Certificate PIN *
	✓
ountry of Residence *	
	~
Account Information	
	vord policy which is: A minimum of eight characters or more; - At least one special character (l, @, \$, * etc)
assword *	Confirm Password *

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:

UWI - Activate your St. Augustine account CRM:0002963 Inbox × CRM Admin <uwista_crmrecruit@outlook.com> to me ~ Hello Monty Brown, Thank you for creating an account with The University of the West Indies, St. Augustine Campus. To complete verification of your new account, please click on the following link: Click here to activate your account The link will expire in 14 days. Should the link expire before you click on it, you must request a new confirmation email.

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

÷	THE UNIVERSITY OF THE WEST INDIAS If the augustice, feinidad and formage	SIGN IN	CREATE ACCOUNT	APPLICATION DEADLINES	APPLY ONLINE	DISCOVER STA
		(⊘ Your account is	now activated. Please s	ign in and visit t	the My Account page to get started.

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**'.

Sian In

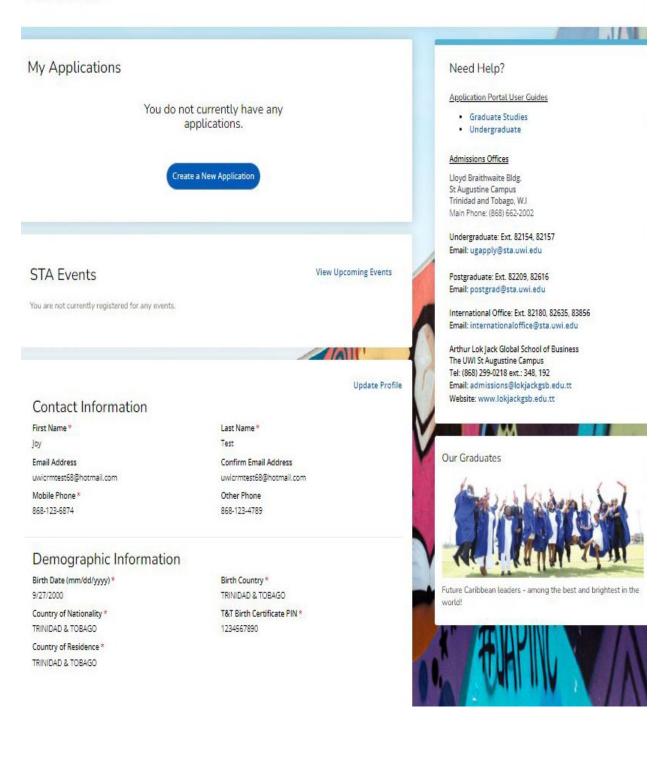
The user can also **Sign In** using their Facebook or Google accounts.

Create Account before you Si	gn In
Email	
uwicrmtest50@hotmail.com	
Password	
	SHOW
	Forgot your password
Remember Me	
Are you signed in from a public computer?	
Sign In	
OR	
f Connect with Faceboo	
	ok
	ok
G Sign in with Google	
G Sign in with Google	
The University of the West In St. Augustine Campus	
The University of the West In St. Augustine Campus St. Augustine	dies
The University of the West In St. Augustine Campus	dies
The University of the West In St. Augustine Campus St. Augustine Trinidad and Tobago, W.I.	dies 33-9684 Reserved.

Page **6** of **52**

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.



RESETING YOUR PASSWORD

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

Sig	gn In
Create Accour	nt before you Sign In
Email	
uwicrmtest50@hotmail.com	
Password	
	SHOW
	Forgot your password

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

Fo	orgot Password
To rese	et your password, enter your email address.
Email Address	
	Back Send Email
\$ 868-662-2002	Need Help? ⊠ ugapply@sta.uwi.edu; postgrad@sta.uwi.edu

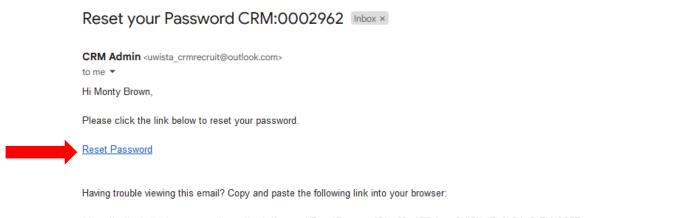
After selecting 'Send Email' the below message displays:

Check your email

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

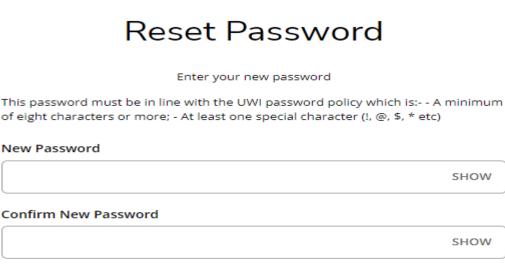
Return to sign in

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



https://<u>uwitest.elluciancrmrecruit.com/Apply/</u>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**':

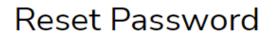


Reset password

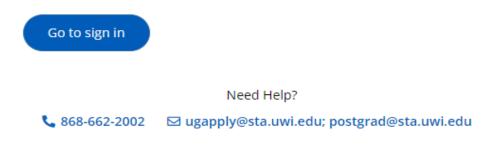
Need Help?

📞 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':



Your password has been reset.



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 t administrator.	he system 🔰
Sign In	
Create Account before you Sig	in In
Email	
uwicrmtest51@hotmail.com	
Password	
· · · · · · · · · · · · · · · · · · ·	SHOW

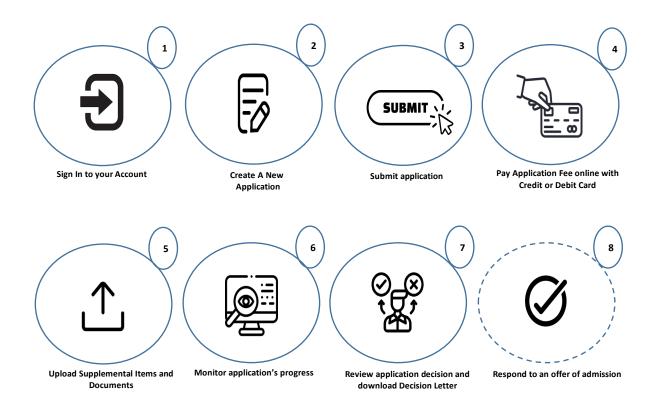
The user **cannot** change the password using the **Forgot your password?**' link on the Constituent Experience site.

The user must email <u>ugapply@sta.uwi.edu</u> 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
ou must change your password before continuing.
Password
New Password
Confirm New Password
'his password must be in line with the UWI password policy which is: A minimum of eight characters o nore; - At least one special character (Ι, @, \$, * etc)
Change Password

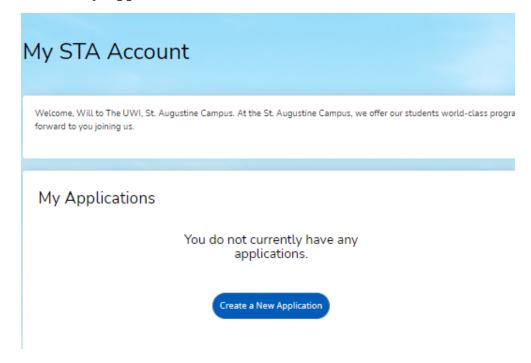
HOW TO APPLY STEP SUMMARY



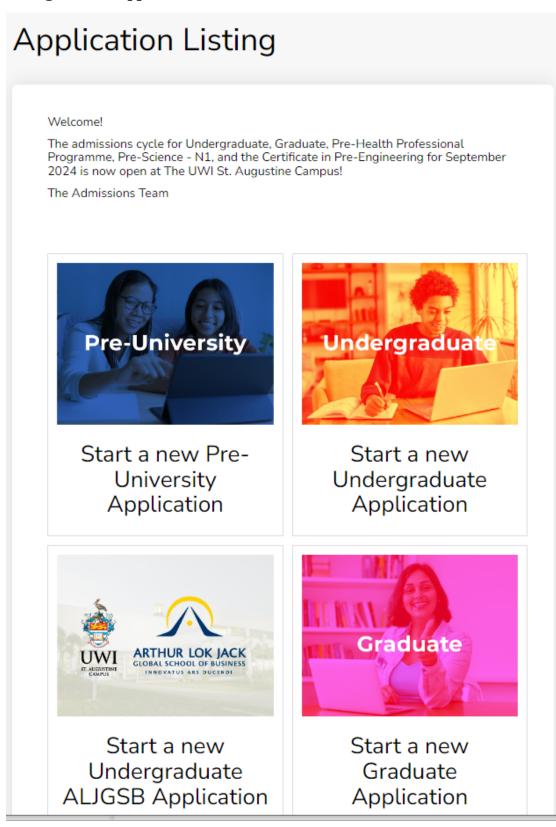
An applicant can ONLY submit one (1) application per Academic Level and Academic Term.

An application must have a Primary Programme and the user may select one (1) Alternative Choice Programme.

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



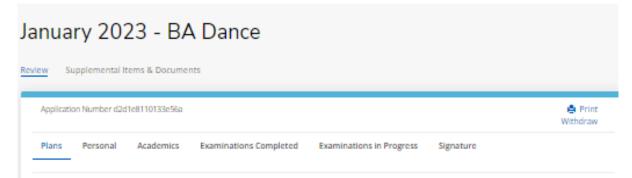
After selecting 'Create a New Application' the 'Application Listing' will display, select 'Start a new Undergraduate Application':



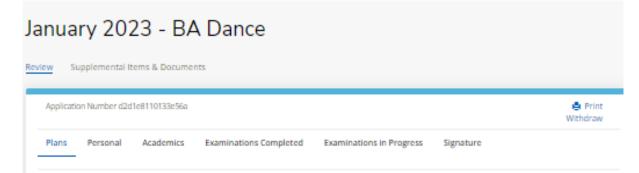
After 'Select an area of interest' will display with the Academic Level. Select the Academic Programme, Entry Term, Career Goal (optional) and 'Submit':

nline Application	
Select an area of interest	
Academic Level	
Undergraduate	``
Academic Programme	
Entry Term	
	`
Career Goal	
Back Submit	

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



The user is then required to enter information within six (6) tabs before the **Application Form** can be submitted:



pplication Number d2d1e8110133e56a			🖨 Pi Withdr
lans Personal Academics Examinat	tions Completed Examinations in Progress	Signat	
ase enter your information in each of the following si ilication. Additional questions may become required		nd must be	completed before you can submit
Academic Plans			
cademic Level *	Academic Programme *		
Undergraduate 🗸	BADance	~]
ampus Location *	Entry Term *)
~	January 2023	~]
nrollment Status *	Career Goal		,
~	Educator	~]
+ Add Alternative Choice Programme			, ,
Add Alternative Choice Programme The UWI Related Information re you interested in campus housing? Yes No you are a scholarship or bursary recipient, please			
Add Alternative Choice Programme The UWI Related Information re you interested in campus housing? Yes No You are a scholarship or bursary recipient, please			
Add Alternative Choice Programme The UWI Related Information re you interested in campus housing? Yes No you are a scholarship or bursary recipient, please dicate the type of award that you received? re you a past or current UWI student? *			
Add Alternative Choice Programme The UWI Related Information re you interested in campus housing? Yes No You are a scholarship or bursary recipient, please dicate the type of award that you received? re you a past or current UWI student? * Yes No			
Add Alternative Choice Programme The UWI Related Information re you interested in campus housing? Ves No you are a scholarship or bursary recipient, please dicate the type of award that you received? re you a past or current UWI student? * Ves No re you a UWI Staff member? *			
Add Alternative Choice Programme The UWI Related Information re you interested in campus housing? Yes No You are a scholarship or bursary recipient, please dicate the type of award that you received? re you a past or current UWI student? * Yes No re you a UWI Staff member? * Yes No			
Add Alternative Choice Programme The UWI Related Information re you interested in campus housing? Yes No You are a scholarship or bursary recipient, please dicate the type of award that you received? re you a past or current UWI student? * Yes No re you a UWI Staff member? * Yes No			
Add Alternative Choice Programme The UWI Related Information re you interested in campus housing? Yes No You are a scholarship or bursary recipient, please dicate the type of award that you received? re you a past or current UWI student? * Yes No re you a UWI Staff member? * Yes No re you the dependent of a UWI Staff Member? * Yes No	Vill you be able to meet your financial oblig	gation at the	2
Add Alternative Choice Programme The UWI Related Information re you interested in campus housing? Yes No You are a scholarship or bursary recipient, please hdicate the type of award that you received? re you a past or current UWI student? * Yes No re you a UWI Staff member? * Yes No re you the dependent of a UWI Staff Member? * Yes No	Will you be able to meet your financial oblig start of the programme? *	pation at the	
Add Alternative Choice Programme The UWI Related Information re you interested in campus housing? Yes No You are a scholarship or bursary recipient, please re you a past or current UWI student?* Yes No re you a DWI Staff member?* Yes No re you the dependent of a UWI Staff Member?* Yes No kow will you fund your programme of study?*	Will you be able to meet your financial oblig start of the programme? *	gation at the	2
The UWI Related Information re you interested in campus housing? Yes No ryou are a scholarship or bursary recipient, please ndicate the type of award that you received? re you a past or current UWI student? * Yes No re you a UWI Staff member? * Yes No re you the dependent of a UWI Staff Member? * Yes No re you the dependent of a UWI Staff Member? * Yes No re you the dependent of a UWI Staff Member? * Yes No re you the dependent of a UWI Staff Member? *	Will you be able to meet your financial oblig start of the programme? *	gation at the	

ALTERNATIVE CHOICE PROGRAMME

To add an Alternative Choice Programme select +Add Alternative Choice Programme:

	0133e56a			Print Withdraw
Plans Personal Aca	demics Examina	ations Completed Examination	ns in Progress Signature	
		sections. Fields with a red asterisk (*) d based on your answers to a previous	are required and must be completed befor s question.	re you can submit your
Academic Level *		Academic Programme *		
Undergraduate		BA Dance	~	
Campus Location *		Entry Term *		
Campus Location *		January 2023	~	
Campus Location *			~	

Select Alternative Choice Programme from the drop down \rightarrow select Enrollment Status from the drop down:

Alternative Choice Programme

~
~

Alternative Choice Programme

Alternative Choice Programme 1

- Delete Alternative Choice Programme

Select Alternative Academic Programme

Certificate in Music

Enrollment Status *

Part Time

v

To delete the Alternative Choice Programme select - Delete Alternative Choice Programme:

Alternative Choice Programme	
Alternative Choice Programme 1	
- Delete Alternative Choice Programme	
Select Alternative Academic Programme	
	~
Enrollment Status *	
	~
	Alternative Choice Programme 1 Delete Alternative Choice Programme Select Alternative Academic Programme

PERSONAL TAB

nuary 2023 - BA	
w Supplemental Items & Documents	\$
Application Number d2d1e8110133e56a	🚔 Pr Withdr
Plans Personal Academics	Examinations Completed Examinations in Progress Signature
	ollowing sections. Fields with a red asterisk (*) are required and must be completed before you can submit e required based on your answers to a previous question.
Name	
Prefix	First Name *
Ms.	✓ Will
Middle Name	Last Name *
	Smith
Suffix	ls your present name different from your birth
	certificate and is not due to marriage?
	Ves No
Are you the first in your family to attend un	iversity? *
• Yes 🕖 No	
Permanent Address	
Country *	State/Province/Borough/County *
TRINIDAD & TOBAGO	✓ Arima ✓
Address Line 1 *	
Lime Street	
Address Line 2	
Lemon Avenue	
Town/Village/City *	If you know your ZIP/Postal Code, please update it here.

Contact Details

Home Phone

868-123-4444

Mobile Phone *

868-667-1234

Country of Birth *

×

¥

Email Address *

uwicrmtest50@hotmail.com

Demographics Birth Date (mm/dd/yyyy)*

TRINIDAD & TOBAGO 6/2/2000 Country of Nationality * T&T Birth Certificate PIN * 0000014785 TRINIDAD & TOBAGO × Do you have dual citizenship? 🗌 Yes 💿 No Gender * Marital Status Male × Single Native Language English ×

Medical Information

Do you have any medical condition? *

🗌 Yes 💿 No

Do you have any special needs? *



Work Experience

Please list the paid job you have held during the past five 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 *

Contact	Contact Phone Number *				
<u></u>					

Parent/Guardian Information

Relationship to you × Prefix × First Name Middle Name Last Name Email Address Home Phone Mobile Phone

¥

Household Income

		•
\frown		
(Previous Page)	(Save Application)	Save & Continue

ACADEMICS TAB

Maximum of two (2) High School records can be entered.

Application Number d2d1e8110133e56a		🚔 Prin Withdrav
Plans Personal Academics Exar	ninations Completed Examinations in P	rogress Signature
High School Attended ielect Add High School to list each high school you High School 1 I am attending/have attended a home sch High School St Anthony's College		×
Graduated *	Self-reported GPA	
Yes	♥ 3.50	
Attended From Month *	Attended From Year *	
	✔ 2015	
September		
September Attended To Month *	Attended To Year *	

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.

T) - (Couva, Couva, T	TRINIDAD & TOBAGO)	×
	Transcript GPA	
~	3.5	
	Attended From Year *	
~	2022	
~		
	~	3.5 Attended From Year *

+ Add College

TOEFL Test Scores

I have taken or plan to take the TOEFL exam.

Please report date that you have taken or plan to take the TOEFL exam. Then, report the individual scores you have earned. Test

TOEFL Paper 🗸	
Exam Date	Score
(mm/dd/yyyy)	677
6/15/2022	
Previous Page Save Application Save	e & Continue

If the **High School** and or **College/University** is not available for selection in the search the message, **'School Not Found'** will display. Click on **'School Not Found'**:

Plans	Personal	Academics	Signature	
			following sections. Fields with a red asterisk (*) are required and must be completed before you can submi ne required based on your answers to a previous question.	it your
Colle	ege/Univ	versity Att	ended	
			ersity where you have taken courses for credit. You can enter a maximum of five (5) colleges/universities. Please ion as soon as possible.	e have
Colle	ge 1			
- Dele	ete College			
College	e			
Organi	ization Name (full or partial)		
	er to search for ng "Joseph" or		ter the name or part thereof. For example: "St Joseph Convent" enter the	
Arab	bia			
Count	ry			
			~	
No org	anizations fou	nd		
			School Not Found	

Enter the information for the **High School** and or **College/University** in the field **'Unlisted School Name and Address**' and all other mandatory fields indicated with an asterisk (*):

se enter your information in each of the following sect lication. Additional questions may become required ba	tions. Fields with a red asterisk (*) are required and must be completed before you can submit ased on your answers to a previous question.
College/University Attended	
elect Add College to list each college/university where you n official transcript sent from each institution as soon as	u have taken courses for credit. You can enter a maximum of five (5) colleges/universities. Please possible.
College 1	
- Delete College	
Show	y School Search
Unlisted School Name and Address	
Arl	
Graduated *	Transcript GPA
	✓
Attended From Month *	Attended From Year *
	•
Attended To Month *	Attended To Year *
	▼
Degree Obtained or Expected *	
	×

EXAMINATIONS COMPLETED TAB

Candidates who enter their CXC/CSEC/CAPE - Unique Candidate Number (UCN) are **NOT** required to enter their CXC/CSEC/CAPE examination results.

Maximum of twenty (20) BGCSE, GCEA, GCEAO, GCEAS, GCEO, IGCSE and WAEC Examination records can be entered. Applicants who pursued these examinations are required to enter their examination results.

	3e56a		🚔 Pr Withdra
Plans Personal Acader	mics Examinations Completed	Examinations in Progress Signatu	re
Have you taken and passed CXC Exams?	Enter your CXC - Unique Candidat Number (UCN) *	e How many high school academic certificates do you have?	Have you completed and pass examinations at BGCSE, GCE O IGCSE, WAEC exams?
• Yes No	The Unique Candidate Number is the 11digit number located on the upper left section of the CXC Certificate.	4 v	• Yes No
	79632587487		
Examination 2	Test Score 2	Month Taken	Year Taken
GCEA Music 🗸	· A ~	June 🗸	2017
Examination 2			Year Taken
		Month Taken	
Examination 3	Test Score 3		Year Taken
	Test Score 4	Month Taken	Year Taken
Examination 4			
Examination 4		· ·	
	Test Score 5	Month Taken	Year Taken
~		Month Taken	Year Taken
~	Test Score 5	Month Taken	Year Taken Year Taken

EXAMINATION IN PROGRESS TAB

Maximum of fifteen (15) BGCSE, GCEA, GCEAO, GCEAS, GCEO, IGCSE, WAEC, CSEC and CAPE Examination records can be entered. Applicants who are pursuing/have examinations in progress for any of these exams are required to enter the information in this tab.

Application Number d2d1e8110133e56a				🖨 Pri Withdra
Plans Personal Academics	Examinations Completed	Examinations in Progress	Signature	
Do you have high school examinations in progress or are you awaiting results?				
• Yes · No				
Examination 1	Month Taken/Sch	neduled	Year	
CAPE French Unit 1	✓ June	~	2022	
Examination 2	Month Taken/Sch	neduled	Year	
	•	~		
Examination 3	Month Taken/Sch	neduled	Year	
	•	~		
Examination 4	Month Taken/Sch	neduled	Year	
	✓	~		
Examination 5	Month Taken/Sch	neduled	Year	
	▶	~		
Examination 6	Month Taken/Sch	neduled	Year	
	✓	~		
Examination 7	Month Taken/Sch	neduled	Year	
	✓] [~		

SIGNATURE TAB

	on Number d2d	i1e8110133e56a			🚔 Pri Withdra
Plans	Personal	Academics	Examinations Complet	ed Examinations in Progress	Signature
			cation can no longer be edit e updated in the 'My Applic		nission, you will see a confirmation message, a
Certi	ification				
	ffirm the followi ou certify the fo		mit your application.		
authorize may be	e all schools atte	ended to release a age of possible dis	I requested records and aut	wn work, factually, and honestly preser horize review of my application. I unde dmission revocation or expulsion, shou	erstand that
🖌 Do y	ou certify the fo	ollowing? *			
and sign	ed as a true cop		ry Public OR Commissioner o	ave been seen and verified, with copie of Affidavit OR Justice of the Peace OR	s stamped
-	ou certify the fo				
				be verified before my application state ceptable and or not certified.	us is
s your o	wn work and th		ctually true. Once you type in	i your keyboard. The signature is your n your name, this will count as your ele ire Date *	confirmation that the application you have filled ectronic signature.
Signatur					

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'**.

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 submi	ission will be updated in the 'My Applications' area.
Certification	
Please affirm the following before you submit your application. Do you certify the following? *	
I certify that all of the information submitted in the application is authorize all schools attended to release all requested records an I may be subject to a range of possible disciplinary actions, includ information I certified be false.	d authorize review of my application. I understand that
Yes	
Do you certify the following? *	
l understand that certified copies are documents where the origir and signed as a true copy by either a Notary Public OR Commissio High/Secondary School Principal/Vice-Principal.	
Yes	
Do you certify the following? *	
I understand that ALL uploaded application supporting document updated and I may be required to resubmit documents that are n Yes	
The electronic signature consists simply of your name, typed by y the application you have filled out is your own work and the infor count as your electronic signature. Signature *	
W.Smith 8/	25/2022
Edit Application Submit Application	

When 'Edit Application' is selected the Application Form with the six (6) 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.

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 \rightarrow select 'Online Payment':

COUNT	APPLICATION DEADLINES	APPLY ONLINE	DISCOVER STA				
Orde	r Summary						
	DESCRIPTION						TOTAL
	Application Fee (T&T Na	ationals TTD 90.00 ar	nd Non-nationals TTD 204.00))			\$90.00
					Sub Tot	ototal: al:	\$90.00 \$90.00
				(Online	Payment	
					Direct Deposit Bank Op	tion (TT Nationals	s ONLY)

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

Pa	yment Method	Confir	mation
Transaction	CRM Payment		
Amount	TTD 1.00		
Card Information		Personal Information	
Card number	****1111	Email	serty@hotmail.com
Expiration date	02 🗸 🕈 2023 🗸 🕈]	
Card security code 👔	125 🗸		
Name on card	Jen Brown]	
			Cancel

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

THE UNIVERSITY OF THE W	/EST INDIES BAGO	Help
Payment	Method Confirm	ation
Review the information below bef	ore continuing. You will be returned to the host system to complete your transa	ction.
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.	

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 sh	own below.
Transaction Type:	CRM Payment
Payer:	Niah Hypolite
Amount:	14.00 USD
Masked Account Number:	********1111
Confirmation Number:	2022072000003
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:

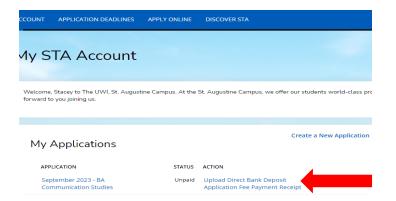
THE UNIVERSITY OF THE N at st. augustine. trinidad and to	ÆST INDIES BAGO	Help
Payment	Method Cor	nfirmation
Payment declined. Try a differen	t payment method or cancel.	×
Review the information below below	ore continuing. You will be returned to the host system to complete your	transaction.
Transaction	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)

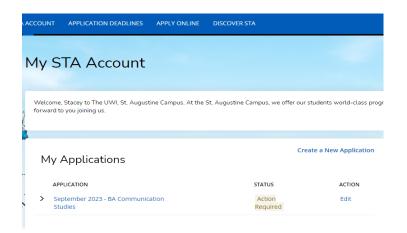
When 'Submit Application' is selected, the 'Order Summary' displays for payment of the Application Fee \rightarrow select 'Direct Deposit Bank Option (TT Nationals ONLY):

ACCOUNT APP	LICATION DEADLINES APPL	Y ONLINE	DISCOVER STA			
Order S	Summary					
	DESCRIPTION					TOTAL
	Application Fee (T&T Nationals TTD 90.00 and Non-nationals TTD 204.00)					\$90.00
					Subtotal: Total:	\$90.00 \$90.00
					Online Paymen	
					Direct Deposit Bank Option (TT N	lationals ONLY)

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



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



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 \rightarrow 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 \rightarrow select **'You must Click Here To Upload File**' for the document to be uploaded:

CCOUNT APPLICATION DEADLINES APPLY ONLINE	DISCOVER STA						
A This application requires your attention for one or more it	tems.						
September 2023 - BA Communication Studies							
Supplemental Items (Cartified	copies of documents must be uploaded in PDF fc	ormat					
ONLY)							
	SUBMISSION STATUS ACTION Not Received Choose File No file chosen						

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':

My Applications		Create a New Application
APPLICATION	STATUS	ACTION
 January 2023 - BA Dance 	Action Required	View
Supplemental items are required to complete ye	our application.	

The 'Supplemental Items and Documents' page will display:

September 2023 - BA Communication Studies			
Supplemental Items (Certified copies of c ONLY)	documents must	be uploaded in PDF format	
ITEM	SUBMISSION STATUS	ACTION	
Application Fee TTD 90.00 Processing Fee:TT90.00	SUBMISSION STATUS	ACTION Bank Receipt.pdf (REMOVE)	
* Application Fee TTD 90.00			

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

September 2023 - BA Communication Studies				
Review Supplemental Items & Documents				
Supplemental Items (Certified copies	of documents must	be uploaded in PDF format		
ONLY)				
ONLY) Item	SUBMISSION STATUS	ACTION		
,	SUBMISSION STATUS Received	ACTION Ø Bank Receipt.pdf (REMOVE)		
ITEM * Application Fee TTD 90.00				

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

This application requires your attention for one or more items.		
anuary 2023 - BA Dance		
iew Supplemental Items & Documents		
iew Supplemental Items & Documents		
Supplemental Items		1701
Supplemental Items	SUBMISSION STATUS	ACTION
Supplemental Items	SUBMISSION STATUS Received	ACTION Birth Certificate.pdf (REMOVE)

STEP 4 – VIEW YOUR APPLICATION STATUS

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

My STA Account				
Welcome, Scottie to The UWI, St. Augustine Campus. forward to you joining us.	At the St. Augustine Campus, w	e offer our students world-class prog		
		Create a New Application		
My Applications				
APPLICATION	STATUS	ACTION		
> January 2023 - BA Dance	Action Required	View		

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 5 – VIEW YOUR APPLICATION DECISION

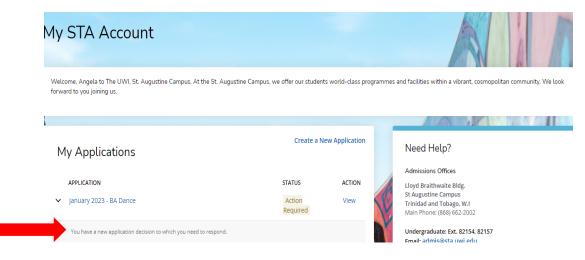
Decision Types:

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

Admit Deferred – All matriculation requirements have been met for a firm offer for the Bachelor of Medicine, Bachelor of Surgery (MBBS) programme however, entry is approved for the succeeding academic year. The application **Decision History - Status** displays **'Offered**'

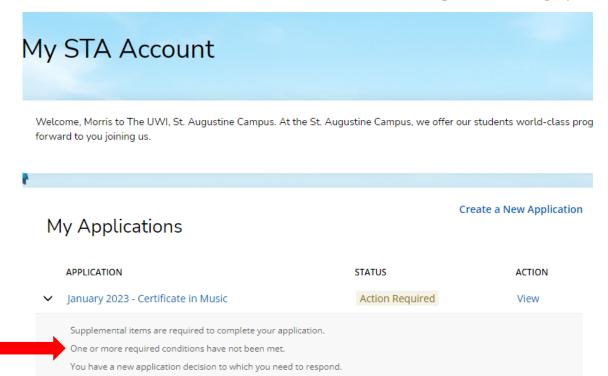
Conditional Admit – specific requirement(s) outstanding for the current application cycle, which must be fulfilled before a firm offer can issued. The application **Decision History** - **Status** displays **'Conditional Admittance**'

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:

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



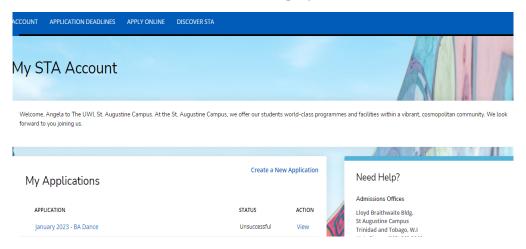
When 'View' is selected, Decision History is displayed:

COUNT APPLICATION DEADLINES	APPLY ONLINE DISCOVER ST	A	
This application requires your attention	n for one or more items.		
anuary 2023 - I	BA Dance		
eview Supplemental Items & Doc	uments <u>Decision History</u>		
STATUS	DATE	DECISION LETTER	RESPOND
Conditional Admittance	8/29/2022	Download	Respond Now

To view the required condition(s) go to **Supplemental Items and Documents** \rightarrow scroll down to **Conditions** \rightarrow when the results for the examination is officially released upload the respective **Preliminary Result Slip** under **Action**:

Conditions			
ITEM	STATUS	DEADLINE	ACTION
CSEC Mathematics General CSEC Mathematics Gen	Not Received	None	Choose File No file chosen

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



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

ACCOUNT	APPLICATION DEADLINES	APPLY ONLINE DISCO	OVER STA		
Janu	January 2023 - BA Dance				
Review	Supplemental Items & Docun	nents Decision Histor	X		
STATUS	;	DATE	DECISION LETTER		
Unsuc	cessful	8/26/2022	Download		

STEP 6 – ACCESSING YOUR DECISION LETTER

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

— mis application requ	uires your attention for one o	or more items.		
January 2	023 - BA [Dance		
Review Supplemen	ntal Items & Documents	Decision Histo	т	
STATUS	DATE	DE	CISION LETTER	RESPOND
Offered	8/26/2022	D	ownload	Respond Now
COUNT APPLICATION I	DEADLINES APPLY ONLIN	E DISCOVER STA	v	
This application requires	your attention for one or more	items.		
anuary 202	23 - BA Dar	nce		
		sion History		
STATUS		DATE		RESPOND
STATUS Conditional Admittance		DATE 8/29/2022	DECISION LETTER	RESPOND Respond Now
Conditional Admittance				
Conditional Admittance		8/29/2022	Download	
Conditional Admittance	/Application/Application?application	8/29/2022 nID=217b1701-f817-ed		
Conditional Admittance	/Application/Application?application	8/29/2022	Download	
Conditional Admittance My application - January 202 ttelluciancrmrecruit.com/Apply/ OUNT APPLICATION DEAD	/Application/Application?application	8/29/2022 nID=217b1701-f817-ed COVER STA	Download	Respond Now
Conditional Admittance My application - January 202 ttelluciancrmrecruit.com/Apply/ OUNT APPLICATION DEAD	/Application/Application?application	8/29/2022 nID=217b1701-f817-ed COVER STA	Download	
Conditional Admittance My application - January 202 ttelluciancrmrecruit.com/Apply/ OUNT APPLICATION DEAD	Application/Application?application	nID=217b1701-f817-ed cover sta	Download	Respond Now
Conditional Admittance My application - January 202 telluciancrmrecruit.com/Apply/ DUNT APPLICATION DEAD anuary 2023	Application/Application?application	nID=217b1701-f817-ed cover sta	Download	Respond Now

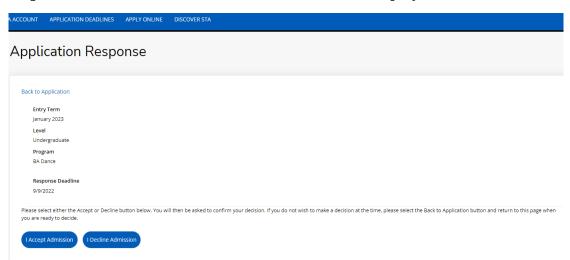
When the letter is downloaded, it will display as a PDF document:

THE UNIVERSITY OF THE WEST INDIES	MY STA ACCOUNT APPLICATION DEADLINES	APPLY ONLINE DISCOVER STA		
	January 2023 - E	BA Dance		
	Review Supplemental Items & Docu			
	STATUS	DATE	DECISION LETTER	
	Applicant Accepted	8/26/2022	Download	
	Offered	8/26/2022	Download	
	4			
UG Acceptance Letpdf				

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

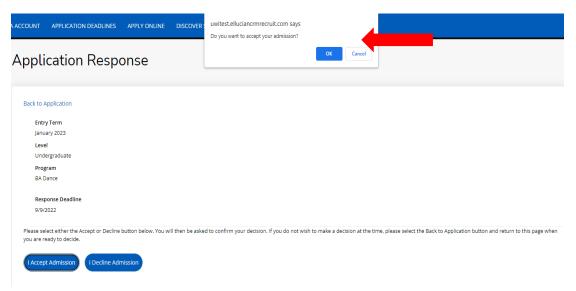
ACCOUNT APPLICATION DEADLINES APPLY ONLINE DISCOVER STA				
January 2023 - BA Dance				
Review	Supplemental Items & Do	ocuments <u>Decisior</u>	n History	
STATUS	DATE		DECISION LETTER	RESPOND
Offere	d 8/26/20	022	Download	Respond
APPLICATION DEADLINES APPLY ONLINE DISCOVER STA capplication requires your attention for one or more items. uary 2023 - BA Dance Supplemental items & Documents Decision History				
		DATE	DECISION LETTER	RESPOND
S				

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



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:

ACCOUNT	APPLICATION DEADLINES	APPLY ONLINE	DISCOVER STA
JaaA	ication Respo	onse	
1-1-1			
Back to	Application		
Ent	ry Term		
Jan	uary 2023		
Lev	el		
Un	dergraduate		
Pro	gram		
BA	Dance		
Res	ponse Deadline		
9/9	/2022		
We are	pleased you have accepted	admission, and w	e look forward to welcoming you to the University of the West Indies, St Augustine Campus.

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:

CCOUNT APPLICATION DEADLINES APPLY	ONLINE DISCOVER STA	
January 2023 - BA D	Dance	
Review Supplemental Items & Documents	Decision History	
STATUS	DATE	DECISION LETTER
Applicant Accepted	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:

CCOUNT APPLICATION DEADLINES AF		VVER STA	
January 2023 - BA	Dance		
Review Supplemental Items & Documen	ts Decision Histor	L	
STATUS		DATE	DECISION LETTER
Conditional Offer Accepted		8/29/2022	Download

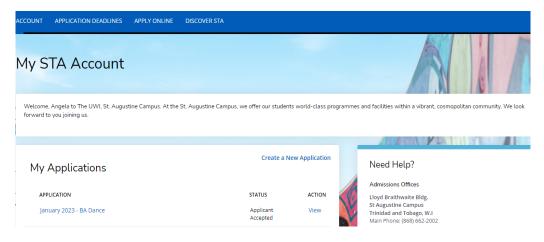
When the condition(s) for a **Conditional Admit** have been met, an **Admit** decision is then entered. The **Decision History** tab displays '**Offered**' under **Status**. The user can select '**Download**' under **Decision Letter** to access the **Offer Letter** as displayed below:

OUNT APPLICATION DEADLINES A	APPLY ONLINE DISCOVER STA		
This application requires your attention for	r one or more items.		
anuary 2023 - BA	A Dance		
view Supplemental Items & Docume	ents <u>Decision History</u>		
	nts <u>Decision History</u> DATE	DECISION LETTER	RESPOND
view Supplemental Items & Docume		DECISION LETTER Download	RESPOND Respond Now
view Supplemental Items & Docume	DATE		

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:

	ILINE DISCOVER STA	
nuary 2023 - BA Da	ance	
w Supplemental Items & Documents	Decision History	
TATI IC	DATE	
	DATE	DECISION LETTER
TATUS Applicant Accepted	DATE 8/29/2022	DECISION LETTER
pplicant Accepted	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:



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:

	My STA Account		
	Welcome, Viola to The UWI, St. Augustine forward to you joining us.	e Campus. At the St. Augustine Campus, we offer o	ur students world-class progra
	My Applications		Create a New Application
	APPLICATION	STATUS	ACTION
•	January 2023 - BA Dance	Conditional Offer Accepted	View

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

account Appli	application deadlines	DISCOVER	uwitest.elluciancrmrecruit.com says Do you want to decline your admission?
Entry Janua Leve	ergraduate ram		
9/9/2			
you are re	lect either the Accept or Decline leady to decide.	il then be aske	d 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

A ACCOUNT	APPLICATION DEADLINES	APPLY ONLINE	DISCOVER STA
Appli	cation Respo	onse	
, de le ci			
Back to A	pplication		
Entry	Term		
Janua	ry 2023		
Leve			
Unde	rgraduate		
Prog	am		
BA D	ance		
Resp	onse Deadline		
9/12/	2022		
We are s	orry to hear that you will n	ot be attending t	he University of the West Indies, St Augustine Campus, and wish you all best in your future endeavors.

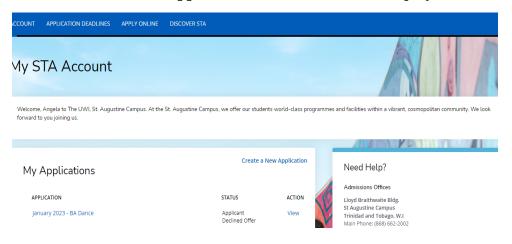
For an **Admit** decision, when the decision is confirmed the below information is displayed. The **Decision History** tab displays '**Applicant Declined Offer**' under **Status**:

ACCOUNT APPLICATION DEADLINES APPLY ONLINE	DISCOVER STA		
January 2023 - BA Dano	ce		
Review Supplemental Items & Documents Decision	on History		
STATUS	DATE	DECISION LETTER	
Applicant Declined Offer	8/26/2022	Download	

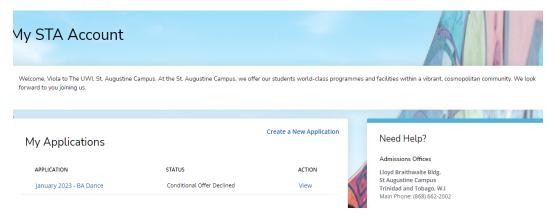
For a **Conditional Admit** decision, when the decision is confirmed the below information is displayed. The **Decision History** tab displays **'Conditional Offer Declined**' under **Status**:

OUNT APPLICATION DEADLINES APPLY ONLIN	IE DISCOVER STA	
anuary 2023 - BA Dar	nce	
view Supplemental Items & Documents Deci	ision History	
STATUS	DATE	DECISION LETTER
Conditional Offer Declined	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 May 07, 2024)



