

## **E-Courier**

## How to submit registration documents?

Please be guided by the following instructions:

- 1. All required supporting documents must be uploaded via the upload document link (click <a href="here">here</a>) as follows:
  - Supporting documents are to be submitted in PDF format ONLY and must be uploaded as a single PDF file.
- 2. Supporting documents are to be submitted using your UWI student email address. Submissions using other email addresses will not be acknowledged.
- 3. The pdf document which is to be uploaded to e-Courier is to be saved using the following naming convention:
  - UWI student ID number (if past student, student ID required)
  - Student's full name (first name, last/surname)
  - Faculty (choose from: FMS, FSS, FST, FFA, FOL, FHE, FEN, ALJSB, AOS-Academy of Sport)
- 4. An acknowledgement email will be received from the e-Courier application once the submission has been received and opened