

FINANCIAL ADVISORY SERVICES DEPARTMENT,
DIVISION OF STUDENT SERVICES & DEVELOPMENT (DSSD)

Guidance on electronic submission of supporting documentation for
Scholarships and Bursaries Applications 2022/2023

This document provides guidance on the main components for uploading supporting documents.

Step 1: Uploading of Supporting Documents

Due to the COVID-19 related Campus' restrictions, applicants are now required to submit documentation in support of your application for scholarships and bursaries, via the online scholarship application portal. Kindly review the "[Supporting Documents](#)" page to ensure that you complete and save electronically, all the relevant documents.

Step 2: Scanning Your Documents

If you do not have access to a physical scanner, you can download a free document scanning app that turns your device into a powerful portable PDF scanner. For example, **Adobe Scan**, **Clear Scan**, **CamScanner** and **FineScanner**(iOS) etc.

When scanning your documents attached all the relevant documents together. For example, the **Projected Income and Expenditure Form** must be accompanied with job letter, **Additional Comment Form** (where applicable) and any other relevant supporting documents.

- Documents must be colour scans of the original
- Documents must be scanned at the original size
- Applicants must ensure no part or pages of the document are missing
- Where a document has stamps, seals or text on both sides of the page then both sides must be scanned
- Scanned documents must be in PDF format.
- Documents saved in the following file types will not be accepted: dot, gif, ppt or zip

Unreadable documents will be required to be re-submitted which may result in a delay in the application being assessed.

Step 3: Renaming Your documents

Rename your document to make the retrieval process easier for you and others. Please ensure that your document is legible before renaming. Follow this guideline to name your document:

- Keep file names short, but comprehensible, using commonly recognised abbreviations.

- Your full name and the type of document is the chief identifier for naming your document. Please save your document using your full name, then the type of document. For example, “John_Doe_Extracurricularform” or “John_Doe_ECform”.

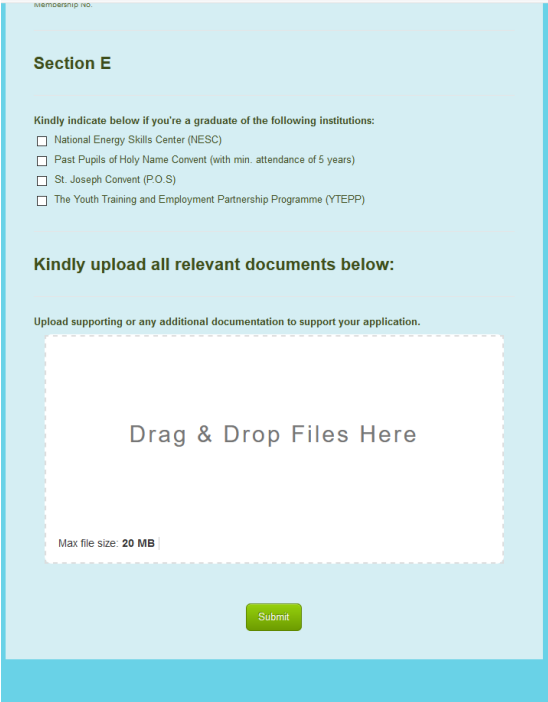
Step 4: Required Formatting for Uploads

Ensure that all electronic documentation is converted and submitted in a **PDF** format **ONLY**. Documents in other formats may not readily open for administrator’s review. This could result in your application not being considered.

Upload one file for each requested document. Please note, each document must be **no larger** than **2MB**. If the document is larger than **2MB**, you will encounter technical difficulties.

Step 5: Upload Location

You are required to upload all documents after “Section E” of the online application form. Please see photo hereunder:



The screenshot shows a section of an online application form titled "Section E". At the top, it says "membership no." in small text. Below the title, there is a heading "Section E" and a prompt: "Kindly indicate below if you're a graduate of the following institutions:". This is followed by four checkboxes with corresponding institution names: National Energy Skills Center (NESC), Past Pupils of Holy Name Convent (with min. attendance of 5 years), St. Joseph Convent (P.O.S), and The Youth Training and Employment Partnership Programme (YTEPP). Below this is another heading: "Kindly upload all relevant documents below:". Underneath, there is a sub-prompt: "Upload supporting or any additional documentation to support your application." This is followed by a large dashed-line box containing the text "Drag & Drop Files Here". At the bottom left of this box, it says "Max file size: 20 MB". At the bottom center of the form, there is a green "Submit" button.

Support

Contact Financial Advisory Services Department, DSSD at ugbursaries@sta.uwi.edu or 868-662-2002 ext. 84185; 82100; 82360, if you need help with a technical problem related to your application.