

PROCESS: UNDERGRADUATE APPLICATION

By the end of this guide, you will be able to:

- 1. Create an undergraduate application

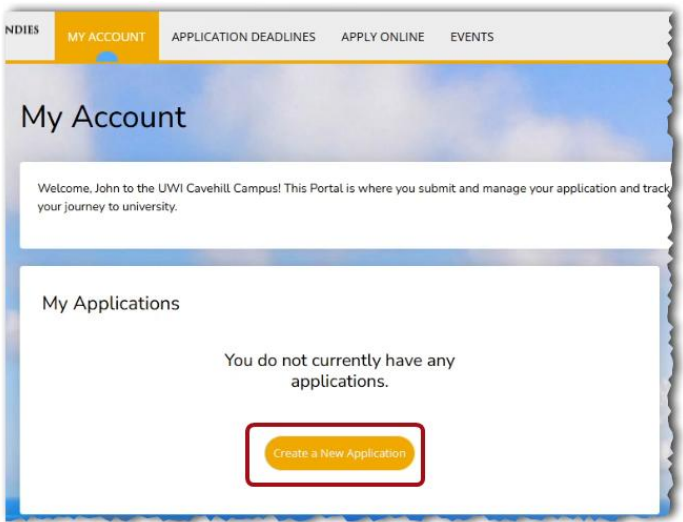


Start Your Application

 An application can be started from one of two locations:

EITHER: “My Account” Dashboard

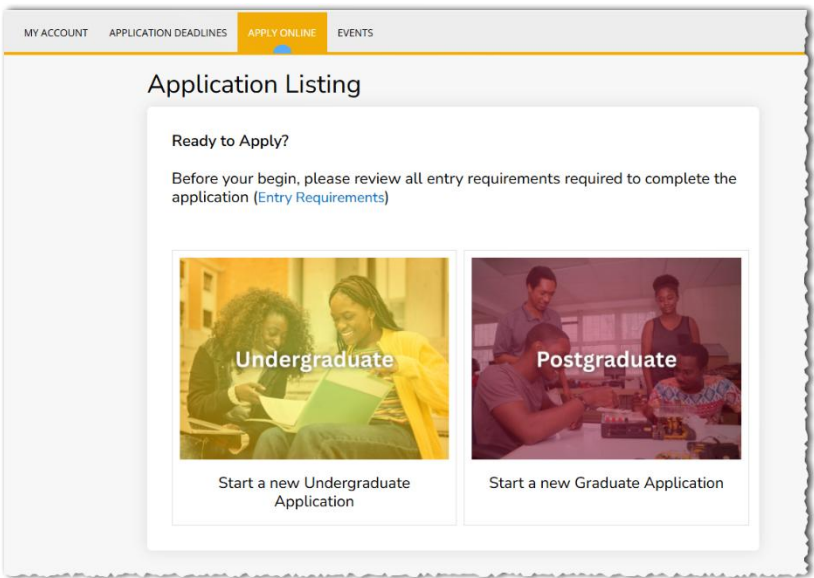
Step 1: Select “Create a New Application”



OR: “Apply Online”

Step 1: Select “Apply Online” from the navigation menu options.

Step 2: Select the “Start a new Undergraduate Application”.



Step 3: Select the available “Entry Term”

Online Application

Select Entry Term

Entry Term *

▼

Back

Submit

Step 4: 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.

Personal

Personal

Emergency Contact

Plans

Academics

Qualifications

Additional Information

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

Suffix

First Name *

John

Gender *

Middle Name

Marital Status *

Last Name *

Sample

Name Change (other than by marriage)

Yes

No

Birth Date *

(mm/dd/yyyy)

First Language *

Select your first language.

Mailing Address

Address Line 1 *

Address Line 2

Parish, State / Province

Postal / Zip Code

City *

Country *

Country of Birth & Citizenship

Country of Birth *

Citizenship Status

Country of Citizenship *

Email and Phone

Email Address *

Enter a valid email address.

john.sample-tst@mycavehill.uwi.edu

Home Phone

Use format: xxx-xxx-xxxx

Cell Phone *

Use format: xxx-xxx-xxxx

Other Phone

Use format: xxx-xxx-xxxx

Additional Information

No information you provide will be used in a discriminatory manner.

Religious Affiliation

Do you have a disability or special need that you wish to disclose?

Yes

No

Save Application

Save & Continue

- A) Name Details: Provide personal details
- B) Mailing Address Details: Provide information for correspondence
- C) Country of Birth & Citizenship: Indicate your country of residence
- D) Email and Phone: Indicate how you can be contacted
- E) Additional Information: Indicate any religious affiliations or disabilities
- F) Save Application: Save your application if you need to return to it
- G) Save & Continue: Save and move to the next tab

Emergency Contact

PersonalEmergency ContactPlansAcademicsQualificationsAdditional InformationSignature

You must list at least one Emergency contact.

Emergency Contact #1

Relationship to you

Prefix

Suffix

First Name *

Middle Name

Last Name *

Email Address

Contact Phone No. *

Use format: xxx-xxx-xxxx

Is the address for emergency contact #1 the same as your permanent address?

☒ Same As Permanent

☐ Different from Permanent

Emergency Contact #2

Relationship to you

Prefix

Suffix

First Name

Middle Name

Last Name

Email Address

Contact Phone No.

Use format: xxx-xxx-xxxx

Is the address for emergency contact #2 the same as your permanent address?

☐ Same As Permanent

☒ Different from Permanent

Address Line 1

Address Line 2

City

State/Province & Postal/Zip Code

Country

C

Previous Page

D

Save Application

E

Save & Continue

- A) Emergency Contact #1: 1st person that should be contacted in case of emergency
- B) Emergency Contact #2: Indicate who should be contacted in case of emergency
- C) Previous Page: Go back to previous tab
- D) Save Application: Save the application to be filled out later
- E) Save & Continue: Indicate any religious affiliations or disabilities

Plans

Personal

Emergency Contact

Plans

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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

Entry Term *

2026/2027 Academic Year

Faculty *

First Choice - Academic Programme *

Second Choice Programme

Selecting a second-choice programme is mandatory

Second Choice - Academic Programme 1

Please select an Academic Programme

Additional Details

Have you previously applied to/been a student at UWI? *

No

Interested in International Exchange Program?

Expected Source of Funding *

Will you be able to meet your financial obligation by August of year of acceptance? *

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E

Save Application

F

Save & Continue

A) Academic Plans: Indicate which year and program will you be pursuing.

B) Second Choice Programme: Indicate an alternate program for consideration

C) Additional Details: Indicate your previous association with the University and financial status

D) Previous Page: Go back to previous tab

E) Save Application: Save the application to be filled out later

F) Save & Continue: Indicate any religious affiliations or disabilities

Academics

PersonalEmergency ContactPlansAcademicsQualificationsAdditional InformationSignature

Secondary School

+ Add Secondary School

College / University

List each College/University at which you have taken courses for credit. Please have an official transcript sent from each institution as soon as possible.

+ Add College / University

Previous Page

Save Application

Save & Continue

- A) Secondary School:** Indicate which tertiary education institutions you attended
- B) College/University:** Indicate any Higher education institutions you attended
- C) Previous Page:** Go back to previous tab
- D) Save Application:** Save the application to be filled out later
- E) Save & Continue:** Indicate any religious affiliations or disabilities

Qualifications

Personal

Emergency Contact

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Qualifications

Additional Information

Signature

Have you completed any of the following qualifications?

CSEC/CXC; GCE O'LEVELS; BGCSE/IGCSE or WAEC. *

Yes

No

CAPE/GCE A'LEVELS *

Yes

No

Examinations Completed

Select Add Exams Completed to list each examination you have taken.

+ Add Add Exams Completed

Examinations in Progress

Select Add Exams In-Progress to list each exam you have taken (or scheduled to take) and are awaiting results.

+ Add Examinations in Progress/Not listed above

International Qualifications

Do you have an International Baccalaureate?

Yes

No

Do you have a Canadian Diploma?

Yes

No

Do you have a High School Diploma?

Yes

No

Do you have a Scholastic Assessment Test (SAT)?

Yes

No

Professional Qualifications

Other Professional Qualification(s)

If 'Yes' is selected, you will be required to submit a CV

F

G

H

Previous Page

Save Application

Save & Continue

- A) **Completed any Qualifications?:** Indicate previous qualifications
- B) **Examinations Completed:** Indicate which examinations you have taken
- C) **Examinations In Progress:** Indicate each exam you have taken
- D) **International Qualifications:** Indicate which international qualifications you have
- E) **Professional Qualifications:** Indicate any other professional qualifications.
- F) **Previous Page:** Go back to previous tab
- G) **Save Application:** Save the application to be filled out later
- H) **Save & Continue:** Indicate any religious affiliations or disabilities

Additional Information

PersonalEmergency ContactPlansAcademicsQualificationsAdditional InformationSignature

Extracurricular Activities & Interests

Please select from the list below your main extracurricular, community, volunteer or personal activities. e.g. leadership roles, musical instruments played, sports teams, awards, or other notable achievements.

+ Add Activity / Interest

Work Experience

Please provide your work experience.

+ Add Work Experience

Additional Information

Enter the Additional Information requested. When you are finished, click Save & Continue to navigate to the next section.

Are you a UWI staff member? *

Are you a dependent of a UWI Staff member? *

How did you obtain information about the UWI? *

Previous Page

Save Application

Save & Continue

- A) **Extracurricular Activities & Interests:** Indicate your activities and interests
- B) **Work Experience:** Indicate your work experience
- C) **Additional Information:** Answer these specific questions
- D) **Previous Page:** Go back to previous tab
- E) **Save Application:** Save the application to be filled out later
- F) **Save & Continue:** Indicate any religious affiliations or disabilities

Signature

PersonalEmergency ContactPlansAcademicsQualificationsAdditional InformationSignature

Certification

Please check the boxes below to affirm the following before submitting your application.

☐ I understand that while I can change my programme choice before my application is reviewed, no changes or alterations can be made once my application is being processed.

☐ I certify that all information and documents provided in this application are complete, accurate, and honestly presented. I understand that The UWI reserves the right to rescind offers of admission or take disciplinary action if any information or documents are found to be fraudulent or misrepresented.

☐ I understand that official transcripts must be sent directly to The UWI from the issuing institution. If I am awaiting outstanding qualifications, I must upload those documents once results become available.

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 *

Previous Page

Save Application

Preview Before Submission

- A) **Certification:** Read and affirm the conditions by selecting the check boxes
- B) **Signature:** Sign the application with your name
- C) **Previous Page:** Go back to previous tab
- D) **Save Application:** Save the application to be filled out later
- E) **Preview Before Submission:** Preview your application details before submitting

Step 5: Click “**Submit Application**” to finish.

2026/2027 Academic Year - Bachelor of Arts Caribbean Studies

Review

Supplemental Items & Documents

Application Number 62d0e66aa0876cbc

Print

Withdraw

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

Mr

First Name *

John

Middle Name

Last Name *

Sample

Birth Date *

(mm/dd/yyyy)

12/1/2025

Suffix

Jr

Gender *

Male

Marital Status *

Single

Name Change (other than by marriage)

No

First Language *

Select your first language.

English

Certification

Please check the boxes below to affirm the following before submitting your application.

I understand that while I can change my programme choice before my application is reviewed, no changes or alterations can be made once my application is being processed.

Yes

I certify that all information and documents provided in this application are complete, accurate, and honestly presented. I understand that The UWI reserves the right to rescind offers of admission or take disciplinary action if any information or documents are found to be fraudulent or misrepresented.

Yes

I understand that official transcripts must be sent directly to The UWI from the issuing institution. If I am awaiting outstanding qualifications, I must upload those documents once results become available.

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 *

John Sample

Signature Date

12/3/2025

A


B

Edit Application

Submit Application

Step 6: Pay for application

Congratulations, You have successfully submitted your application.

 If you need assistance, please contact

admissions@cavehill.uwi.edu