PROCESS: UNDERGRADUATE APPLICATION

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

1. Create an undergraduate application
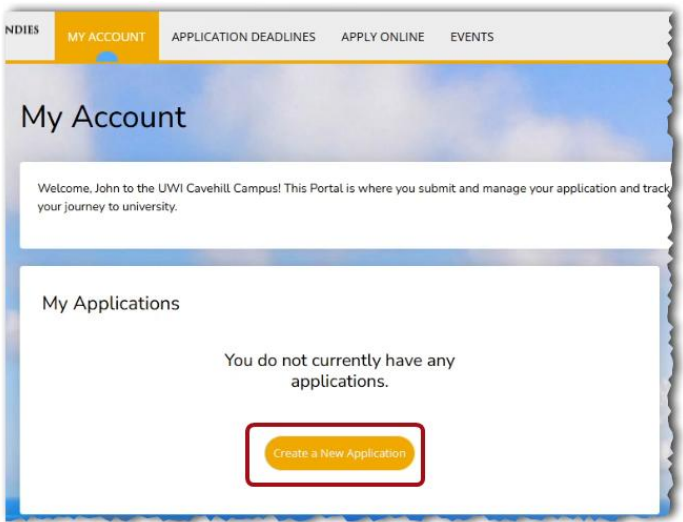
✂ -

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"**.
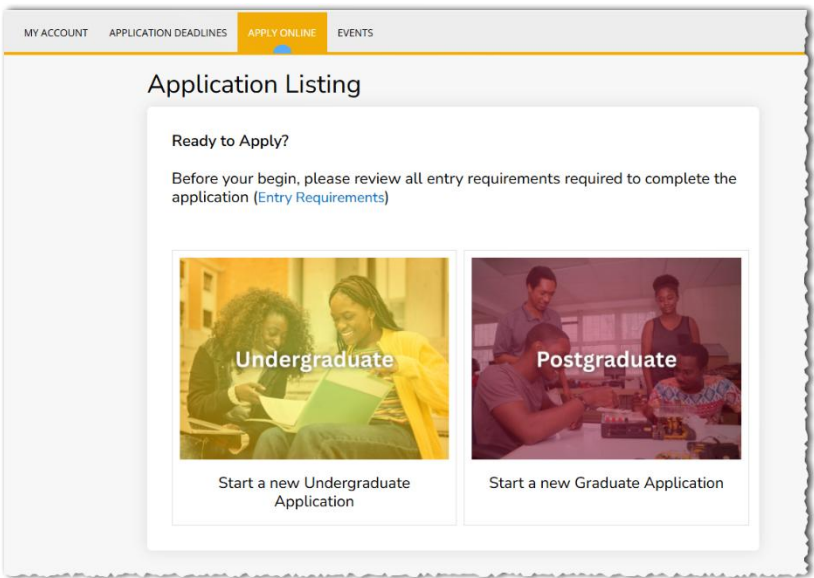
Step 3: Select the available **"Entry Term"**

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

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

(A)

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

(B)

Address Line 1 *

Address Line 2

Parish, State / Province

Postal / Zip Code

City *

Country *

Country of Birth & Citizenship

(C)

Country of Birth *

Citizenship Status

Country of Citizenship *

Email and Phone

(D)

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

(E)

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

(F) **Save Application** (G) **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

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

Ⓑ

Ⓒ   Ⓓ   Ⓔ

[Previous Page]   [Save Application]   [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

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

A) **Secondary School:** Indicate which tertiarty 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

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

(A)

Examinations Completed

(B)

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

+ Add Add Exams Completed

Examinations in Progress

(C)

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

(D)

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

(E)

Other Professional Qualification(s)
If 'Yes' is selected, you will be required to submit a CV

[dropdown ▾]

(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

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

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.

Step 6: Pay for application

Congratulations, You have successfully submitted your application.

⚠️ If you need assistance, please contact

admissions@cavehill.uwi.edu