



**MSBM**

**Mona School  
of Business &  
Management**

The University of the West Indies, Mona

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# **APPLICATION PROCESS**

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# Application Process

## INSTRUCTIONS for APPLYING ONLINE

Your application form is a vital part of your University record and should be completed accurately. All applications must be completed on-line.

Outlined below is a navigational guide for successfully completing your e-application:

- Go to Internet Explorer.
- Type in <http://mona.uwi.edu>
- Click on **Student Administration System (SAS)**.
- Click on **Apply to a postgraduate Programme**.
- Create an account by filling out information on left side of the screen **New Applicants**
- Check your e-mail that was used to create account for a message from Office of Graduate Studies & Research containing instructions for the application process.
- Click on link in message.

- Create your new password and confirm password (**set password**).
- Login to **Return Applicant** box and login to your Account

### Please note:

**If you get a warning:** “Stop running this script”?  
“A script on this page is causing Internet Explorer to run slowly. If it continues to run, your computer may become unresponsive”. Click **NO**

Do not include hyphens (-) or slashes (/) when entering numbers such as your TRN number and/or telephone numbers, unless instructed to do so.

- Complete all required fields in Sections A-G.
- On page 2, Section A - **Fee Responsibility**, select **undeclared** from the drop down menu.
- Click **continue** to move from one section to the other.
- If you do not click continue, all your information will not be saved.

- Go to Section C - **Choice of Campus & Programme**, click on the section entitled **Status** and select the delivery option from the section entitled **Programme**.
- Go to **Academic Record** - on completing the entry of academic information, click **continue** to save, then click **Main Menu** to continue.
- Go to **Employment Record** – click **add record** to enter each additional record.
- Please upload your resume before submitting the application
- Click submit application, when all pages are complete.
- **Note** that tracking information is available below the submission button.

### Please Note:

Your **e-mail address** is your **tracking number** (the e-mail address you used to create the account).

## Required Documents:

The following documents must be submitted in hard copy to the Mona School of Business & Management: Please note that the original documents (which will be returned to you) should be submitted with copies for verification.

- [2 Referee's Reports](#)
- Copy of Birth Certificate (if you are not a UWI Mona graduate)
- Copy of Marriage Certificate/Deed Polls
- Copy of Birth Certificate (If You are not a graduate of UWI Mona)
- Transcript (if you are not a UWI graduate)
- Copy of Professional Certificates/Diplomas

**An application will not be considered complete until the documents mentioned above are submitted.**

**All applicants are encouraged to apply on-line early.**

**Deadline for submission of on-line applications is December 31st.**

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*MBA, EMBA, Diploma in Business Administration only, all other programmes, January 31”*

## Interviews

As part of the selection process, MSBM reserves the right to interview applicants for further exploration of their qualifications and experience. You may be called for an interview, possibly at short notice, in order to expedite the process.

## Acknowledgement

Once your online application has been processed and you are successful, you will receive an offer on-line, via your e-mail address from the Office of Graduate Studies and Research.

## Confirmation of Acceptance

Applicants who have been offered a place in the programme on-line must **confirm their acceptance on-line by the date specified in the offer.**

**NB.** If you are offered a place and you are unable to take up the offer, you will be required to defer or reject the offer on-line

## General Tips

### Preparation to begin a Programme of Study at MSBM

**As soon as you make a firm decision to apply for one of our programmes, you should begin to make preparation. We strongly recommend the following preparatory activities:**

- Discuss the scheduling options with your employer and your significant others who will have to play a supportive role. Include implications for them, in your decision-making process. If you are employed and you plan to come in full-time or to the EMBA which has a full-time requirement component, ensure that you begin making arrangements for being on leave.
- Identify sources of funding and begin preliminary arrangements. Frequently, students decline offers because they started to mobilize funds too late.
- Become increasingly involved in discussions, reading and other activities which will prepare you to participate meaningfully in class discussions.
- Read textbooks and other academic material that will re-awaken your intellectual powers. Visit websites that provide assistance in Mathematics, English Grammar,

Time Management and Research and do exercises that will help you to assess and increase your readiness to resume studies.

- If you have particular difficulties in Mathematics or English, get a tutor now and get ahead of the game. While our foundation module will strengthen skills in these areas, prospective students who have serious needs in these areas will have to seek additional individual help and now is the time to start.



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*Forward. Thinking.*

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**MONA CAMPUS** - Kingston 7, Jamaica W.I. • **Tel:** (876) 977- 7174  
/4649 / 6030 / 26666976 / 3803 / 3775 / 2558 / 2560  
• **Fax:** (876) 977-4622 / 3151 (876) 702-3939

**WESTERN JAMAICA CAMPUS** - 10 Queens Drive, Montego Bay,  
Jamaica W.I. • **Tel:** (876) 940-5561

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**Email:** [msbm@uwimona.edu.jm](mailto:msbm@uwimona.edu.jm) • **Website:** [www.mona.uwi.edu/msbm](http://www.mona.uwi.edu/msbm)



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