How to Submit an Application Online for the MAT Part 1 Programme (via the SVUS)

STEP 1: Enter your name and email address under “Create an account here”. Please enter an email address that you **use regularly**, preferably your personal email address. Then click, “I have read the conditions. Create my account”.

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Note: A valid email account is **ABSOLUTELY** required to continue the process, as this will be our primary means of communicating with you. If you do not have a valid email account please create one before proceeding. You can create **FREE** email accounts through services such as: Gmail, Hotmail or Yahoo.

After submitting, a message will be sent to the email address you provided. Please check the message for further instructions.

You should only enter ONE email address. We have noticed cases where persons have tried to enter more than one email addresses. This is wrong and will **NOT** enable you to continue the signup process.

You are advised to create a personal e-mail address if you do not yet have one. Please do not use an e-mail address which belongs to someone else as we will be corresponding with you via this modality.

By filling out an application to the University of the West Indies, Mona Campus, you are giving permission to:

- The Caribbean Examination Council,
- The General Certificate of Education (GCE) Cambridge,
- Any Educational Institution you have attended
to grant full access to your academic results to the UWI.

I have read the conditions. Create my account | Reset
STEP 2: Further to the message in the green rectangle, check your email inbox for the message from UWI. Please check your Spam folder as well, in the event that the UWI message is sent there. You may have to disable or adjust the filters on your Spam folder.
STEP 3: Open the message in your inbox and click the blue link (as shown below).

Hello Jane Doe,
An account was created for you to apply for admission to one of our programmes at the UWI Mona Campus.
Please verify your email address by clicking on the link below:
http://sas.mona.uwi.edu:9010/barndata1-stv_mona/uwm_adm_p_user_verify?code=ced226ae5d1723d6
If you are unable to click and verify, you may cut and paste the entire line above into a web browser.

DISCLAIMER: IF YOU BELIEVE YOU HAVE RECEIVED THIS MESSAGE IN ERROR, IGNORE THE ABOVE INSTRUCTIONS.

Regards,
UWI Mona - Admissions Team
STEP 4: Your email address and name should appear once the page below loads. Enter a password for your (application) account. Click “Set Password”. Please remember your password, as you may need to exit the portal, and login to the portal at a later time.
STEP 5: Enter your email address and password (which you set in STEP 4), then click “I agree, Login”.

Application for Degree, Diploma & Certificate Programmes

INFO: Password now set. Proceed to login.

Login here to add, edit or view your application
Email:  *  janedoeuwi@gmail.com
Password:  *  ********
Forgot Password?

If you do not already have an account, create one using the next pane.
By filling out an application to the University of the West Indies, Mona Campus, you are giving permission to:
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b) The General Certificate of Education (GCE) Cambridge,
c) Any Educational institution you have attended
to grant full access to your academic results to the UWI.

Create an account here
First Name:  *
Middle Name(s):  
Last Name:  *
Email:  *

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STEP 6: Complete each “Section”, starting with “Personal Data”, then “Applicant Contact Information”, and so on. Enter the information **coherently** in the fields of **every** section. Click “Continue” at the bottom of the page when you have completed a section until you have completed **all** of the sections. **Please see STEP # 7 below** for guidance to complete the section “Choice of Campus and Programme”. Once you have completed every section of the application, please proceed to upload your supporting documents via the link towards the bottom of the page (as shown below): “Submit Supporting Documents (Birth Certificates, Etc.)”. Once you have completed every section of the application and have uploaded your supporting documents, **please review the same before** clicking “Submit Application”. Upon your satisfaction that you have completed the application properly, click “Submit Application”. In due course, you will receive an email with an attachment from the Office of Graduate Studies and Research (OGS&R) noting the decision to accept (or decline) your application to the MAT Part 1 Programme. All the best!
STEP 7: Please see below for the options to select when completing the section “Choice of Campus and Programme”. Click “Add Record”, then “Continue” to proceed to the next section.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Saved Entries (Max. 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note</strong>: Fields marked with the red asterisk are required. Some may be conditionally required; meaning they depend on selections in other fields.</td>
<td></td>
</tr>
<tr>
<td>Choice of Campus &amp; Programme</td>
<td>Note: You can only delete the last entry. Editing is not facilitated. You may delete an entry and re-enter to make changes. The order in which choices are entered denotes preference.</td>
</tr>
<tr>
<td><strong>Programme</strong></td>
<td><strong>Saved Entries (Max. 2)</strong></td>
</tr>
<tr>
<td><strong>Academic year of entry:</strong> 2015/2016 (Sem. II): Starts January 2016</td>
<td>Note: You can only delete the last entry. Editing is not facilitated. You may delete an entry and re-enter to make changes. The order in which choices are entered denotes preference.</td>
</tr>
<tr>
<td><strong>Campus</strong>: Mona</td>
<td><strong>Programmes</strong></td>
</tr>
<tr>
<td><strong>Level</strong>: Graduate</td>
<td><em>(No saved entries as yet)</em></td>
</tr>
<tr>
<td><strong>Faculty</strong>: Humanities &amp; Education</td>
<td></td>
</tr>
<tr>
<td><strong>Major (1st Choice)</strong>: Teaching (MA) Online</td>
<td></td>
</tr>
<tr>
<td><strong>Site (1st Choice)</strong>: Mona Campus</td>
<td></td>
</tr>
<tr>
<td><strong>Major (2nd Choice)</strong>:</td>
<td></td>
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<tr>
<td><strong>Site (2nd Choice)</strong>:</td>
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</tr>
<tr>
<td><strong>Status</strong>: Full time</td>
<td></td>
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</tbody>
</table>

Add Record

Continue [Main Menu] [Logoff]

RELEASE: 0.2

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