

## CAVE HILL SCHOOL OF BUSINESS UNIVERSITY OF THE WEST INDIES

### INFORMATION AND INSTRUCTION SHEET FOR APPLICATION

#### FOR USE WITH APPLICATION FORM FOR ADMISSION TO UNDERGRADUATE DIPLOMAS AND CERTIFICATES

**NOTE:**

1. Applicants are advised to read carefully the information and instructions for guidance when completing the application form.
2. An applicant is allowed to apply to only one programme on any campus in any one year.

**GENERAL:**

Complete the form legibly and accurately using black ink or typescript. The University will not process forms that are incomplete or where accompanying certificates and documents have been tampered with or altered.

Applicants should complete the form in **DUPLICATE**. An application fee of Bds.\$50.00, or the equivalent, in your local currency is payable by nationals or residents of Commonwealth Caribbean Countries. This fee which should be submitted by bank draft/money order/certified cheque if remitted by mail, is non- refundable.

The **originals and one copy of each of the following documents must be submitted with this application** (not required for UWI graduates):

- (i) **Birth Certificate;** (ii) **Academic Certificates/Transcripts;** (iii) **Professional Certificates/Diplomas;** (iv) **Marriage Certificate/Deed Poll, if present name is different from that on documents.**

Applicants with qualifications in a language other than English should submit a certified English translation of these qualifications. Applicants whose native language is not English are required to perform satisfactorily in a UWI English Language Test or have a TOEFL score of more than 500.

**The completed forms should be returned to:**  
**Cave Hill School of Business**  
**University of the West Indies**  
**P O Box 64**  
**Bridgetown**  
**Barbados**

## **SECTION A – PERSONAL DATA**

1. Title – Insert Mr. Mrs. Etc.

Former Name – If you have changed your name by marriage or otherwise, state your previous name. Supporting evidence must be submitted.

18. Religion – Although not essential to the application process information is needed by the University Chaplain and the Student Service Managers.

25. Disability – This has no bearing on the application process but is required, so that the necessary arrangements for study and accommodation may be put in place.

## **APPLICANT CONTACT INFORMATION**

7.a) Mailing Address – Enter the address to which you would wish all correspondence to be sent.

6-24 Please provide all information requested (if possible): Telephone No./Fax No./Emergency Contact No./Email address. If a contact number is given, the name of the contact person should also be given.

## **SECTION B – CHOICE OF CAMPUS AND PROGRAMME**

31. Name of programme – name the subject area you wish to pursue.

32. Indicate campus as (Cave Hill)

33. Please indicate the programme you wish to pursue.

35. Specialisation – state the area in which you intend to specialise e.g. General Management, Human Resource Management, Public Sector Management

## **SECTION C – ACADEMIC RECORD**

43. Enter details of qualifications. It is the responsibility of the applicant to request that transcripts be forwarded to the CHSB/UWI. UWI graduates need not request transcripts

## **SECTION D - FINANCIAL RESOURCES**

47-48. State briefly how you intend to finance your course of study. Include details of any scholarship or other financial assistance you have obtained or hope to receive.

## **SECTION E – EMPLOYMENT RECORD**

49. State all your work experience. This is particularly helpful for applicants without the required entry requirements. A telephone number at your present place of

employment is required.

#### **SECTION F – REFEREE INFORMATION**

50. To be completed by applicants to the Social Security Management programme.

#### **SECTION G**

51. This application is accepted on the understanding that the applicant has provided accurate information and agrees to abide by the rules and regulations of the University. By signing this form the applicant confirms acceptance of these conditions.

#### **FURTHER INFORMATION**

Further information may be obtained from:

Cave Hill School of Business  
University of the West Indies  
P O Box 64  
Bridgetown  
Barbados  
Tel: (246) 424-7731  
Fax: (246) 425-1670  
Email: [chsb@uwichill.edu.bb](mailto:chsb@uwichill.edu.bb)  
Website: <http://www.uwichsb.org>