Welcome to UWI, Mona!

Congratulations and welcome to the next chapter in your life as a university student! You are about to embark on an exciting journey and we are thrilled that you are considering The University of the West Indies, Mona Campus, the only institutionally accredited University in Jamaica. Our university offers a full and lasting educational experience, unique to each and every student. You are encouraged to forge your own path through our numerous programmes and extracurricular opportunities in order to enhance your education and achieve your life goals.

This Guide to First Year will help you navigate through the next steps to becoming a UWI, Mona student, right from the moment you receive your Offer of Admission. Use the handy checklist to simplify all the important tasks to take care of before beginning your classes. Please devote time to read through this Guide thoroughly in order to be sure that you are well prepared to begin your journey at UWI, Mona on the right track!

Once again, congratulations and we look forward to seeing you in August!

✓ STEP 1

ACCEPT OFFER OF ADMISSION

Now that you have received your Offer of Admission, please read all the important information and instructions it contains:

a) You should select your response (accept, reject, accept and request deferral) online by logging back in your application form on SAS and clicking Congratulations, you have been offered a place! Click here to respond to your offer [Respond to offer] just above “Submit Application” in the Main Section and Application Checklist.

b) You must indicate your decision by the deadline stated in your Offer letter. Failure to do so may result in withdrawal of the offer or, prevent you from registering.

c) You may access copies of any email and Offer letter sent to you as well as Forms and other important information in the Application portal. We strongly advise you to peruse our General Regulations for Students on the Admissions Section website at http://www.uwimona.edu.jm/admissions. These Regulations govern your status as a student at UWI, Mona.

Part-time offers are given to applicants who have either applied for part-time studies or, who are not fully matriculated at the time the offer was given. To be fully matriculated, you must satisfy all the criteria for entry into The UWI, Mona. If you enter the University as a part-time student, you will be able to change your registration status to full-time once you have met the Faculty's requirements.
If your Offer of admission is **Provisional**, this means that are certain conditions that must be met. These conditions will be stated in the Offer letter. Once these conditions have been met, the Offer will be changed to a Firm Offer.

If you applied to several programmes (you are allowed to apply to no more than four programmes) and qualify, offers will be sent separately for each application in which you are successful even while your other applications are being processed. Additionally, if, upon assessing your application, the Selection Committee determines that you qualify for other programmes, for which you might not have applied, an offer of entry may still be given. This therefore guarantees you a place at the most prestigious University in the Caribbean.

**STEP 2**

**SEND FINAL TRANSCRIPTS/ADDITIONAL REQUIRED DOCUMENTS**

In sending your final transcripts and any other additional required documents, please do ensure that the required documents are certified, scanned and uploaded or, in the case of College/University transcripts, sent directly to The UWI, Mona, for the attention of the Senior Assistant Registrar, Admissions Section.

Required documents that can be scanned and uploaded include:

- Birth certificate
- Teaching/Nursing certification
- CSEC/CAPE/GCE/BGCSE/IGCSE certificates

Transcripts for Diplomas, Associates/Bachelor’s degrees should be sent directly to UWI, Mona from the educational institution for the attention of the Senior Assistant Registrar, Admissions Section.

If you did not complete your programme of studies at the time the transcript was sent, you will be required to send another transcript stating that you have completed the programme, the award date and final Grade Point Average.

In addition to the above-stated documents, applicants to the:

- MB, BS/DDS programmes should submit an Autobiographical Sketch and Non-Academic Report Form
- Physical Therapy programme should submit the Volunteer Report Form
- Social Work programme should submit two (2) references, a personal statement and a Co-curricular Form

*These are available on the Admissions website.*

If you have accepted our Offer of Entry, you are required to scan and submit online:

i. Student’s Health Insurance Form
ii. Application Form for UWI Student Identification Card
iii. One (1) passport sized picture
iv. Statement of Responsibilities for MBBS and DDS students (if applicable)

In addition, the following documents should be submitted to the respective Offices indicated:

i. Medical Report Questionnaire (completed and signed by a certified Medical Practitioner) - Admissions Section
ii. Hall Application Form (if you have applied for On-Campus Housing) - Office of Student Services and Development
**STEP 3**

**APPLY FOR HOUSING**

Accommodation, whether in a Hall of Residence on Campus or in lodgings near the University, is limited and in great demand. As a result, Housing on Campus is reserved for full time student only. Should you require accommodation on-campus, please complete and email the Hall Application Form to studenthousing@uwimona.edu.jm in the Office of Student Services & Development (OSSD). We have nine (9) Halls of Residence. If you are unsure as to which one you should choose, just visit [http://myspot.mona.uwi.edu/oss/accommodation-0](http://myspot.mona.uwi.edu/oss/accommodation-0) to get more information and to see a video of the facilities. If you do not live in a Hall of Residence, you will still be assigned/attached to a Hall so that you can have the benefit of participating in the Hall’s activities.

Once you receive confirmation that Housing on Campus is approved and, if you are travelling from overseas, kindly advise the Lodgings Officer, Mona or Student Services Manager at our Western Jamaica Campus, Montego Bay, in good time, of your expected time of arrival in Jamaica.

If however, you need assistance in securing off-campus housing, please contact the Mona Accommodations Officer at (telephone) 876-702-3493 or (fax) 876-977-1424; Western Jamaica Campus (WJC) Student Service Manager at (telephone) 876-971-4783 (fax) 971-1283 or uwilodgings@yahoo.com.

**STEP 4**

**FINALIZE THE FUNDING FOR YOUR STUDIES!**

By now you should have decided on possible source(s) of funds to finance your higher education. Tuition fees for the 2014/2015 Academic Year are not yet available but you may use those for 2013/2014 Academic Year at [http://www.mona.uwi.edu/admissions/fees/1314/fees.pdf](http://www.mona.uwi.edu/admissions/fees/1314/fees.pdf) as a guide. Fees are expected to be increased by approximately 10-12% for this academic year.

Remember, financing a university education involves much more than the tuition fees. Some other costs that must be budgeted for include:

- Accommodation, meals and personal expenses
- Books
- Laboratory coats and manuals
- Field trips, field work and equipment
- Photocopying
- Preparation of projects

We encourage you to visit our Office of Student Financing at [http://myspot.mona.uwi.edu/osf/](http://myspot.mona.uwi.edu/osf/) to explore funding opportunities. UWI, Mona also provides limited on-campus employment opportunities to our students.

Other external financial assistance may come from the Students’ Loan Bureau, GOJ National Youth Service/JAMVAT/PATH programmes, private organizations, overseas Work/Travel programme, etc. Make sure to apply early for any loans that you are seeking to assist with your studies at The UWI, Mona.

**STEP 5**

**PRE-ARRIVAL INFORMATION FOR INTERNATIONAL STUDENTS**

Nationals from non-Commonwealth countries would need to obtain a visa for travel to Jamaica. No visa is required for nationals of Commonwealth countries, save for a few exceptions: Pakistan; Sri Lanka; Nigeria; British Virgin Islands and Cayman Islands. Visa should be obtained at a Jamaican consulate or embassy prior to your arrival in the island.
Please ensure that you have the original letter of acceptance from us as you will be landed initially as a visitor to the island but thereafter you will have to apply for your status to be changed to that of “student”. To do so, you must complete an extension of stay form and submit same along with the acceptance letter from the educational institution addressed to the Chief Executive Officer of PICA. Student status is granted for the duration of the programme of study or to the expiry date of the passport, whichever comes first. This process attracts a non-refundable processing fee of $10,000.00 and is facilitated on-campus through our International Students Office, ISO.

For further information, visit our website at [http://mySpot.mona.uwi.edu/iso/You-arrive](http://mySpot.mona.uwi.edu/iso/You-arrive) or the Jamaica Passport and Immigration Agency (PICA) at [www.pica.gov.jm](http://www.pica.gov.jm).

✅ **STEP 6**

**GET TO KNOW THE STUDENT ADMINISTRATION SYSTEM (SAS)**

Once you are accepted into the UWI, Mona, you will want to be sure to learn to use our Student Administration System (SAS). The SAS portal provides students with a single entry point to all online student administrative services. You can access SAS by visiting [http://www.uwimona.edu.jm](http://www.uwimona.edu.jm) and then clicking SAS under Online Systems.

In the Student Administration Area, you will find several resources, some of which may not make sense to you now but will certainly be important once you become a student. Here are some of the resources that you will be able to see when you access SAS:

- Admissions Portal to respond to your Offer of Entry or view correspondences from the Admissions Section
- Tuition and Fees for the Academic Year
- Online Registration Form and registration details
- Online Requests Form to add/drop courses
- Registration and Late Penalty Guidelines
- Summary of your Financial Account
- Summary of your Academic Record (Unofficial Transcript)
- Status Letter Request Form
- Your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status
- Name change Request Form

✅ **STEP 7**

**GET INVOLVED IN ORIENTATION ACTIVITIES**

Orientation activities are planned for all incoming new students by the Office of Student Services and Development (OSSD) and the Office of International Students (ISO). This year, Orientation will take place during the period **August 20 – 29, 2014**.

Orientation activities are also planned separately for students at UWI Mona Western Jamaica Campus (WJC). Details are usually available on our website as well as in the print media, so keep a look out for the dates and activities. During this exciting period, informational sessions and campus tours are planned to assist in making sure your journey with us gets off to a good start. Parents and Guardians are welcome, too!
STEP 8
SEEK ACADEMIC ADVISING

Before you register, we urge you to seek academic advice on selecting the correct courses required for your chosen major. Please contact your respective Faculty Office for Advising Session dates, Faculty Handbooks for Faculty Regulations and programmes or visit your Faculty’s website.

STEP 9
GET REGISTERED

Teaching for the 2014/2015 academic year will commence on September 1, 2014 and registration for all programmes will take place August 25-29, 2014. However, we strongly recommend that you seek academic advice prior to registration. This will ensure that you choose the correct courses. Registration is facilitated online through our Student Administration System (SAS). If you are having difficulty, representatives from the Student Records Unit (SRU) will be available to assist you with the process upon completion of all pre-registration activities. While you will be able to select courses, it is important for you to know that your registration is not considered complete until all relevant fees have been paid within the timeline published at the start of the Academic Year.

STEP 10
GET YOUR EMAIL ACCOUNT, IDENTIFICATION AND HEALTH CARD

Upon payment of the required fees, each student will be given an email account, Identification and Health card. Our Customer Service Representatives in the Mona Information Technology Services department (email account) and Human Resources Management Division (I.D. and Health) will be happy to assist you in obtaining them. Please note that you MUST utilize the email address assigned by the UWI Mona as all official communication will be sent only to this address. Students may use their Health Cards to access our Health Centre with trained medical personnel such as Medical Doctors/Specialists, Nurses, Pharmacists and Counselors. The card can also be used off-campus as well.

To process your Identification Card, please scan and upload to the Application Portal, one (1) passport sized photograph that should be:

- in colour
- printed on matte or glossy photo quality paper
- 2 X 2 inches (51 X 51 mm) in size
- taken within the last 6 months
- taken in front of a plain white or blue background
- taken in full-face view directly facing the camera
- have neutral facial expression with both eyes open

In addition to the digital requirements, the existing scanned photo must be:

- Cropped at 2 X 2 inches (51 X 51 mm), photo only
- Scanned at a resolution of 300dpi for upload
STEP 11

GET PARKING/TRANSPORTATION

The UWI Mona Campus has a Main Parking lot and persons are advised to park in this designated area as parking is limited and restricted in some areas. Failure to do so or to observe the Traffic rules may result in serious fines. Application for a Parking sticker (registered students only) is available on our website at http://www.mona.uwi.edu/hrd/forms.

ONCE YOU BECOME A STUDENT

USE OUR STUDENT FACILITIES/GET INVOLVED IN STUDENT ACTIVITIES

With nearly 653 acres of land formerly part of two large sugar estates, Papine and Mona, the UWI Mona Campus boasts scenic sites that date as far back as the famous historic ruins of a Roman-style aqueduct, water wheel, Chapel and other remnants of the sugar works which once stood on the site, to modern facilities such as state-of-the-art libraries, research facilities and classrooms, restaurants, financial institutions, Bookshop, Travel Agency, Supermarket/Minimarts, Laundromats, Radio Station, Student Lounge and Sporting facilities including our Olympic-sized swimming pool, Lyssons Beach in St. Thomas and the famous state-of-the-art 400 m UWI/Usain Bolt Regupol athletic running track.

To ensure your holistic development while at The UWI, Mona, the Office of Student Services & Development also offers several developmental programmes and activities. Make sure you sign up for these or join one of the many student clubs and societies.

EXPLORE INTERNATIONAL OPPORTUNITIES

Experience the world as a registered student at the University of the West Indies. You can gain cultural insight, make valuable contacts and broaden your horizons while living and studying at a university of your choice or at one of our partner institutions through our:

- Study Abroad Programme
- International Exchange Programme
- Regional Exchange Programme

**Study Abroad Programme**

With the approval of their Faculty, students willing to pay tuition and other costs to the host university can study abroad at any University of their choice. The credits received from all previously approved courses taken on UWI's Study Abroad Programme will be treated exactly as UWI courses and will apply towards their graduation requirements.

**International Exchange Programme**

Registered students are encouraged to spend a semester or a year (except the final semester of the final year) at any one of our partner universities in the USA, Canada, Asia, Europe, South Pacific or South America at no additional cost because tuition fees are paid to the UWI and not the host university under exchange agreements. However, the student is responsible for living, transportation and other expenses. The credits received from all previously approved courses taken on UWI's International Exchange Programme will be treated exactly as UWI courses and will apply towards their graduation requirements.
**Inter-Regional Exchange Programme**

Registered students are encouraged to spend a semester or a year (except the final semester of the final year) at any one of our other two Campuses, Cave Hill, Barbados and St. Augustine, Trinidad. Tuition fees are paid to the home UWI Campus and miscellaneous to the UWI host Campus. However, the student is responsible for living, transportation and other expenses. The credits received from all previously approved courses taken on UWI’s Inter-Regional Exchange Programme will be treated exactly as UWI courses and will apply towards your graduation requirement as major and minor credit.

Interested? Visit the Office of International Students (ISO) website at [http://myspot.mona.uwi.edu/iso](http://myspot.mona.uwi.edu/iso) for more information.

**IMPORTANT DATES TO REMEMBER**

**Orientation**
- Family Orientation: July 27, 2014
- Arrival of Regional and Int'l students: August 15, 2014
- Regional and Int'l students Orientation: August 18-19, 2014
- Family Orientation (repeated): August 20, 2014
- Arrival of new students: August 20, 2014
- Orientation for all undergrads: August 21-22, 2014
- WJC Orientation: August 24-29, 2014

**Matriculation Ceremony**
- September 4, 2014

**Welcome Ceremony**
- September 7, 2014

**Semester I Dates 2014/2015**
- Semester I Begins: August 24, 2014
- Teaching Begins: September 01, 2014
- Teaching Ends: November 28, 2014
- Examinations Begin: December 03, 2014
- Examinations End: December 19, 2014
- Semester I Ends: December 19, 2014

**Semester II Dates 2014/2015**
- Semester II Begins: January 18, 2015
- Teaching Begins: January 19, 2015
- Teaching Ends: April 17, 2015
- Semester Break: April 19 - 26, 2015
- Examinations Begin: April 27, 2015
MORE INFORMATION

Should you require further information, please do not hesitate to contact the Admissions Office. Looking forward to seeing you in August 2014!!