

## How to Apply Guide

Thank you for choosing UWI-ROYTEC!  
The application process is the first step on your path to career success.  
Let's begin.

From the “How to Apply” page scroll down to "Click Here to Apply Online”. This will take you to our online application page where you should see “Welcome to UWI-ROYTEC Online Admissions”.

**Welcome to UWI-ROYTEC Online Admissions**

**We are now accepting applications for Term 1 of the Academic Year 2020/2021.**

**North Campus**

- Bachelor of Education Degree Primary Education-FT&PT
- Bachelor of Science Degree in Information Systems Management-FT&PT
- Bachelor of Science Degree in Business Management-FT&PT
- Associate of Science Degree in Information Systems Management-FT&PT
- Associate of Science Degree in Management-FT&PT
- Dipl in Management for Administrative Professionals
- Dipl in General Management
- Dipl in Human Resource Management
- Dipl in Marketing & Sales Management
- Dipl in Project Management
- Dipl in Public Relations
- Dipl in Real Estate Brokerage
- Cert. in Early Childhood Care and Education-FT&PT
- Cert. in Principles of Real Estate Sales
- Cert. in Social Sciences-FT&PT

**South Campus**

- Bachelor of Education Degree Primary Education-FT&PT
- Bachelor of Science Degree in Management-PT Only
- Associate of Science Degree in Information Systems Management-FT&PT
- Associate of Science Degree in Management-FT&PT
- Dipl in Project Management
- Cert. in Early Childhood Care and Education-FT&PT
- Cert. in Social Sciences-FT&PT

**For detailed information on all our programmes, please visit [roytec.edu](http://roytec.edu)**

**New Part-time Students-Classes commence September 7 2020**

**New Full-time Students-Classes commence September 28 2020**

**Get started with the application process now. If this is your first time visiting this page to apply, Please click on the 'First time user account creation' link below.**

**If you are a returning user enter your Login ID and PIN and then select Login.**

Login ID:

PIN:

[First time user account creation](#)

[Return to Homepage](#)

Please note that if you are first time user you will be required to create a Login ID (username) and a PIN (password). First, select “First time user account creation” and you will be directed to the “Admissions Login- New User” page.

Here you are required to create a Login ID (Username) and PIN (password).

After you have entered your login ID and PIN and you have verified your PIN, click Login.

Once you have logged in you will be directed to the “Select your Application Type” page.

Click the arrow on the drop box to select the Application Type.

Select the application type that corresponds to the programme level. E.g. Associate Degree for the Associate Degree in Management.

Once you have selected your Application Type, click “Continue” and this will take you to the “Apply for Admissions” page.

**Please note that any field with an \* is a required field and must be filled out before moving forward.**

The screenshot shows the 'Apply for Admissions' page of the UWI School of Business and Applied Studies Limited ROYTEC Online Student Administration System. The page includes a header with the school's name and logo, a navigation menu with 'HELP' and 'EXIT' links, and a main heading 'Apply for Admissions'. Below the heading, there is a blue bar with a search icon and a text prompt: 'Select the Admission Term for commencement of studies and enter your name. The term available for selection would be the academic term advertised on UWI-ROYTEC's website.' A legend indicates that an asterisk (\*) denotes a required field. The 'Application Type' is set to 'Undergraduate Degree'. The 'Admission Term' is a dropdown menu currently showing 'Select...'. Below this are three text input fields for 'First Name', 'Middle Name', and 'Last Name', each with an asterisk indicating it is required. At the bottom of the form area, there is a 'Fill Out Application' button and a 'Return to Application Menu' link. The footer contains the release version 'RELEASE: 8.5.4.4' and the copyright notice '© 2020 Ellucian Company L.P. and its affiliates.'

Please select your Admissions Term. For example, if you are applying to begin studies in September 2022, then select 2022/2023 Term I for Admission Term.

Using all capitals, fill out your name in each required field. Once all the required fields are filled, click “Fill out Application”.

Next, you should be directed to the “Application Checklist” page. This page lists all the components of the online application. You need to fill out the information in each section to ensure that your application is complete. There are eleven (11) sections:

1. Planned Course of Study
2. Applicant Name
3. Permanent Address and Phone
4. Mailing Address and Cell Phone
5. Personal Information
6. Activities
7. High School
8. Exam Results
9. Previous College
10. Additional Information
11. Emergency Contact

The screenshot shows the 'Application Checklist' page of the UWI School of Business and Applied Studies Limited ROYTEC Online Student Administration System. The page header includes the school name and logo, and navigation links for 'HELP' and 'EXIT'. The main heading is 'Application Checklist'. Below this, there are instructions: 'Fill out the application. A checklist is provided to help you complete it. You can complete each section in any order you wish.' and 'Select Application is Complete when you have completed the application. Select Finish Later if you would like to finish your application later.' There are three bolded instructions: 'Please ensure that you fill out the sections contained within this checklist in CAPS.', 'Please save and email the Signature Page which displays after you click the 'Application is Complete' button.', and a COVID-19 related note: 'Given the closure of educational institutions due to COVID-19, interested applicants can send the relevant documents and Signature Page to admissions@roytec.edu to have your application assessed. Please note that full acceptance cannot be granted until original documents have been verified by our Admissions Unit upon resumption of operations.' A grid of 11 links with information icons is provided for each section: Planned Course of Study, Applicant Name, Permanent Address and Phone, Mailing Address and CellPhone, Personal Information, Activities, High School, Exam Results, Previous College, Additional Information, and Emergency Contact. At the bottom, there are two buttons: 'Application is Complete' and 'Finish Later'. A footer contains the text 'Send an email to the admissions officer', 'RELEASE: 8.5.4.4', and '© 2020 Ellucian Company L.P. and its affiliates.'

## Section 1. Planned Course of Study

**UWI School of Business and Applied Studies Limited**  
**ROYTEC**  
Online Student Administration System

HELP EXIT

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**Planned Course of Study** (Checklist item 1 of 11)

Please select the programme you wish to pursue.

**Valid values for identifying preference of attending class (FULL-TIME/PART-TIME).**

When filling out the different sections of the Online Application Form, please be guided by the following:  
The **Checklist Button** saves your changes and returns you to the Application Checklist. The **Continue Button** saves your changes and moves to the next section. The **Finish Later Button** saves your changes and displays the Application Menu. The **Return to Checklist without saving changes link** allows you to navigate to different sections.

\* - indicates a required field.  
**Planned Course of Study:\***  
**Identify your preference of attending classes FULL-TIME or PART-TIME\***

Applying for the Bachelor of Science in Business Management? You must have completed an Associate Degree or at least in the last year of your programme?

Yes  No  No Response

[Return to Checklist without saving changes](#)  
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Click the arrow in the drop box and select the programme that you wish to pursue. For example, “Associate Degree in Management”.

Next, indicate your preference of attending classes by typing in the comment box “FULL-TIME” using all capitals (classes during the day) or “PART TIME” using all capitals (evening classes and weekends).

Please note that some programmes may be offered on a PART-TIME basis only so you will not have to indicate your preference.

Select “Yes”, if applying for the Bachelor of Science Degree in Business Management and you have completed an Associate Degree OR in the final year of your Associate Degree programme.

Click “Continue”.

## Section 2. Applicant Name

**UWI School of Business and Applied Studies Limited**  
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[HELP](#) [EXIT](#)

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**Applicant Name** (Checklist Item 2 of 11)

☐ **Please enter your Full Name below.**

When filling out the different sections of the Online Application Form, please be guided by the following:  
The [Checklist Button](#) saves your changes and returns you to the Application Checklist. The [Continue Button](#) saves your changes and moves to the next section. The [Finish Later Button](#) saves your changes and displays the Application Menu. The [Return to Checklist without saving changes link](#) allows you to navigate to different sections.

\* - indicates a required field.

**Last Name:\***

**First Name:\***

**Middle Name:**

**Suffix:**

**Prefix:\***

**Previous Last Name:**

**Previously Attended?:\***  Yes  No

**Previously Applied?:\***  Yes  No

[Return to Checklist without saving changes](#)

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Fill out in ALL CAPITALS your

- Last name
- First name
- Middle name (if you have one),
- Suffix (post-nominal letters indicate that the individual holds a position, educational degree, accreditation, office, or honour (e.g. "PhD"))
- Prefix (e.g. Mr., Mrs., Miss, Ms.).
- Previous Last Name (applies to married persons whose names have been changed).

If you have been enrolled as a UWI-ROYTEC student prior to this Application select “Yes” OR if this is NOT your first time applying to UWI-ROYTEC, select “Yes”.

Click “Continue”.

## Section 3. Permanent Address and Phone

Online Student Administration System

HELP EXIT

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**Permanent Address and Phone** (Checklist item 3 of 11)

Enter your permanent address information below. Please ensure that you enter the city and country.

Please enter your Cell-Number in the second rectangle of the Phone Number field in the following format XXX-XXXX.

When filling out the different sections of the Online Application Form, please be guided by the following:  
The [Checklist Button](#) saves your changes and returns you to the Application Checklist. The [Continue Button](#) saves your changes and moves to the next section. The [Finish Later Button](#) saves your changes and displays the Application Menu. The [Return to Checklist without saving changes link](#) allows you to navigate to different sections.

\* - Indicates a required field.

**Permanent Address**

Street Line 1: \*

Street Line 2:

Street Line 3:

City: \*

State:

Zip Code:

County:

Nation: \*

Phone Number (xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxxxx extension): \*  -

[Return to Checklist without saving changes](#)

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### **Only enter the fields that are marked with an \***

Enter your permanent Address, for example:

Street Line 1: Apt 5 Sunshine Villas

Street Line 2: Sunshine Road

City applies to the town where you live e.g. Diego Martin, Santa Cruz etc.

Select the arrow in the drop box for more options.

For phone number, enter your phone number in the following format

First box – area code e.g. for Trinidad and Tobago 868

Second box your number in the format (xxx-xxxx)

If your number has an extension, input the extension number in the last box.

## Section 4. Mailing Address and Cell Phone

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HELP EXIT

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**Mailing Address and CellPhone** (Checklist Item 4 of 11)

Enter a preferred mailing address if different from your permanent address. Please ensure that you enter the city and country.

Please enter your Cell Number in the second rectangle of the Phone Number field in the following format XXX - XXXX.

When filling out the different sections of the Online Application Form, please be guided by the following:  
The [Checklist Button](#) saves your changes and returns you to the Application Checklist. The [Continue Button](#) saves your changes and moves to the next section. The [Finish Later Button](#) saves your changes and displays the Application Menu. The [Return to Checklist without saving changes link](#) allows you to navigate to different sections.

**Mailing Address**

Street Line 1:

Street Line 2:

Street Line 3:

City:

State/Province:

Zip Code:

County:

Country:

Phone Number (xxxxxx) (xxxxxxxxxxxx) (xxxxxxxxxx extension):  -

[Return to Checklist without saving changes](#)

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If the mailing address is the same as your permanent address leave it blank. Insert your cell phone number in the following format:

First box – area code e.g. for Trinidad and Tobago 868

Second box your number in the format (xxx-xxxx)

Click “Continue”.

## Section 5. Personal Information

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[HELP](#) [EXIT](#)

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**Personal Information** (Checklist item 5 of 11)

Enter your personal information below, ensuring that all required fields are filled in.

When filling out the different sections of the Online Application Form, please be guided by the following:  
The [Checklist Button](#) saves your changes and returns you to the Application Checklist. The [Continue Button](#) saves your changes and moves to the next section. The [Finish Later Button](#) saves your changes and displays the Application Menu. The [Return to Checklist without saving changes link](#) allows you to navigate to different sections.

\* - indicates a required field.

**Citizenship:**\*

**Email:**\*

**Verify e-mail address:**\*

**Gender:**\*  Male  Female

**Religion:**

**Marital Status:**\*

**Birth Date:**\* Month  Day  Year (YYYY)

**Resident:**\*  Yes  No

**Medical Information:**

[Return to Checklist without saving changes](#)  
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For “Citizenship” click the arrow in the drop box and select the option that best suites you.

Enter your email address and re-enter it in the next field to verify your email address.

Select “Male” or “Female” by clicking the circle next to each option.

Enter your Birth Date by first selecting the month, day and then fill out the year in the format (YYYY).

If you are a resident of Trinidad and Tobago select “Yes”.

For Medical Information, select an option in the comment box. If this field does not apply to you, leave the option set at “None”. If you have more than one medical condition, select the one that is most serious for you. (Note: Once accepted, when registering you will be given a declaration form in which to state the particulars of your medical condition, it is on this form that you will be able to declare any other medical conditions that you may have.)

## Section 6. Activities

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[HELP](#) [EXIT](#)

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**Activities** (Checklist Item 6 of 11)

Enter your extra-curricular activities by selecting from the drop-down list. If you do not find your area of interest in the list, please enter it in the extra space provided below.

To select more than one activity hold down the 'Ctrl Key' on your keyboard and click on one or more activities.

When filling out the different sections of the Online Application Form, please be guided by the following:

The [Checklist Button](#) saves your changes and returns you to the Application Checklist. The [Continue Button](#) saves your changes and moves to the next section. The [Finish Later Button](#) saves your changes and displays the Application Menu. The [Return to Checklist without saving changes link](#) allows you to navigate to different sections.

Activity:   
Aerobics  
Art  
Badminton  
Basketball

Other Activity:

[Return to Checklist without saving changes](#)

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For more than one activity, press and hold the “Ctrl” key on your keyboard and click on one or more activities. You may enter your extra-curricular activities in the fields marked Other Activity.

Click “Continue”.

## Section 7. High School

 Please enter your High School Information. Click on the '[Lookup High School Code](#)' link to search for your school

If you do not find your former High School or your High School is outside of Trinidad and Tobago, fill out the required 'High School Name' and 'High School Nation' fields below.

When filling out the different sections of the Online Application Form, please be guided by the following:

The [Checklist Button](#) saves your changes and returns you to the Application Checklist. The [Continue Button](#) saves your changes and moves to the next section. The [Finish Later Button](#) saves your changes and displays the Application Menu. The [Return to Checklist without saving changes link](#) allows you to navigate to different sections.

\* - indicates a required field.

High School Code:  [Lookup High School Code](#)

If School not found:

High School Name:\*

Home School (check for yes):

High School Street1:

High School Street2:

High School Street3:

High School City:

High School Zip Code:

High School County:

High School State:

High School Nation:\*

Graduation Date: Month  Day  Year (YYYY)

GPA:

[Return to Checklist without saving changes](#)

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High school equates to Secondary School for the purpose of this form.

First, enter your High School Code by selecting “Lookup High School Code”. A menu would appear where you are able to scroll through and select your high school. Once your high school code is selected, it will automatically fill in the rest of the fields. In capitals, fill in any other applicable fields.

If home schooled, click on the “check for yes” box and leave the previous two fields empty.

If your school is NOT in the listing type the name of your school in the next field “High School Name”

The field “High School Nation” must be filled out in order to move forward with the Online Application. To do this, click the arrow in the drop down box and select the country where your high school is located, for example Trinidad and Tobago.

If you have attended more than one high school, click the button “Enter or View Another High School”. Here you are able to enter the information for any other high school(s) that you have attended.

Once completed, click “Continue”.

## Section 8. Exam Results

HELP EXIT

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**Exam Results** (Checklist item 8 of 11)

Please enter your examination results obtained at either GCE O'Levels, GCE A'Levels, CXC, CSEC or CAPE. You must fill in the subject, the score obtained, the month and year the exam was taken. The information entered on this form must match the contents of the original certificates. **No CSEC/CXC? You can skip this section and move on to the next by clicking 'Continue' below.**

When filling out the different sections of the Online Application Form, please be guided by the following:  
The **Checklist Button** saves your changes and returns you to the Application Checklist. The **Continue Button** saves your changes and moves to the next section. The **Finish Later Button** saves your changes and displays the Application Menu. The **Return to Checklist without saving changes link** allows you to navigate to different sections.

Enter Qualification	Score	Date Taken		
1. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
2. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
3. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
4. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
5. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
6. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
7. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
8. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
9. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
10. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
11. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
12. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
13. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
14. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
15. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
16. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
17. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
18. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
19. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>
20. <input type="text" value="None"/>	<input type="text"/>	Month <input type="text" value="None"/>	<input type="text" value="None"/>	Year <input type="text" value="YYYY"/>

[Return to Checklist without saving changes](#)

RELEASE: 8.3.0.2

To enter your examination results obtained at either GCE O'Levels, GCE A'Levels, CXC, CSEC or CAPE you must fill in the subject (e.g. Geography, English A), the score obtained (e.g. 1, 2 OR 3) and the month and year the exam was taken (e.g. July 2020, January 2010).

To enter your qualifications, click the arrow in the drop box and select the subject (e.g. Geography, English A).

Enter the score in the comment box provided (e.g. 1, 2, 3 OR A, B, C).

For the "Date Taken", click the arrow in the drop box provided and select the appropriate month

Next, enter the year taken in the format (XXXX).

You can enter up to 20 subjects. We encourage you to enter ALL GCE O'Levels, GCE A'Levels, CXC, CSEC or CAPE subjects that you have attempted and their corresponding grades.

**The information that you enter here must correspond with your original certificates.**

**If you DO NOT have any GCE/CXC qualifications, you may skip this part of the Online Application by clicking "Continue".**

Once complete, click "Continue".

## Section 9. Previous College

HELP EXIT

**Previous College** (Checklist item 9 of 11)

Please enter your Prior College Information. Click on the 'Lookup College Code' link to search for your college

If you do not find your prior college or your college is located outside of 'Trinidad and Tobago', fill out the required 'College Name' and 'College Nation' fields below.

When filling out the different sections of the Online Application Form, please be guided by the following:  
The Checklist Button saves your changes and returns you to the Application Checklist. The Continue Button saves your changes and moves to the next section. The Finish Later Button saves your changes and displays the Application Menu. The Return to Checklist without saving changes link allows you to navigate to different sections.

College School Code:  [Lookup College Code](#)

**If College not found:**

College Name:

Street1:

Street2:

Street3:

City:

Zip Code:

College County:

College State:

College Nation:

GPA (example: 3.89):

College Attend To Date: Month  Day  Year (YYYY)

College Attend From Date: Month  Day  Year (YYYY)

College Degree:

If not found, enter degree:

College Degree Date: Month  Day  Year (YYYY)

College Major:

If not found, enter major:

[Return to Checklist without saving changes](#)

RELEASE: 8.5.4.1

If you have attended a Tertiary Level institute prior to this application to UWI-ROYTEC you must fill out this section of the Online Application.

If your tertiary level institution is located within Trinidad and Tobago, click “Lookup College Code” to look up your institution’s college code. Once your prior college code is selected, it will automatically fill in the rest of the fields. In capitals, fill in any other applicable fields.

If you do not find your prior college or your college is located outside of Trinidad and Tobago fill out the required “College Name” and “College Nation” fields below.

If you have attended more than one prior college, click the button “Enter or View Another College or Degree”. Here you are able to enter the information for any other college you may have attended or any other degrees or certificates you may have.

Once completed, click “Continue”.



## Section 11. Emergency Contact

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ROYTEC  
Online Student Administration System

HELP EXIT

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### Emergency Contact & Employment (Checklist item 11 of 11)

Please enter details of your Emergency Contact and Employment below. When entering the contact number, use the format XXX-XXXX and enter in the second space of the Phone Number field.

When filling out the different sections of the Online Application Form, please be guided by the following:  
The Checklist Button saves your changes and returns you to the Application Checklist. The Continue Button saves your changes and moves to the next section. The Finish Later Button saves your changes and displays the Application Menu. The Return to Checklist without saving changes link allows you to navigate to different sections.

• indicates a required field.

Relationship:

Last Name:

First Name:

Phone Number (xxx) (xxxxxxx) (xxxxxxxx extension):  -

Are you currently employed?  Yes  No

Name of Employer:

Job Title:

Work Street Address:

Work City:

Country of Employment:

[Return to Checklist without saving changes](#)

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Enter your Emergency Contact and Employment Information.

First, enter the “Relationship” of the Emergency contact to you (e.g. Mother) by clicking the arrow in the drop down box and selecting an option.

Next enter the person’s last and first name. Then enter the person’s contact number in the format:  
First box – area code e.g. for Trinidad and Tobago 868  
Second box their number in the format (xxx-xxxx).

If you would like to enter another contact click “Enter or View Another Relative” and repeat the steps above.

Please select “Yes” if you are currently employed and complete fields below for employer information. If you are currently unemployed, please select “No”.

Once complete, click “Continue”.

Once you have filled out ALL sections of the Online Application you should see a red check next to each section, then click “Application is Complete”.

**UWI School of Business and Applied Studies Limited**  
**ROYTEC**  
Online Student Administration System



HELP EXIT

### Application Checklist

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 Fill out the application. A checklist is provided to help you complete it. You can complete each section in any order you wish.  
Select Application is Complete when you have completed the application. Select Finish Later if you would like to finish your application later.

**Please ensure that you fill out the sections contained within this checklist in CAPS.**

**Please save and email the Signature Page which displays after you click the 'Application is Complete' button.**

**Given the closure of educational institutions due to COVID-19, interested applicants can send the relevant documents and Signature Page to [admissions@roytec.edu](mailto:admissions@roytec.edu) to have your application assessed. Please note that full acceptance cannot be granted until original documents have been verified by our Admissions Unit upon resumption of operations.**

✓ Planned Course of Study	✓ High School
✓ Applicant Name	✓ Exam Results
✓ Permanent Address and Phone	✓ Previous College
✓ Mailing Address and CellPhone	✓ Additional Information
✓ Personal Information	✓ Emergency Contact
✓ Activities	

[Send an email to the Admissions Officer](#)

**RELEASE: 8.5.4.4**

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Next, you will be directed to the “Admissions Agreement” page. Read the terms and conditions carefully and then click “I agree to the terms”.

**UWI School of Business and Applied Studies Limited**  
**ROYTEC**

Online Student Administration System

[HELP](#) [EXIT](#)

### Admissions Agreement

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You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, contact information can be found in the HELP link above.  
**I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible for admission to the university or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all college work attempted or completed.**

[I agree to the terms](#)  
[I do not agree](#)

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Next, you will be directed to the “Signature Page”.

Please save and print this page and submit along with your application documents at the CSR counter at our North or South campus for your application to be assessed.

To print this page, in browser, click menu (three dots) in top right-hand corner.

The screenshot shows the 'Signature Page' of the UWI School of Business and Applied Studies Limited ROYTEC Online Student Administration System. The page includes a header with the school's name and logo, a navigation menu with 'HELP' and 'EXIT' options, and a main content area. The main content area contains a welcome message from the Registrar, a list of required application documents, and a section for the applicant to enter their name, signature, and date. The 'For Official Use Only' section includes fields for 'Receipt Number' and 'Receipt Date'.

UWI School of Business and Applied Studies Limited  
ROYTEC  
Online Student Administration System

Signature Page

uwir@ytec

Thank you, UWI ROYTEC, for your interest in the **Associate of Science Degree Associate Degree in Management North Campus** at UWI-ROYTEC.  
Status on your application would be sent in 48 hours of receiving your online application.  
Your application can only be processed when copies of ALL required documents are received. Applications are processed within five (5) business days after receipt of application documents and the \$120 application fee.  
You can check the status of your application by logging into the [Online Application Administration System](#).

**Application Documents:**  
1. Original and copy of Certificates and Transcripts  
2. One passport size photo  
3. Original **AND** Copy of your Birth Certificate **AND** either your National ID or Passport.  
4. Original **AND** Copy of your marriage certificate/afikavit. (This is applicable if the name on the certificate is different from the name on the application form)

Yours truly,  
UWI-ROYTEC Registrar

I certify that all information submitted is correct and true and that any misrepresentation may result in denial or cancellation of admission.  
I understand that my application cannot be processed if it has not been fully completed and required documents received. I am also aware that this application fee of \$120.00 is non-refundable.

Enter NAME in block letters, SIGNATURE and DATE on the line above

Applicant Contact Number: 7654321

**For Official Use Only**  
Receipt Number: \_\_\_\_\_  
Receipt Date: \_\_\_\_\_

Click "Print" from menu list. When dialog box appears select either Microsoft Print to PDF in destination/printer field then click print and save or Save as PDF option.

Once you have printed the Signature Page select “Exit” to Log out; thus completing your Online Application process!

Thank you!