



WHAT THE USC STUDENT SHOULD KNOW ABOUT REGISTRATION 2014/2015 [Returning Students]

? What must I do before choosing courses for 1ST SEMESTER 2014-2015?

You must:

1. Apply for GATE clearance and funding (by uploading all relevant documents on eGATE), for the appropriate period (i.e. Semester: 1; Period Sept: 2014-Aug 2015; Academic Year: 2014/2015).

? How can I apply for GATE clearance and funding?

You must apply for GATE clearance and funding via an online GATE Application Form on GATE e-Service.

You can access the same at: <http://e-gate.gov.tt/gate-app>

You can view eGATE tutorial at: <https://www.youtube.com/watch?v=D8hCfTbsLJA>

The following documents are mandatory to do the same:

- Birth Certificate with supporting affidavit (if necessary)
- National Identification Card or Passport (at least one of the two)
- Copy of Receipt for evidence of payment for your portion of tuition fees (for post-graduate student)
- Marriage / Divorce Certificate (for married / divorce student)
- Deed Poll (for name change)
- Full transcript, including latest exam results are required for continuing students pursuing in the same program

Only full transcripts, printed and utilizing the printer icon in the student portal on Azar and then scanned will be accepted

Important Note:

In order to logon to GATE e-Service, you must register for a GATE e-Service ID. Please proceed to register for the same at the Student Finance Office of the University of the Southern Caribbean.

? After choosing courses via Azar, what must I do to be preregistered at the USC for the FIRST SEMESTER 2014/2015?

You must submit your eGATE confirmation receipt (obtained immediately after applying online for eGATE funding) and payment receipt for all non-tuition fees to the officials of Student Finance at the USC

? When is the last day to submit the above mentioned documents and be preregistered?

September 17, 2014. NOTE: NO FURTHER REGISTRATION WOULD BE PROCESSED AFTER THIS DATE

? What does it mean to be preregistered?

Pre-registration means the following:

1. That you are registration is not yet official
2. That you have eGATE approval or awaiting approval
3. That you have paid all requisite fees
4. That you have selected courses
5. That your residence, meal plans, insurance and lab fees have been selected
6. That you would be billed from the first day of class if classes were not dropped
7. That you still need to be "Officially Registered" (this occurs after your Student Finance Officer and in some case eGATE verification has occurred)
8. That you will not see your grades for that particular semester until you are officially registered

? Where is my USC Student Finance Officer located?

He/she is located at the Office of Student Finance (upstairs the Administration Building).



I cannot register via eGATE for FIRST SEMESTER 2014/2015, what should I do?

There may be several reasons for the above problem, some of which the USC has no control over; however, please note the following:

1. If you cannot upload a new eGATE application because the online systems states “**Application Already Exists,**” it means your previous application has not yet been “approved” nor “rejected” and you must wait until the same occurs. (Remember the Ministry of Tertiary Education & Skills Training/MTEST processes thousands of application so you may need to be patient).
2. If you are experiencing difficulty logging into your eGATE account, call 800-GATE or visit the GATE office located on #16 Warner Road, St. Augustine or call @ 1-868- 645-7356
3. If your clearance has been denied because “**Clearance Has Already Given for the Period Request,**” reapply for the appropriate semester (i.e. Semester: 1; Period Sept: 2014-Aug 2015; Academic Year: 14/15).

NOTE: IF YOU DID “THIRD SEMESTER”, SELECT: SEMESTER- 3; PERIOD APR 2014 - AUG 2014; ACADEMIC YEAR: 14/15]

4. If your clearance has been rejected for any other reason, note the reason carefully and adhere accordingly or contact the MTEST.



Where is the MTEST/GATE office located?

The MTEST/GATE office is located at #16 Warner Road, St. Augustine. The same building at the On-The-Job/OJT Program (**Landmarks:** South Caribbean Conference of Seventh-day Adventists; UWI Open Campus; North Gate College)



I cannot login or apply via eGATE does this mean that I cannot select courses and be pre-registered for the FIRST SEMESTER 2014/2015 at the USC?

No, this DOES NOT mean that you cannot select courses nor be pre-registered. However, please note that you will be held responsible for all tuition costs incurred if you do not eventually get GATE clearance approval for the same.



When does late fee come into effect?

Late fee comes into effect on September 9, 2014. ***THIS DATE DOES NOT APPLY TO NEW STUDENTS***



Can I pay my registration fees if I have not yet been able to register via eGATE?

Yes you can and should. This will avoid the inconvenience of late registration processing fee being applied.



Where can I pay my registration and other non-tuition fees?

You can make these payments at:

1. The USC cashier using you credit or debit card (the USC cashier does not accept cash payment in excess of \$500 TTD from any one individual)
2. Any RBC Royal Bank in Trinidad and Tobago using Account Number: **1000-810-705-3657-6**



I cannot see my grades for the semester(s) just completed?

You may be still unofficially registered or preregistered for the semester(s) in question – Please see your USC GATE Officer immediately.



Who can I contact if I have a FINANCIAL query/concern?

You can see your USC Student Finance Officer during their office hours or by appointment (see office hours schedule at said location or contact via telephone # 1-868-662-2241 ext.1225 or 1221)



Who is my USC Student Finance Officer?

Please note your Student Finance Officer is specific to your academic department/school:

- **Taurean Joseph** - School of Social Sciences
- **Rhobyn Alleyne** – School of Science and Technology
- **Arnold Lewis** – School of Humanities and School of Education and Human Sciences
- **Kerwin Alexander** – School of Theology and School of Business

We look forward to serving you!