



UNIVERSITY OF THE SOUTHERN CARIBBEAN  
**CONTRACT FOR PROVISIONAL ADMISSION**

Date Formats: (dd/mm/yy); Symbols: Min = Minimum single GED Score; MA = Mature Age; CC= Country of Citizenship

*Recognized* means recognized by the educational authority in the country of completing secondary school .

Before signing, please read the enclosed/attached Regulations for Provisional Entry.

**First Entered USC/CUC: School year** \_\_\_\_\_ **Semester:** [ ] 1<sup>st</sup> [ ] 2<sup>nd</sup> [ ] Summer

USC ID: \_\_\_\_\_

<b>Name:</b>	Last	First:	Middle:
<b>Degree</b>	[ ] BA [ ] BS [ ] BBA [ ] AA	Emphasis:	Minor:
<b>Major</b>	Major/Subject Major:		Second Minor:
<b>Phone Contact:</b>	(Mobile)	(Work)	(Home)
<b>Postal Address</b>			
<b>Gender</b>	<input type="radio"/> Male <input type="radio"/> Female	Citizenship:	Date of Birth: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Email Address :</b>			<b>Fax No.:</b>
<b>Contract Issue Date:</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Expiry Date:</b>	<b>Bulletin Year:</b>

**The basis for your Provisional Admission is checked in one or more of the circles a through g below.**

<b>a.</b> <input type="radio"/> 3 GCE/CXC & MA 30/CC	<b>b.</b> <input type="radio"/> 3 GCE/CXC & GED 45 AVG. MIN.. 40	<b>c.</b> <input type="radio"/> GED 50 AVG. Min. 45	<b>d.</b> <input type="radio"/> MA GED 45 AVG. Min 40
<b>e.</b> <input type="radio"/> Earned Minimum 5 CXC/GCE Passes but lacks O/ Gen. Level pass in: <input type="radio"/> MATH <input type="radio"/> ENGLISH <input type="radio"/> BIOLOGY <input type="radio"/> NATURAL SCI.			
<b>f.</b> <input type="radio"/> Official Transcript from USC/other recognized** tertiary institution showing a minimum of 6 semester credits for each lacking "O" Level GCE/CXC			
<b>g.</b> <input type="radio"/> Other admission category approved the Dean of Admissions & Records: Please attach evidence for approval.			

The documents required for changing from provisional to regular admission are checked in the circles below.

<input type="radio"/> ** GCE/CXC English Language Certificate	<input type="radio"/> ***6 credits in English Language	<input type="radio"/> High School Diploma
<input type="radio"/> ** GCE/CXC Mathematics Certificate	<input type="radio"/> ***6 credits in Mathematics	<input type="radio"/> High School Transcript
<input type="radio"/> ** GCE/CXC Biology Certificate	<input type="radio"/> *** 6 credits in Biology	<input type="radio"/> Signed AU Application #
<input type="radio"/> ** GCE/CXC Natural Science Certificate	<input type="radio"/> *** 6 credits in Natural Science	<input type="radio"/> Teachers College Diploma
<input type="radio"/> UWI Continuing Education Certificate	<input type="radio"/> UWI Continuing Ed. Transcript	<input type="radio"/> Teachers College Transcript
<input type="radio"/> 24 credits in 2 semes. Min GPA: 2.0 Min. C	<input type="radio"/> 36 credits in 3 semes. Min. "C" grade GPA :2.0 . Min "C"	<input type="radio"/> Other
<input type="radio"/> Other: Please State the name/s of the document/s:		

**\*\*/\*\* Please note Level passes required in the enclosed/attached instructions.**

SUPPORTING DOCUMENTS REQUIRED FOR PROVISIONAL ACCEPTANCE & REGULARIZATION		DEADLINES
1	The Signed Provisional Contract (must be submitted to the USC Provisional Admission Officer )	Before Collecting Acceptance Letter
2	Proof of Learning Center Registration	Before 1 <sup>st</sup> day of Instruction
3	IUTUS registration clearance for 6 extra credits – to replace lacking “O” Level CE/CXC/comparable	Last Day to Add a Class
4	Dean’s signature & recommendation overleaf to identify courses recommended for # 3 above	Last Day to Add a Class
5	Copy of self-printed-IUTUS- transcript showing registration for 12 credits each term for provisional year.	Last Day to Add, each semester
6	USC Learning Centre Progress Report # One – Collect from the Learning Center	1st Monday after Mid-term
7	USC Learning Center Progress Report # Two - Collect from the Learning Center	Last day of Instruction, each sem.
8	Fees receipt for CXC Tuition and writing CXC Exam,	Day after receiving Timetable
9	Monthly progress report if tutored	Mid Term, End Term each semester
10	Originals and 2 notarized copies of official GCE/CXC certificates	4 days after receiving certificate
11	2 transcripts mailed directly from issuing institution to USC Provisional Officer	Before beginning second year
12	USC Regularization Transcript mailed directly to USC Provisional Officer (Mature Age Students only)	Before beginning second year
13	Submission of evidence for 1-12 to Provisional Officer before attempting IUTUS registration for 2 <sup>nd</sup> yr.	Before beginning second year
14	Application for Extension of Provisional Year.	1 month before expiry date
<b>STUDENT DECLARATION</b>		
<p><i>By placing my signature below, I thereby voluntarily declare that I have read, understood and agreed to comply with all the procedural steps, contractual conditions, document submission deadlines and default consequences, for retaining and/extending my provisional status, and regularizing my admission to the University of the Southern Caribbean, Maracas Royal Road, Maracas St. Joseph, Trinidad, W.I.</i></p> <p style="text-align: right;">Student’s Signature: _____ Date: _____</p>		

**APPLICATION AND CONTRACT FOR EXTENSION OF PROVISIONAL YEAR**

**All provisional students who do not submit regularization documents by the deadline are required to apply for an extension.**

First Name:	Last Name:	Name of Witness:
Signature:	DATE OF APPLICATION:	Signature of Witness:

**FOR OFFICE USE**

REQUIRED REGULARIZATION & EXT. DOCUMENTS Symbols: S = Satisfactory, U = Unsatisfactory NA = Not Applicable	USC PROVISIONAL OFFICER'S' EVALUATION & RECOMMENDATION	
	EVALUATION	RECOMMENDATION
1. Signed Provisional Admission Contract	[ ] S [ ] U [ ] NA	[ ] Please regularize

2.	Proof of Learning Center Registration	[ ] S [ ] U [ ] NA	[ ] Extend Provisional Year until:
3.	IUTUS Transcript with 6 –credit CXC replacement	[ ] S [ ] U [ ] NA	[ ] Administrative Withdrawal
4.	Dean- approved replacement course for No. for 3 above	[ ] S [ ] U [ ] NA	[ ] Re-apply when contractual conditions met
5.	IUTUS transcript showing max. 12 credits each semester	[ ] S [ ] U [ ] NA	<b>COMMENTS:</b>
6.	USC Learning Center Progress Report #1	[ ] S [ ] U [ ] NA	
7.	USC Learning Center Progress Report #2	[ ] S [ ] U [ ] NA	
8.	Fees Receipt & Progress/Grade Report for CXC Tuition	[ ] S [ ] U [ ] NA	
9.	Fees Receipt for Registration to write CXC Exam	[ ] S [ ] U [ ] NA	
10.	Original CXC Certificates for passes & 2 certified copies	[ ] S [ ] U [ ] NA	
11.	Official USC transcript issued directly from Records	[ ] S [ ] U [ ] NA	
12.	Written reason for non-compliance/document delay	[ ] S [ ] U [ ] NA	<b>Signature:</b>
13.	Signed application for Extending Provisional Year	[ ] S [ ] U [ ] NA	<b>Date:</b>

**RECOMMENDATION FROM THE FACULTY DEAN FOR THE STUDENT'S MAJOR**

DEAN'S OR AUTHORIZED DESIGNEE'S RECOMMENDATIONS		DEAN'S COMMENTS/BASIS FOR DECISION	
[ ] Take 6 extra credits from dean's recommendations, and submit petition to substitute		[ ] Courses comparable to CXC requirements and are	
[ ] Provisional conditions satisfied, please regularize		satisfactory alternatives to the lacking CXC pass.	
[ ] Provisional conditions not met please extend provisional year		[ ] Other: Please state.	
[ ] Unable to satisfy conditions. Drop on IUTUS, submit forms for dean's signature			
[ ] Student has option of re-applying when regularization conditions have been met.			
[ ] The student [ ] has [ ] has not yet taken the recommended substitutes			
DEAN'S RECOMMENDATION FOR COURSE/S TO REPLACE CXC/GCE/HIGH SCHOOL LACKING PASSES			
Course Number	Course Title	Credits	Term for Which Scheduled
			Semester Offered [ ] 1 <sup>st</sup> [ ] 2 <sup>nd</sup> [ ] Summer
			Semester Offered [ ] 1 <sup>st</sup> [ ] 2 <sup>nd</sup> [ ] Summer
			Semester Offered [ ] 1 <sup>st</sup> [ ] 2 <sup>nd</sup> [ ] Summer
Student must earn minimum grade: [ ] A [ ] B [ ] C in the recommended courses. Dean's Signature:			
ADMISSIONS AND RECORDS RECOMMENDATIONS			
<b>OFFICER:</b>	APPROVE	DENY	HOLD
ASSOCIATE REGISTRAR:	[ ]	[ ]	[ ]
DEAN, ADMISSIONS & RECORDS	[ ]	[ ]	[ ]

Please retain one copy of this contract for personal use. Your status will not change until the required documentation is submitted and evaluated. This copy will be your sole reminder. Please secure it where you can retrieve it easily.