

Getting your application right

1. Read this section carefully before you start.
2. Fill in all relevant sections of the form. Please write in CAPITALS using BLACK INK.
3. Don't forget to give us your photo in electronic format.
4. Email your completed form and supporting documents to admissions@stjosephuniversity.edu.dm or upload them using the on-line application form on our website. Remember that you may be required to submit the hard copies of your documents.

Remember:

- If you need extra copies of the paper form, you can download them from our website.
Note: General Data Protection Regulation (GDPR) - The information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form the basis of your student record.

Filling in the form

General Instructions

You may find here instructions on how to fill in the various sections of the application form. Not all sections have specific instructions, as most of them are self-explanatory. Please find below the ones that need your attention.

A. Personal details

Please give your name as it appears on your passport or ID Card. If your forename and family name are not clear, your application could be delayed.

B. Contact details

The University will address all correspondence through the address provided in Section B. It is essential that the University is notified of any change of address/email at the earliest opportunity.

C. Funding details

In order to be informed about tuition fees, you may contact the University directly or visit our official website.

D. Previous education

Our minimum entry requirements are listed in our prospectus and on our website. If you are not sure your qualifications are suitable, contact the Admissions Office before you apply. Applicants are strongly encouraged to supply additional information to support their application. Please use this section to include this information, and continue on a separate sheet if necessary.

E. English language details

We use the information you give us to decide whether or not you meet the English language requirements for your chosen course. A list of the English language qualifications and the minimum grades we accept can be found on our website. If you don't have one of the qualifications listed, we may offer you a place on the condition that you submit an acceptable language certificate before the commencement of the course, or you would be mandated to take the English as a Second Language course.

All applicants should attach copies of the results of any English language examinations undertaken (please check our admissions requirements). Please include results of any examinations undertaken during any on going studies (e.g. year 1 or year 2 results of a current degree course). SJU's reference code for the TOEFL test is **7234**. All copies of English language qualifications should be certified.

F. Checklist

It's important that you send your supporting documents with your completed form. We may not be able to process your application without them. If for any reason you can't send your documents with your form, use the checklist in section K to let us know when we can expect them. It's especially important to send copies of transcripts and certificates of your qualifications as soon as possible.

You can scan your documents and send them by e-mail to: admissions@stjosephuniversity.edu.dm. Make sure you put your full name and the course you're applying for at the top of the e-mail. Remember, if you are offered a place, you may be required to bring the original documents with you when you register.

Deadlines

Most undergraduate courses have no deadline for applications, unless you're applying for a specific scholarship. However, entry to all courses is competitive. To increase your chance of an offer, you should apply as early as possible. Applying early gives you more chances to be accepted.

What happens after we receive your application?

1. As soon as we get your application, it is processed and assessed by the Admissions Office and the relevant academic department.
2. When the assessment is complete and a recommendation is made, we notify you through email.

How long does it take?

The Admissions Office will try to send you a decision as quickly as possible. The process usually takes up to two weeks. Remember, if you send/email supporting documents separately, this can delay the decision.

What can I do to speed things up?

1. Applicants are required to send all documents (application form, supporting documents etc.) through email or upload them using the on-line application form on our website. **You may be required to submit hard copies of the above documents and this may be done via airmail or courier or submit them to our representative office in your country.**
2. If your postal or email address changes, please let us know straight away. Contact us at the address below.

Admissions contact details

St. Joseph University

Office of Admissions

3rd - 6th Floor Adams Tower,

Cnr Great Marlborough & Great George St,

Roseau, Commonwealth of Dominica

Email: admissions@stjosephuniversity.edu.dm

www.stjosephuniversity.edu.dm



SJU

PARABILIA ET MISERICORS AGIES

For Admissions Office use:

Registration no:

Registration status:

Admissions Application Form.

Affix a current photograph and provide two more

Use this application form to apply for an Undergraduate Course. All sections should be filled in by all applicants.

Section A: Personal details

It is important that you provide these details as they are shown on your ID card / passport.

1. Surname / Family name: _____
2. Forename(s): _____
3. Title: Mr Ms Miss Mrs
4. Father's name: _____
Mother's name: _____
5. Date of birth: ____/____/____ Place of birth: _____
6. Gender: Male Female
7. Marital Status: Married Single
8. Nationality: _____
9. ID card No (for local applicants):
Date of Issue: ____/____/____ Issued by: _____
Passport No (for non - local applicants):
Date of Issue: ____/____/____ Valid until: ____/____/____ Issued by: _____

Section B: Contact details

Unless dates are specified, St. Joseph University will use this correspondence address for all correspondence.

10. Permanent (home) address: _____

Post Code: _____
Tel. No.: _____
Mobile phone no. _____
Email: _____
Dates when contactable at this address:
From ____/____/____ to ____/____/____
11. Correspondence address (if different): _____

Post Code: _____
Tel. No.: _____
Mobile phone no. _____
Email: _____
Dates when contactable at this address:
From ____/____/____ to ____/____/____

Please notify St. Joseph University of any change of address as soon as possible, to ensure that any correspondence reaches you.

Section F: English language details

This information will be used to determine whether you already meet our minimum English language requirements or whether you will need to take an additional English as a Second Language Program.

20a. Is English your first language? Yes No

20b. Was your previous education undertaken in English? Yes No

21. If No, please state the language in which you were educated: _____

22. Please state your native language: _____

Please list and attach certificates/transcripts of any English language qualifications you possess:

Qualification	Awarding body	Overall grade/score	Date of Award
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please give details of Certificates to be acquired or for which you are awaiting results*:

*St. Joseph University's reference code for the TOEFL test is 7234

Section G: Employment details (if applicable)

23. Please provide details of employment:

From ___ / ___ / ___ to ___ / ___ / ___ Position held: _____

Name and address of employer: _____

Key Responsibilities: _____

From ___ / ___ / ___ to ___ / K / ___ Position held: _____

Name and address of employer: _____

Key Responsibilities: _____

Section H: Interests and Hobbies

Section I: Family information

24. Father's name: _____

Profession: _____

Father's education: _____

Job address: _____

Tel. No.: _____

25. Mother's name: _____

Profession: _____

Mother's education: _____

Job address: _____

Tel. No.: _____

Section J: Marketing Information

26. It would be helpful if you could indicate where you heard about St. Joseph University by ticking the appropriate box:

Advertisement	<input type="checkbox"/>	(please specify)	_____
Educational Fair	<input type="checkbox"/>	(please specify)	_____
Internet search	<input type="checkbox"/>	(please specify)	_____
Personal recommendation			_____
by friends/alumni /other	<input type="checkbox"/>	(please specify)	_____
I am a CITY College alumnus/a	Yes <input type="checkbox"/> No <input type="checkbox"/>		_____
Other	<input type="checkbox"/>	(please specify)	_____

27. It would be helpful if you could let us know which other Universities/ Colleges /Institutions you have applied to:

University / College /Institution	Course title
_____	_____
_____	_____
_____	_____

Section K: Checklist

28. Please indicate which of the following items you have sent with your application or plan to send.

Certified Copy of the High School Transcript	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by: ___ / ___ / ___
Certified Translation of the High School			
Leaving Certificate	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by: ___ / ___ / ___
English Language Test Scores /Certificate	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by: ___ / ___ / ___
Copy of passport or ID	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by: ___ / ___ / ___
Photograph	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by: ___ / ___ / ___
Registration Fee Payment Slip	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by: ___ / ___ / ___
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by: ___ / ___ / ___
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by: ___ / ___ / ___
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by: ___ / ___ / ___

Section L: Declaration

29. All decisions by the University are made in good faith on the basis of the information you provide in your application form. If we discover that you have made a false statement or have failed to provide significant and relevant information, we are entitled to withdraw or amend the offer, according to the circumstances. You may even be required to withdraw from the course if you have already started it. In accordance with General Data Protection Regulation (GDPR), the information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form the basis of your student record.

I confirm to the best of my knowledge that the information I have provided in this application is complete and accurate. I understand that any offer of admission as an undergraduate student that I may receive, will be based upon the information given in this form, and that if I am found to have given false information, the offer may be withdrawn.

I understand that the information supplied on this form will be retained by St. Joseph University, Dominica and will be used for the purpose of processing my application and collecting feedback on the admissions process. In addition, application data may be used for research purposes to better understand general recruitment and admissions administration including the analysis of applicant numbers and trends to improve the student experience and for strategic planning purposes.

Data will not be used in a way that identifies any individual and will be managed in accordance with the General Data Protection Regulation (GDPR). In the event that my application is successful, I understand that the information will form part of my student record. If admitted to the University, I agree to abide by the Regulations of St. Joseph University, being in force at the moment.

I authorise the college to use photographs taken from social or other college activities, in which I might appear, for promotional purposes

Signed:

Date / /

Please return the completed form to

St. Joseph University

Office of Admissions

3rd - 6th Floor Adams

Tower,

Cnr Great Marlborough & Great George St, Roseau,

Commonwealth of Dominica

admissions@stjosephuniversity.edu.

dm

www.stjosephuniversity.edu.dm