



UNIVERSITY *of the*
SOUTHERN CARIBBEAN

WELCOME!

Admission to the University of the Southern Caribbean is available to any student who meets the academic requirements of the university and who expresses willingness to cooperate with its policies. The University of the Southern Caribbean is operated by the Seventh-day Adventist Church, and as such, a large percentage of its students are Seventh-day Adventists. However, the university provides equal opportunity for qualified students.

Please read the instructions regarding the forms contained in your application package. Note the specific requirements for your desired degree/programmes. The University of the Southern Caribbean has been accredited by the Accreditation Council of Trinidad and Tobago. The Accreditation Council of Trinidad and Tobago was established in 2005.

CONTACT INFORMATION:

- CALL US: 662-2241 or 2242 Ext. 2215
- WRITE US: University of the Southern Caribbean, Graduate Records Department,
P.O. Box 175, Port of Spain, Trinidad, West Indies
- VISIT US: Maracas Royal Road, Maracas St. Joseph, Trinidad - Use the first entrance on the left after the Maracas SDA Elementary School
- FAX US: 662-1197 - Attention Graduate Records Office
- EMAIL US: gradrecords@usc.edu.tt

DOCUMENTATION REQUIRED FOR CONSIDERATION OF YOUR APPLICATION:

<input type="checkbox"/>	Completed application form, signed, typed or printed in ink
<input type="checkbox"/>	2 passport size photos
<input type="checkbox"/>	Non-refundable \$50.00 US application fee [cash, credit card, certified check made payable to the University of the Southern Caribbean. Cashier's Hours - Mondays - Thursdays - 8:30 a.m. - 5:00 p.m. Fridays - 8:30 - 11:00 a.m. Bank account numbers are on the website www.usc.edu.tt
<input type="checkbox"/>	Completed Statement of Purpose (attached)
<input type="checkbox"/>	Two recommendations on the enclosed recommendation forms A and B in sealed envelopes
<input type="checkbox"/>	Copy of undergraduate degree
<input type="checkbox"/>	One official transcript from each institution previously attended, mailed directly to USC from the issuing institution [accompanied by official English translations if not issued in English]
<input type="checkbox"/>	Official MELAB and TOEFL results if English is your second language. Refer to enclosed information.
<input type="checkbox"/>	Completed enclosed immigration forms for non-Trinidad and Tobago citizens
<input type="checkbox"/>	Grade Point Average (GPA) Requirements - Regular Admission - 3.0 and above, Provisional Admission - 2.6 and above (Please note that the M.S. Counseling Psychology program only accepts applicants with a GPA of 3.0 and above.)

OFFICIAL TRANSCRIPTS

Official transcripts are required from the registrar of each college/university you have attended. Ensure you ask about transcript issue costs and follow-up your transcript procedures and requests until you are sure that the transcripts were mailed to USC.

*If English is not your first language or you are not a four-year graduate of a high school or an accredited college/university in a country where English is the spoken language or medium of instruction, you are required to take the TOEFL or the MELAB. Please contact the University Graduate Admissions office for further information.

Mail to: Graduate Records & Admissions Department
c/o Registrar's Office
University of the Southern Caribbean
P.O. Box 175, Port of Spain, Trinidad W.I.

Royal Rd., Maracas Valley, St. Joseph, Trinidad, West Indies.
Phone: (868) 662-2241 /2 | Fax: (868) 662-1197 | Email: info@usc.edu.tt



USC GRADUATE APPLICATION

Please Print or Type

PERSONAL INFORMATION*

Full Legal Name: _____
First Middle Maiden Last

Title: Mr. Mrs. Miss Other _____ Gender: Male Female Date of Birth: ____/____/____
mm/ dd/ yy

Country/Island of Birth: _____ Citizenship: _____

Marital Status: Single Married Widowed Divorced Separated Other [specify] _____

Religious Preference: _____ If SDA, state Conference to which you belong: _____

Current Postal Address: _____
Street City

State Country Until: _____

Permanent Address _____
Street City

State Country

Home Telephone (_____) _____ Mobile (_____) _____

Work Telephone (_____) _____ Email Address _____

EMERGENCY NOTIFICATION

Name: _____ Relationship: _____

Address: _____

Telephone contact: (Home) _____ (Mobile) _____ (Work) _____

**This information is for record keeping purposes only*



PROGRAMME DATA

1) Please check the degree for which you are applying MA MS MBA MAPTH DIP ED.

Major: _____ Emphasis: _____

2) Please check the term and year you desire to begin your programme:

1st Semester (Sept.) 20____ 2nd Semester (Jan) 20 ____

TEST INFORMATION

I have taken or plan to take the:

GMAT (MBA ONLY) DURING: Month _____ Year _____

TOEFL DURING: Month _____ Year _____

MELAB DURING: Month _____ Year _____

EDUCATIONAL HISTORY

1) Have you ever attended Caribbean Union College /University Of The Southern Caribbean or one of our college/university affiliates?

NO YES ID# _____ DATES ATTENDED: FROM ____/____/____ TO ____/____/____

DEGREE/DIPLOMA RECEIVED _____

2) Other colleges and universities attended: (Use an additional sheet if necessary)

Institution	Attendance Dates	Degree/Diploma	Date Received
	____/____ YY YY		
	____/____ YY YY		
	____/____ YY YY		
	____/____ YY YY		
	____/____ YY YY		



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DISABILITY SERVICES: Qualified students with disabilities are encouraged to inform the University of their disability and enter into a dialogue with the Vice President for Student Development, regarding ways in which the university might reasonably accommodate them. The university can only respond to what it knows. It is the student's responsibility to provide necessary documentation of disabilities from a qualified professional before accommodation can be considered. For more information, contact Student Services at 662-2241/2 Ext. 4001 or 4002.

BY PLACING YOUR SIGNATURE BELOW YOU THEREBY VERIFY THAT YOU HAVE READ AND UNDERSTOOD THE FOLLOWING STATEMENT.

The information I have provided is complete and accurate, and I understand that any omission of information could significantly delay my acceptance. I further understand that any falsification of admission documents is reason for immediate cancellation of my application and/or denial to the University of the Southern Caribbean.

SIGNATURE

DATE

PRINT FULL LEGAL NAME.....

STATEMENT OF PURPOSE

Kindly type and submit with your application a statement of approximately 150 words. In that statement, indicate your objectives for seeking the degree to which you are applying. Include the nature and purpose of your interest in pursuing graduate education to meet your personal, professional, and academic goals; your philosophical perspective; and indicate what you hope to accomplish professionally in the ten years following the completion of your proposed course of study. Please type your name in CAPS to the top left hand corner of your Statement of Purpose and kindly affix signature to the bottom of the page.

PROFESSIONAL HISTORY

Please submit a copy of your current résumé.



USC GRADUATE APPLICATION

RECOMMENDATION FORM A

NAME DESIRED DEGREE

TO THE APPLICANT: Please provide the information requested above, and take or mail this evaluation form to a person who knows you well. This recommendation should be completed by a college/university teacher in your proposed area of specialisation or in your previous area of study. Please urge them to return these forms to us immediately, since your application will not be processed until our office receives these evaluations.

I waive my rights to examine this evaluation. I do not waive my rights to examine this evaluation.

SIGNATURE DATE

TO THE EVALUATOR: The above-named applicant is applying to our graduate school and considers you to be in a position to evaluate his/her ability to successfully pursue a graduate programme. Please return this form today to expedite the evaluation of this candidate's application. We thank you for a confidential assessment.

HOW LONG HAVE YOU KNOWN THE APPLICANT?

IN WHAT CAPACITY?

Please rate the applicant on each characteristic as compared to other students at the same level by checking the appropriate circle.

QUALIFICATIONS	SUPERIOR	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE	UNKNOWN
Motivation for graduate work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intellectual ability for graduate work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Breadth of general knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understanding of major field	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to analyse ideas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ethical standards and Integrity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interpersonal Relations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professionalism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organisational Ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership Ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emotional Stability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promise in research/scholarship endeavour	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Potential for Service in Chosen Field	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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Overall, how do you rate this applicant as a candidate for a graduate programme at the University of the Southern Caribbean?

- HIGHLY RECOMMENDED
- RECOMMENDED
- RECOMMENDED WITH RESERVATION
- NOT RECOMMENDED

For applicants whose first language is not English, please provide your evaluation of the applicant's proficiency in English: On a separate sheet of paper: Please provide your candid assessment of the applicant's strengths/ weaknesses. In your opinion, does the applicant possess the intellectual and personal qualifications necessary for success in graduate work? What do you think is the applicant's potential for a successful career in his/her desired field? How might we help this applicant become successful?

Recommender's Full Legal Name:	
Signature:	
Recommender's Employer/Institution:	
Position/s Held:	
Date:	
Mailing Address:	



USC GRADUATE APPLICATION

RECOMMENDATION FORM B

NAME DESIRED DEGREE

TO THE APPLICANT: Please provide the information requested above and take or mail this evaluation form to a person who knows you well. This recommendation should be completed by a Minister of religion or someone who has worked with you in a professional capacity. Please urge them to return these forms to us immediately, since your application will not be processed until our office receives these evaluations.

I waive my rights to examine this evaluation. I do not waive my rights to examine this evaluation.

SIGNATURE DATE

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Recommender's Full Legal Name:	
Signature:	
Recommender's Employer/Institution:	
Position/s Held:	
Date:	
Mailing Address:	