HOW TO REGISTER FOR GATE FUNDING

Student Guide | *Version 6 .4* **| May 27th, 2015: FINAL**

DOCUMENTS FOR e-GATE:

List A: To register for GATE eService ID

Electronic Birth Certificate (mandatory) OR Adoption Certificate (where applicable)

National ID **OR** Passport (valid at least six (6) months)

Active email address

Name change document (where applicable):

- • Marriage Certificate

- • Divorce Certificate

- • Deed Poll/Affidavit

Non – National students who are now **citizens/permanent residents** of Trinidad and Tobago are required to present their Certificate of Naturalization or Residency Certificate upon Registration (Where Applicable).

LIST B: To apply for GATE funding

All documents on LIST A

Acceptance Letter*

Entry Requirement Documents

1. CXC Certificate (first time GATE recipient)

2. Job Letter (first time mature entry GATE recipient)

3. Results (continuing student)

4. Certificate of Completion (prior GATE recipient)

5. Receipt(s) for funds reimbursed to MTEST for non-completion/abandonment of previously funded GATE programme(s).

6. For postgraduate programmes, a receipt showing payment by the student of the 50% of the total GATE approved fee.

NOTE:

*The information contained in the acceptance letter must be used to complete the e-GATE application online.

If you need assistance with completing the E GATE application, please contact your Course Administrator

Please note that all units except CEC-Corporate Education Centre will issue enrollment tickets

<u>**NEW STUDENTS 1:**</u>

Starting the process

1.   Visit Admissions Centre on campus

2.   Proceed to Course Administration to collect Enrolment Ticket and Acceptance Letter*

> 2.1 If you have all the relevant documents **(LIST B**),** then you can use our IT facilities and support to apply for your E-GATE clearance immediately, before proceeding to our Admissions Centre

> 2.2 If you are able to successfully apply for E-GATE clearance then Course Administration will verify correctness, and note this on your enrolment ticket, and you may then proceed directly to our Admissions Centre to complete your registration and collect your permanent SBCS ID (steps 3, 4, 5, 11, 12, 13). You will not require a second enrollment ticket.

3.   Return to Admissions Centre to complete registration.

4.   Complete payment of all non-GATE fees

5.   Sign photocopy of GATE Claim Form and SBCS' Rules and Regulations (for GATE funded students) document at Admissions Centre

6.   Collect temporary student ID

7.   Visit MTEST representative on campus or TT Connect Office to obtain GATE eService login credentials

8.   Logon to the GATE eService portal and upload documents - **See LIST B****

> (*8.1)*   Information in the acceptance letter must be used to complete the online e-GATE application

9.   Return to Course Administration with proof of GATE clearance application and Acceptance Letter

10.   Course Administration will verify the correctness of your E-GATE application and issue a second Enrolment ticket, once said application is valid.

> (*10.1)*   If your application is deemed to be inaccurate, you will need to visit MTEST to rectify.
> **A second enrolment ticket will not be issued until your application has been corrected.**

> (10.2)   If your situation has not been rectified before the expiration date of your temporary ID (due to any failure or negligence on your part to fulfil any requirements of the GATE process), you will be required to convert to NON GATE (self-fund) and pay the relevant GATE Tuition fees, as well as any associated fees.

11.   Proceed to Admissions Centre with second enrolment ticket or first, if steps 2.1 and 2.2 were followed, in order to obtain your permanent student ID.

12.   Return to Course Administration when contacted to sign your E-GATE claim form.

13.   Request caution fee refund once GATE claim has been paid by MTEST

<u>**Note:**</u>

* The information contained in the acceptance letter must be used to complete the e-GATE application online.

** See List B for relevant documentation needed to apply for GATE Funding.

If you need assistance with completing the E GATE application, please contact your Course Administrator

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CONTINUING STUDENTS 2:

W/Clearance approval/Auto Clearance for an upcoming semester

1.   Visit Course Administration to collect Enrolment ticket and Acceptance Letter*

   1.1 If you have all the relevant documents (LIST B**), then you can use our IT facilities and support to apply for your E-GATE clearance immediately, before proceeding to our Admissions Centre

   1.2 If you are able to successfully apply for E-GATE clearance then Course Administration will verify correctness, and note this on your enrolment ticket, and you may then proceed directly to our Admissions Centre to complete your registration and collect your permanent SBCS ID (steps 2, 3, 4, 8, 9,10). You will not require a second enrolment ticket.

2.   Proceed to Admissions Centre to complete registration with your enrolment ticket

3.   Complete payment of all NON GATE fees

4.   Sign photocopy of GATE Claim Form and SBCS' Rules and Regulations (For GATE funded students) document at Admissions Centre

5.   Collect temporary Student ID

6.   Logon to the GATE eService portal and upload your acceptance letter.

   (6.1)   Information in the acceptance letter must be used to complete the online e-GATE application

7.   Proceed to Course Administration where they will verify the correctness of your E-GATE application and issue a second Enrolment ticket, once said application is valid.

   (7.1)   **If your application is deemed to be inaccurate, you will need to visit MTEST to rectify. A second enrolment ticket will not be issued until your application has been corrected.**

   (7.2)   If your situation has not been rectified before the expiration date of your temporary ID (due to any failure or negligence on your part to fulfill any requirements of the GATE process), you will be required to convert to NON GATE (self-fund) and pay the relevant GATE Tuition fees, as well as any associated fees.

   8.   Proceed to Admissions Centre with second enrolment ticket or first, if steps 1.1 and 1.2 were followed, in order to obtain your permanent student

9. Return to Course Administration when contacted to sign E GATE claim form.

10. Request caution fee refund once GATE claim has been paid by MTEST

* The information contained in the acceptance letter must be used to complete the e-GATE application online.

** See List B for relevant documentation needed to apply for GATE Funding.

If you need assistance with completing the E GATE application, please contact your Course Administrator

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CONTINUING STUDENTS 3A:

W/GATE eService ID No Clearance and Pending results

1. Visit Course Administration to collect Enrolment Ticket

2. Proceed to Admissions Centre to complete registration.

3. Complete payment of all non-GATE fees

4. Sign photocopy of GATE Claim Form and SBCS' Rules and Regulations (for GATE funded students) document at Admissions Centre

5. Collect temporary student ID

6. Upon receiving results and successful completion of modules attempted, return to Course Administration to collect official Acceptance Letter*

    (6.1)   If unsuccessful in one or more modules please visit Course Administration for guidance. **You may be required to convert to NON GATE. If unsuccessful in all modules, then you shall be required to convert to NON GATE.**

7. Apply for GATE clearance using GATE eService portal and upload documents. **See list B****

8. Return to Course Administration with proof of GATE clearance application and Acceptance Letter

    (8.1)   Course Administration will verify the correctness of your E-GATE application and issue a second Enrolment ticket, once said application is valid.

    (8.2)   If your application is deemed to be inaccurate, you will need to visit MTEST to rectify. **A second enrolment ticket will not be issued until your application has been corrected.**

    (8.3)   If your situation has not been rectified before the expiration date of your temporary ID (due to any failure or negligence on your part to fulfil any requirements of the GATE

process), you will be required to convert to NON GATE (self-fund) and pay the relevant GATE Tuition fees, as well as any associated fees.

9. Proceed to Admissions Centre with second enrolment ticket in order to obtain your permanent student ID.

10. Return to Course Administration when contacted to sign E GATE claim form.

11. Request caution fee refund once GATE claim has been paid by MTEST

* The information contained in the acceptance letter must be used to complete the e-GATE application online.

** See List B for relevant documentation needed to apply for GATE Funding.

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CONTINUING STUDENTS 3B: With Results

W/GATE eService ID No Clearance/With results

1. Proceed to Course Administration to collect Enrolment Ticket and Acceptance Letter*

   1.1 If you have all the relevant documents (LIST B**), then you can use our IT facilities and support to apply for your E-GATE clearance immediately, before proceeding to our Admissions Centre

   1.2 If you are able to successfully apply for E-GATE clearance then Course Administration will verify correctness, and note this on your enrolment ticket and you may then proceed directly to our Admissions Centre to complete your registration and collect your permanent SBCS ID (steps 2, 3, 4, 8, 9,10). You will not require a second enrolment ticket.

2. Return to Admissions Centre to complete registration.

3. Complete payment of all non-GATE fees

4. Sign photocopy of GATE Claim Form and SBCS' Rules and Regulations (for GATE funded students) document at Admissions Centre

5. Collect temporary student ID

6. Logon to the GATE eService portal and upload documents - **See LIST B****

   (6.1) Information in the acceptance letter must be used to complete the online e-GATE application

7. Return to Course Administration with proof of GATE clearance application and Acceptance Letter

   (7.1) Course Administration will verify the correctness of your E-GATE application and issue a second Enrolment ticket, once said application is valid.

   (7.2) If your application is deemed to be inaccurate, you will need to visit MTEST to rectify. **A second enrolment ticket will not be issued until your application has been corrected.**

   (7.2) If your situation has not been rectified before the expiration date of your temporary ID (due to any failure or negligence on your part to fulfil any requirements of the GATE process), you will be required to convert to NON GATE (self-fund) and pay the relevant GATE Tuition fees, as well as any associated fees.

8. Proceed to Admissions Centre with second enrolment ticket or first, if steps 1.1 and 1.2 were followed, in order to obtain your permanent student ID.

9. Return to Course Administration when contacted to sign E GATE claim form.

10. Request caution fee refund once GATE claim has been paid by MTEST

All other Continuing Students who are not in the categories above are advised to check with Course Administration for Guidance.

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** See List B for relevant documentation needed to apply for GATE Funding.

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Due to the time lag between publication of this letter and real time events, SBCS reserves the right to change the information published without notice. If you are in doubt about anything printed in this document, please check the website or contact Course Administration. We will be happy to clear up any discrepancies or misunderstandings.

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