Dear Student,

Thank you for choosing SBCS as your preferred Tertiary Learning Institute.

We would like to advise you that the Ministry of Tertiary Education, Skills and Training (MTEST) has restructured the application process for GATE funding. This new service is referred to as the GATE e-Service, and you are now required to apply for GATE Funding online via the GATE eService portal.

Please follow the steps below as they are designed to assist you with the use of this service.

1. Obtain GATE e-Service account credentials
2. Apply for GATE Clearance using the GATE eService Portal, www.e-gate.gov.tt/gate-app/
3. A w a i t GATE Clearance Approval
4. Sign the GATE Claim Form

1. **Obtain GATE e-Service account credentials**

   To access this service you must firstly obtain your *GATE e-Service account credentials* by providing the documentation (listed below) to an officer at a TT-Connect location (refer to Table 1 for a listing of the TT-Connect Offices and their respective opening hours):

   - Electronic Birth Certificate or Adoption Certificate where applicable
   - National ID or Passport
   - Current and Active Email Address (for correspondence from MTEST)
   - Name Change Document (Marriage Certificate, Divorce Certificate, Deed Poll)

TT-Connect Locations

Area	Address	Telephone Number(s)	Opening Hours
Arima	1st Floor, Pennywise Building 10 - 10A Devenish Street Arima Trinidad, West Indies	Tel. (868) 667-4465 Fax. (868) 667-7053	Mon – Fri: 7:30 am – 6:30 pm Sat: 8:00 am – 12:00 pm
Chaguanas	Gaston Street Gaston Court Lange Park Chaguanas Trinidad, West Indies	Tel. (868) 672-5858 Fax. (868) 671-5196	Mon – Fri: 7:30 am – 6:30 pm Sat: 8:00 am – 12:00 pm
Tunapuna	2nd Floor, 107 Eastern Main Road Tunapuna Trinidad, West Indies	Tel. (868) 662-6447 Fax. (868) 663-6517	Mon – Fri: 7:30 am – 6:30 pm Sat: 8:00 am – 12:00 pm
Port Of Spain	St. James NALIS Public Library 31 Church Street St. James Trinidad, West Indies	Tel. (868) 622-7254 Fax. (868) 628-2960	Mon – Fri: 7:30 am – 6:30 pm Sat: 8:00 am – 12:00 pm

Port of Spain	ttconnect – MTII Satellite Office Ministry of Trade, Industry and Investment Level 9, Nicholas Towers 63-65 Independence Square Port of Spain Trinidad, West Indies	Tel: (868) 800-4739 Fax: (868) 623-5156	Mon – Fri – 8:00 am – 4:00 pm
N.B. The above office DOES NOT PROCESS GATE APPLICATIONS. Only ttconnect ID. Registrations are processed at the Satellite Office, between the hours of 8:00 am – 4:00 pm, Mondays to Fridays, except Public Holidays.			
Princes Town	Princes Town NALIS Public Library 2A St. James Street Princes Town Trinidad, West Indies	Tel. (868) 655-6015 Fax. (868) 655-5006	Mon – Fri: 7:30 am – 6:30 pm Sat: 8:00 am – 12:00 pm

2. **Apply for GATE Clearance**

Once you have obtained your GATE e-Service account credentials, you will then be required to apply for GATE Clearance by visiting the following website: www.e-gate.gov.tt/gate-app/

- *You must activate the account within 24 hours of receiving the email notification from MTEST. Failure to do so within the timeframe will cause your account to expire and you will have to re-apply for GATE e-Service account credentials.*

In order to apply for GATE Clearance you will be required to upload scanned versions of the following documents:

- Electronic Birth Certificate Adoption Certificate where applicable
- National Identification Card or Trinidad and Tobago Passport (which is valid for the next 6 months)
- Name Change Document (Marriage certificate, Divorce Certificate, Deed Poll)
- Receipt showing proof of payment (for post-graduate students)
- Latest Result Slip / Transcript (for continuing student)
- Acceptance Letter from Institution (for student pursuing new programme. *Please ensure that you receive this document on registration with SBCS from your Customer Service Representative*)
- Receipt for students who reimbursed MTEST (for students who accessed GATE funding but did not complete that programme)

3. **GATE Clearance Approval**

   After the successful completion of your GATE Clearance application, MTEST will then review your application. Throughout this process it is strongly recommended that you periodically check the status of your GATE clearance application via the GATE eService portal, as well as check your e-mail for any notifications from MTEST.

   There may be some instances where corrections are required to your application. If this applies to you, it is strongly recommended to complete these corrections in a timely manner as there is a **28 day time period to complete these changes**. Failure to complete these changes within the 28 days will result in your GATE clearance application being cancelled.

   You will be alerted via email when your GATE Clearance has been approved by MTEST.

4. **Sign the GATE Claim Form**

   Once your GATE clearance has been approved a claim can be submitted for your tuition. To submit this claim you are required to visit SBCS to sign your GATE claim form, which will then be sent to MTEST.

   Failure to sign your GATE Claim Form will result in cancellation of your GATE Claim after 28 days from the date the email notification confirming the approval of your GATE clearance was sent.

   Important Notes

   MTEST will no longer be accepting paper documentation from our institution, consequently it is imperative that you complete the GATE clearance application process before you commence classes. Failure to comply with our guidance may result in you being denied GATE funding, as we must submit your GATE application by a specific date for processing by MTEST.

   Please be reminded that if you are unable to obtain GATE clearance and have commenced classes that you will be liable for all tuition fees.

   We take this opportunity to wish you the very best in all your academic endeavours now and in the future. If there are any queries regarding your GATE eService registration then do feel free to contact us and we will be happy to oblige.

   Should you encounter problems with your online application please contact MTEST at 800-GATE or gate.info@gov.tt.

Best Regards,
The SBCS Team