

Dear Student,

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

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

The following are the steps necessary to access and use this service:

1. Obtain a GATE e-Service ID
2. Apply for GATE at www.e-gate.gov.tt/gate-app/
3. GATE Clearance Approval and Signing of GATE Application Form

1. GATE eService ID

To access this service you must firstly obtain your *GATE e-Service ID* 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 (Mandatory) and
- National ID or Passport and
- Current and Active Email Address (for correspondence from MTEST)

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	Tel: (868) 800-4739	Mon – Fri – 8:00 am – 4:00

	Office Ministry of Trade, Industry and Investment Level 9, Nicholas Towers 63-65 Independence Square Port of Spain Trinidad, West Indies	Fax: (868) 623-5156	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. GATE Application

Once you have obtained your GATE e-Service ID, 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 a GATE e-Service ID.

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

- Birth Certificate (mandatory) and
 - National Identification Card or Trinidad and Tobago Passport
 - Marriage/Divorce Certificate (for married/divorced student)
 - Deed Poll (for name change)
 - Payment Slip (receipt showing proof of payment, for post-graduate student)
 - 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)
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3. GATE Clearance Approval and Signing of GATE Application Form

When your GATE Clearance has been approved by MTEST, you will be alerted via email and advised to visit SBCS to sign your GATE Claim Form, which will then be forwarded to MTEST.

Failure to sign your GATE Claim Form will result in cancellation of your GATE Claim after 4 weeks (28 days) from the date of email notification received from MTEST.

Important Notes

MTEST will no longer be accepting paper documentation from our institution, consequently it is imperative that you complete the application process before you commence classes or within the first week of your semester, in the case of this semester. 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 e-Service 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.