

Steps to Admission...

The Admissions process at the Arthur Lok Jack Graduate School of Business is designed to ensure that only the best applicants will be selected to pursue post graduate education at the Business School. The process provides valuable feedback to the candidate with respect to his/her competencies and potential for leadership, innovation and ethical conduct.

By selecting the right applicants we will be able to guarantee you a postgraduate experience with a high calibre of student engagement that will challenge you to exceed your known limits in addition to locating your career within a network of "Next Generation" leaders and innovators.

1. Apply online (via <http://sta.uwi.edu/postgrad/admissions.asp>) and print the confirmation receipt and any other required forms (such as the Programme Specific Information Form) upon completion of the online application. The following documents (where applicable) must be submitted along with your confirmation receipt:-

- Curriculum vitae
- Educational Certificates at the tertiary level
- Official Transcripts (not applicable for UWI Graduates)
- 2 References (3 references are needed for the DBA programme)
- Research Proposal (DBA candidates only)
- Birth Certificate
- Legal Affidavit or Deed Poll if your present name is different from that on the Birth Certificate
- Marriage Certificate
- TOEFL Scores (non native speakers of English must score at least 500 in this exam)
- Programme Specific Information Form

Documents may be submitted:

- a. By post/hand to The Arthur Lok Jack Graduate School of Business, Max Richards Drive, Mount Hope. When submitting documents in person, please walk with the originals for verification purposes.
- b. By email: If sending the documents via mail, please submit certified copies of all certificates and send to the attention of the Academic Director, Arthur Lok Jack Graduate School of Business.
- c. By fax: Please fax to the Academic Director at 868-663-1415

No application fee is required when applying online.

2. All **completed** applications with all supporting documents are reviewed at the Arthur Lok Jack Graduate School of Business and qualified applicants are recommended for interviews. (1 week after receipt of completed application)
3. Once the applicant meets the qualification and experience criteria he/she will be invited to the Innovation, Leadership and Ethics Assessment (ILEA) phase of the selection process. This phase will comprise:
 - a) A competency assessment
 - b) A case analysis exercise
 - c) An interview

The ILEA will be approximately three (3) hours long and will be scheduled upon payment of a non-refundable fee of TT\$1,000.00 or US\$160.00

4. Following the Innovation , Leadership and Ethics Assessment, the Arthur Lok Jack Graduate School of Business will notify the applicant of his/her recommendation for entry into the programme (provisional recommendation into the program) (1-2 weeks after the ILEA process).
5. The selection recommendations will be sent to the Office of Graduate Studies & Research at UWI St. Augustine for approval (2 weeks after the ILEA process)
6. The School for Graduate Studies & Research at UWI St. Augustine will send a formal offer letter **via email** to all successful applicants within 3 weeks of receiving recommendations from the Lok Jack GSB. Unsuccessful applicants will receive a letter from the School for Graduate Studies and Research in the mail.
7. All successful applicants will be advised **via email** as to what steps need to be taken for orientation and registration (including applying for GATE). UWI's offer letter contains details about UWI's medical form and the Lok Jack GSB's registration information outlines the rest of the process for new students.

Please contact us for further information:

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