



# Mobility Programmes

Incoming & Outgoing  
Edition 1- 2023/2024

**INTERNATIONAL OFFICE  
STUDENT AND STAFF  
EXCHANGE**

<https://sta.uwi.edu/internationaloffice>

See what it's like to **#BeUWI**



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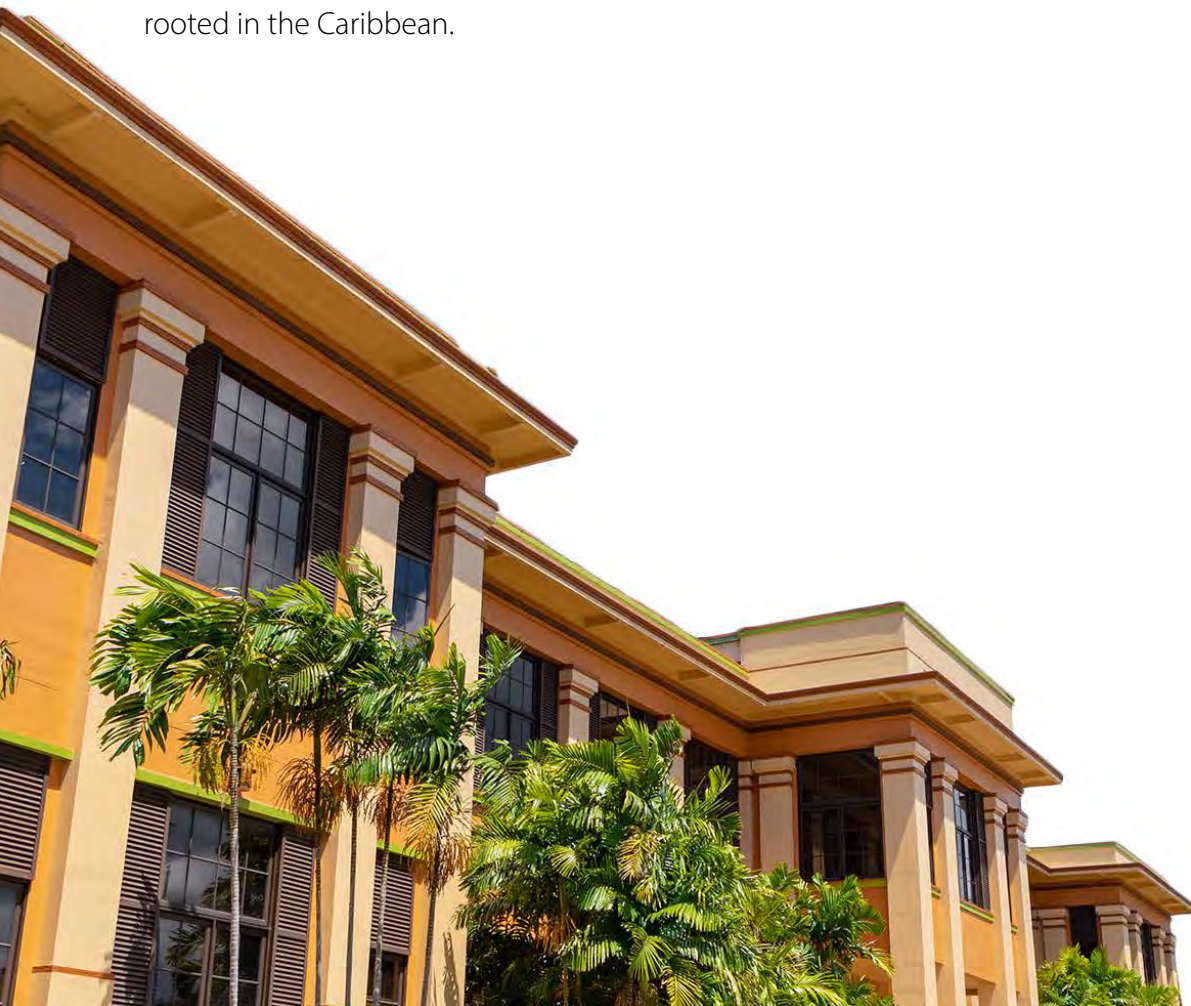
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# ABOUT THE UNIVERSITY OF THE WEST INDIES

**THE UWI ST. AUGUSTINE CAMPUS** is situated 15km from the bustling capital of one of the Caribbean's most rapidly developing island states, Trinidad and Tobago. With its focus on research and innovation, fully accredited programmes across seven faculties, and a cosmopolitan campus community, St. Augustine is a true representation of an innovative, internationally competitive, contemporary university deeply rooted in the Caribbean.

The scenic St. Augustine campus boasts a unique mix of twentieth century and modern architecture as well as an impressive landscape of indigenous and introduced trees and shrubs. Modern teaching and learning centres, a wide range of extra-curricular activities and a deep commitment to our role in preserving Caribbean integration and culture make St. Augustine an ideal choice for higher education.



## About the International Office

Our value lies in leadership development for regional and global impact through the creation of mobility opportunities and international collaboration.

The International Office manages the international partnerships of the university; it is the focal point for our internationalisation efforts and serves as the major portal between the campus and the rest of the world. We facilitate student and staff mobility (incoming and outgoing) and promote global citizenship within the UWI community.

See the team at :

<https://sta.uwi.edu/internationaloffice/about>



# What is a student exchange programme?



An exchange programme involves an agreement between two universities to exchange students. The advantage is that students do not have to pay tuition fees at the foreign university since they already pay tuition fees to UWI. Where we have no agreement with the foreign university, it is called “Study Abroad” and students must pay tuition. To view the exchange options, visit. <https://sta.uwi.edu/internationaloffice/courses>

## *WHO ARE OUR PARTNERS?*

Currently there are 70+ existing agreements from which students can choose.

## *WHAT ARE THE REQUIREMENTS?*

- GPA of 2.5 for incoming students
- GPA of 3.0 for outgoing students
- Completion of at least one semester in the first year
- Full-time enrolment

N.B. Year 3 students can apply for semester 1 exchange only.



## Available Partners

### Canada

- Brock University
- Concordia University
- Humber College
- McGill University
- McMaster University
- Memorial University of Newfoundland
- Queen's University
- The University of Winnipeg
- The University of Ontario Institute of Technology
- Trent University
- University of Guelph
- University of Montreal
- University of New Brunswick
- University of Regina
- University of Saskatchewan
- University of Toronto (
- University of Waterloo
- University of Western Ontario
- Vancouver Island University

### France

- SciencesPo
- Sports Management School
- The Université de Versailles Saint-Quentin-En-Yvelines
- Université Lumière
- University of Michel de Montaigne Bordeaux

### Germany

- Albert Ludwigs Universität
- Flensburg University of Applied Sciences (FH Flensburg)
- HfWU Nuertingen-Geislingen University
- Justus-Liebig University (Social Sciences & Cultural Studies Only)
- University of Flensburg

### Guadeloupe & Martinique

- Université des Antilles

### Sweden

- Malmö University (Literatures)

### UK

- Kings College (Medical Sciences Only)
- University of Birmingham
- University of East Anglia

### USA

- Syracuse University
- The University of Wisconsin-Madison (College of Agricultural and Life Sciences)
- University of Richmond
- Drexel University

**Note:** This is not a complete listing of all our Exchange Partners.

# FOREIGN STUDENTS

## INCOMING MOBILITY



### APPLICATION PROCESS

#### NOMINATION

Students must be nominated by their sending university before the application can be considered.

#### REQUIRED DOCUMENTS

- [Student Exchange Application Form](#)
- Official Transcript
- [Residence Hall Application Form](#)
- [Medical Form](#)
- Two academic references
- Copy of Passport Bio-Data page
- Proof of English Language Proficiency (if not first language)
- Passport-sized photographs

#### APPLICATION DEADLINES

##### Semester I

(Sept – Dec) May  
31, each year

##### Semester II

(Jan – May) October  
15, each year

Nominations and applications in PDF-form should be sent to [incoming.mobility@sta.uwi.edu](mailto:incoming.mobility@sta.uwi.edu)

## ACADEMIC INFORMATION

### LANGUAGE OF INSTRUCTION

English

### LANGUAGE PROFICIENCY

1. Students are required to provide evidence of the Test of English as a Foreign Language (TOEFL) with a minimum score of 500 paper-based or 82 on the computer-based examination
- OR
2. A Certificate showing a minimum total score of 6.5 on the University of Cambridge IELTS (International English Language Testing System)
- OR
3. Grade B or above in the College English Course from an approved University (Recognised Home University English language exam at Advanced level)

### SELECTION OF COURSES

Exchange students are free to select courses from the following faculties:

Humanities & Education	Science & Technology
Social Sciences	Food & Agriculture
Engineering	Sport
Law	

Students are advised to select up to five (5) core courses and 2-3 alternative courses when completing the Exchange Student Application Form. Students will be given approval to register only for the courses where the student has fulfilled the pre-requisites.



## **FACULTY BOOKLETS**

Faculty booklets can be found here: **Faculty Booklets**. Course descriptions are generally found towards the end of the booklets. If more detailed course information is required, please email the Incoming Mobility Coordinator to request the relevant course outline.

## **RESTRICTED PROGRAMMES**

Courses offered within the Faculty of Medical Sciences are not available to Exchange Students at this time.

## **REGISTRATION**

Exchange students cannot register for Certificate-level courses. Exchange students receive as part of their Acceptance Package the CRN-codes for all courses they have been pre-approved by the relevant faculty. These CRN-codes are used to register for the pre-approved courses when Registration opens, one week before teaching begins and lasts for four (4) weeks. Students can add and/or drop courses at any time during Registration. Detailed instructions on registration will be included in the Acceptance Package.

# **ACCOMMODATIONS**

## **RESIDENCE HALLS**

Available housing is limited and on a first come first served basis. Of the four available residence halls, Trinity Hall and Canada Hall are located directly on campus, Freedom Hall immediately off-campus and Sir Arthur Lewis Hall is located on St. John's Road about 10-15 minutes walking distance.

More information on the residence halls can be found here: <http://sta.uwi.edu/residence>

## VISAS AND STUDENT PERMITS

### VISA REQUIREMENTS

Comprehensive List of countries and their visa requirements can be found here: [T&T Immigration Division](#)

### STUDENT PERMITS

Students of the UWI, St. Augustine (including exchange students) do not require Student Permits. However, a visa may be required depending on your country of origin.

Student Visas are not required for visits up to 90 days. However our semester is technically over 90 days so students can do one of two things:

#### **ENTER THE COUNTRY AS A VISITOR**

Students will be given a visitors stamp which will last approximately 90 days. Before this expires, the student can go to the Immigration Division to have an extension done which costs approximately TT\$400.

#### **APPLY FOR THE VISA FROM THE BEGINNING**

There are two types of Visas a single entry and a multiple entry. The single entry would mean that after coming to Trinidad, the student cannot leave to go to any other country without first applying for another visa. The multiple entry visa means that the student can leave Trinidad and go to any other country and return.

# LOCAL STUDENTS OUTGOING MOBILITY

## APPLICATION PROCESS

Email [Outgoing.Mobility@sta.uwi.edu](mailto:Outgoing.Mobility@sta.uwi.edu) for more information & application forms

### STEP 1

You should figure out which courses you want to take before starting your application. Match your UWI courses with courses at the partner institution. \*If you wish to pursue an elective, a UWI equivalent is required.

SEMESTER	UWI COURSES ST. AUGUSTINE	HOST INSTITUTION COURSES	LECTURER'S SIGNATURE
1	FREN 2002 Business French	FREN 318 Le Français Des Affaires	
1	PSYC 2002 Abnormal Psychology	Psyc 361 Abnormal Psychology	
1	GEOG 3111 Natural Hazards	GGEO3332 Disaster Management	
1	<b>*Elective</b>	PSYC 223 Motivation and Emotion in Daily Life	

\*Submit application and course approval form to relevant department for approval. A copy of the course description from the partner institute should accompany your form.

## STEP 2

Completed and signed form with supporting documents should be sent to [Outgoing.Mobility@sta.uwi.edu](mailto:Outgoing.Mobility@sta.uwi.edu) (Paper applications are not accepted).

- Proof of Nationality (Passport biodata page)
- Proof of Enrolment – (Status letter)\*
- One page Letter of Support (Lecturer or head of department)\*
- One page Letter of Intent. (Suggested used of the [Writing Centre](#))\*
- [Privacy Notice Statement](#) \*
- Transcript

**\* For EduCanada scholarship applications only**

### Formatting and wording of documents

Documents must be scanned into a PDF format. Kindly use the following naming convention Last Name – First Name – Document Type (e.g. Doe-John-Transcript.)

Students are required to submit their application using their UWI email address or risk a delayed or non-response.

## STEP 3

Complete and submit the partner university's application form, format like other step headings. The partner of choice will require you to complete their application form. This will either be forwarded from The UWI International Office or directly from the partner institution.

### Placeholder Courses

Sometimes courses at the partner institution may not be offered in the same semester of your UWI courses. You may still read these courses on exchange by following these simple steps.

- 1) Receive the course approvals from your department.
- 2) On your my eLearning register for any course with the same credit count as the course you wish to receive credit for.

*E.g. Exchange period semester 1*

*FREN 2002 Business French – 3 credit offered in semester II only*

*Register for FILM 3104 – 3 credit offered in semester I*

Your exchange transcript and course approval form will be used to update your UWI transcript at the end of your exchange.



# UWI STUDENT INTERCAMPUS EXCHANGE PROGRAMME

The International Office, UWI St. Augustine Campus invites you to be part of a great West Indian Tradition of One UWI - bringing Caribbean people together!

Take advantage of the opportunity to pursue a semester or two at any of our sister Campuses located at Mona or Cave Hill through the International Office.





## GOVERNMENT OF CANADA INTERNATIONAL SCHOLARSHIPS ELAP | CARICOM

To be considered for the EduCanada scholarship, students have to participate in a student exchange at one of our Canadian Partner Schools during Semester I or II of the Academic Year.

Once

a student has been nominated as an exchange student, the Canadian Host University will file for the scholarship. The Government of Canada offers several scholarship programs to support candidates from abroad who wish to study, conduct research, or gain professional development in Canada on a short-term basis. These programs include:

- Emerging Leaders of the Americas Program (ELAP) Undergraduate and graduate students from the Caribbean and South America
- Canada-CARICOM Skills Training for the Green Economy Scholarships Program Undergraduate and graduate students from the Caribbean; programs or disciplines related to the green economy, which include but are not limited to climate-smart agriculture, coastal and fisheries management, renewable energy, sustainable building techniques, and agro-forestry
- Canada-CARICOM Faculty Leadership Program Faculty or international liaison officers/managers from the Caribbean Scholarship values vary depending on the duration and level of study. The table below summarizes the scholarship values for the different programs:

AWARD AMOUNT	DURATION	LEVEL OF STUDY	PROGRAM
\$11,100 CAD	5-6 months	Graduate; Faculty	ELAP; FLP
\$8,200 CAD	4 months	Undergraduate; Graduate	ELAP
\$8,200 CAD	4 months	Undergraduate; Graduate	ELAP
\$3,200 CAD	2-3 weeks	Faculty member; International Director, manager, or administrator	CARICOM (Faculty)

# EMERGING LEADERS IN THE AMERICAS PROGRAMME (ELAP)

## DURATION

4 months or 1 semester for study or research  
5-6 months of study or research (Master's and PHD only)

## OPEN TO

All levels of students  
The same eligibility criteria for exchanges apply

## COVERAGE

- CAD **8,200** for college, undergraduate or graduate students (Master's and PhD) for a minimum of four months or one academic term of study or research; or
- CAD **11,100** for graduate students (Master's and PhD) for a period of five to six months of study or research.

## APPLICATION PERIOD

January - March  
Results received by the candidates by the end of **June**

## APPLICATION PROCESS

- Verify that the preferred host institution\* has a valid MOU with UWI
- The Outgoing Exchange Coordinator will contact the university to determine if students can be hosted (institutional balance may impact this)
- Applicant must compile and submit documents to the Outgoing Exchange Coordinator within deadline
- The Outgoing Exchange Coordinator will send the application package to the host university, who will then submit the application to the relevant Canadian agency

## UWI CONTACT

Outgoing Exchange Coordinator Ext: 85010  
[outgoingmobility@sta.uwi.edu](mailto:outgoingmobility@sta.uwi.edu)

## WEBSITE

<http://www.scholarships-bourses.gc.ca/scholarships-bourses/-/can/institutions/elap-pfla.aspx?lang=eng>

# Scholarships Staff

*Canada-CARICOM Faculty Leadership Program (FLP)*

## APPLICATION PERIOD

January to March. Results are received by the end of June

## APPLICATION PROCESS

- Verify that the preferred host institution\* has a valid MOU with UWI
- The outgoing exchange coordinator will contact university to determine if staff can be hosted (institutional balance may impact this)
- Applicant must compile and submit documents to the outgoing exchange coordinator within deadline
- The outgoing exchange coordinator will send the application package to the host university, who will then submit the application to the relevant canadian agency

## EXCHANGE PERIOD

Staff are usually accommodated at any time, but the exchange must begin before February 1st of the next year.

## UWI CONTACT

Outgoing Exchange Coordinator Ext: 85010  
[outgoing.mobility@sta.uwi.edu](mailto:outgoing.mobility@sta.uwi.edu) | [Website](#)





The European Union's Erasmus+ programme is a funding scheme to support activities in the fields of Education, Training, Youth and Sport. The European Commission is responsible for Erasmus+ policies and oversees the overall programme implementation. Partner Institutions with Erasmus+ funding opportunities offer

- monthly stipend ranging between 650-850 Euros per month
- payment for travel 180 -1100 Euros (depending on distance).

### ***STUDY IN EUROPE – APPLY FOR AN ERASMUS MUNDUS JOINT MASTER'S DEGREE!***

An Erasmus Mundus Joint Master Degree (EMJMD) is a prestigious, integrated, international study programme, jointly delivered by an international consortium of higher education institutions. EMJMDs award EU-funded scholarships to the best student candidates from around the world applying under annual selection rounds. Study must take place in at least two of the Programme countries (EU member countries). Part of the studies can also take place in a Partner countries (non-EU countries) if there is a partner-country institution involved. At the end of the programme, students receive either a Joint Master's degree or 2 Master's degrees, depending on the project.

### ***For Application Information:***

***Erasmus Coordinator***  
***sta-erasmus@sta.uwi.edu***



# STUDENT FAQS

## ***When may I apply?***

Student may apply for exchange after completing their first semester of study. Final semester for application is the second semester preceding year of graduation.

## ***How long can I go on exchange?***

One semester minimum, academic year maximum

## ***Can I still apply if my GPA isn't 3.0?***

Yes, within the range of 2.5 – 2.9 and final approval of your Head of Department/Dean

## ***Would I need a visa?***

A student visa is required for study outside of intercampus exchanges.

## ***Do I have to find my own accommodation?***

Yes. Our partners will assist you with sourcing on/off campus accommodation

## ***I have family there; can I stay by them?***

Yes.

## ***Do I have to pay tuition?***

Tuition is waived at the partner institution.

## ***How are grade transferred?***

On completion of your exchange you will receive a transcript from the partner institution which will be used by your faculty to convert your grades. The letter grade is transferred and GPA is calculated on the points awarded

## ***Can I do an exchange if I am on a government scholarship?***

Yes. The international office will provide you the necessary documents to present to the scholarship board.

## ***What is the average cost of living?***

This varies according to institute and country. Most of our partners provide an estimate.

## ***Can I cut my exchange short?***

If it unfortunately gets to this point, yes. Your mobility coordinator will walk you through your departure.

## ***What expenses should I cater for?***

Tuition is waived at our partners. Students are required to financially support themselves for the duration of their exchange and are responsible for their travel and living arrangements.

## ***What can I use the scholarship money for?***

Most scholarships/funding is self-financed and can be used for any expense that relates to your exchange experience.

## ***When would I receive the scholarship money?***

Funds are only released to student upon arrival at their host institute. Students should therefore travel with enough money to cover at least a month worth of expenses.

# PREPARING FOR YOUR EXCHANGE

## CANADIAN IMMIGRATION

The Government of Canada regulates international study permits and visas through Citizenship and Immigration Canada (CIC) [www.cic.gc.ca](http://www.cic.gc.ca) It is the student's responsibility to find out the immigration requirements and to obtain the necessary documents for travel to Canada. Students can find this information by contacting a Canadian Consular Office near them. [www.voyage.gc.ca/contact/offices-list\\_liste-bureaux-eng.asp](http://www.voyage.gc.ca/contact/offices-list_liste-bureaux-eng.asp)

## STUDY PERMITS

Exchange students studying in Canada are required to have a valid Study Permit except in cases where the duration of the program of study is six months or less. [www.cic.gc.ca/english/study/study-who.asp](http://www.cic.gc.ca/english/study/study-who.asp)

International students who hold a valid Study Permit and are registered as full-time students are permitted to work on campus. International students without a valid Study Permit are not eligible to work in Canada. [www.cic.gc.ca/english/study/work-encampus.asp](http://www.cic.gc.ca/english/study/work-encampus.asp)

## EUROPEAN IMMIGRATION

The Schengen Visa enables people from outside Europe the right to move freely within the signatory countries of the Schengen Agreement as internal borders checks no longer exist within Europe. You will need to apply for a Schengen Visa if you plan to study in Europe in any of the states listed below:

Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden (but not Ireland and the United Kingdom) plus Iceland, Norway and Switzerland (which are not EU members).

## WHO NEEDS A SCHENGEN VISA?

If you are not a European citizen and you plan to study in Europe, you may need to apply for a Schengen Visa. Please, note that if you intend to study in Europe for a period of time of 90 or more days, you will also need to obtain a residence permit.

## USA IMMIGRATION

Generally, a citizen of a foreign country who wishes to enter the United States must first obtain a visa, either a non-immigrant visa for temporary stay, or an immigrant visa for permanent residence. Exchange visitor (J) visas are non-immigrant visas for individuals approved to participate in exchange visitor programme in the United States.

Source: [click here](#)

**\*Not a comprehensive list of visa requirements. Upon acceptance, partners will issued visa/permit requirements directly to students.**





# INTERNATIONAL OFFICE

2nd Floor, John Spence Building  
(Old Geography Building)  
The University of the West Indies  
St Augustine, Trinidad, W.I.

T: (+1868) 224-3708 or 662-2002, Ext: 84206 or Ext: 85010

E: [internationaloffice@sta.uwi.edu](mailto:internationaloffice@sta.uwi.edu)

W: <http://sta.uwi.edu/internationaloffice>



# CONTACTS

**Ms. Carol Ayoung**

Ag. Director

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Mobility Coordinator Incoming

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T: Phone: 662-2002 Ext: 84206

**Ms. Alviann Thompson**

Mobility Coordinator & Academic Agreements

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T: Phone: 662-2002 Ext: 85010

## Quick Links

Find out more about UWI and all 5 campuses:

<https://uwi.edu>

Find out more about the UWI St. Augustine campus:

<https://sta.uwi.edu>

Find out about what's been happening on campus:

<https://sta.uwi.edu/uwitoday>

*Find out what's happening on campus NOW!*