



University of the Southern Caribbean



Application for English as Second Language (ESL) Admission

Mission: To promote experiential learning within a nurturing, Christian environment where learners attain the language competencies necessary to remain relevant in an evolving world.

Vision: To be the nucleus of a multilingual university where Christ is reflected in our practice, and learning is a way of life.

Motto: Learn Language, Love Language

Requirements

1. Completed Application Form
2. Two Passport - sized Photos (4.5 cm x 3.5 cm)
3. Two Recommendation Forms (must be filled by a religious leader, educator, or supervisor)
4. Signed Citizenship Agreement
5. Signed Immigration Statement of Acknowledgement
6. Applicants must provide certified copies of the following (Where certified copies are not available please walk with originals and copies):
 - a. Birth Certificate
 - b. Immunisation Certificate
 - c. Passport (International Students OR National Identification Card)

1. _____
Last/Family Name *First Name* *Middle Name*

2. _____
Other Names Which May Appear on Your Documents

3. **Marital Status:** Single Married Common Law Widowed Divorced Separated

4. **Title** [Please Check One]: Mr. Mrs. Miss Other (Please Specify) _____

5. **Gender:** Male Female 6. **Date of Birth:** [dd/mm/yy] _____ 7. **Age:** _____

8. **Mailing Address:** _____

9. **Country of Birth:** _____ **Country of Permanent Residence:** _____ **Citizenship:** _____

10. **Identification:** National ID Card No. _____ Passport No. _____ Driver's Permit No. _____

11. Email Address: _____
 The email address provided is Used Exclusively by Me Shared with Other Parties Is a Reliable Contact Address

12. Permanent Tel.:	Mobile:	Home:	Work:	Fax:
Temporary Tel.:	Mobile:	Home:	Work:	Fax:

Please contact me via my Mobile Home Work Fax Email Address
 Permanent Temporary (Until Date dd/mm/yy) _____

13. **Race:** Afro-Caribbean Indo-Caribbean Caucasian Chinese Syrian/Lebanese Amerindian Mixed Other

Disclosure or non-disclosure of the information requested, will not affect your eligibility for admission. This information is for statistical purposes. We recognize that the categories above are not perfect or inclusive of everyone's complex backgrounds. Nevertheless, please select the one group with which you most closely identify.

14. **Native Language:** Spanish French Dutch Portuguese English Other (Specify) _____

FOR OFFICIAL USE ONLY

			Date Application Received
DD	MM	YYYY	
			Date Sent to TLC
DD	MM	YYYY	
			Date Returned by TLC
DD	MM	YYYY	

Application Received from Student via:
<input type="checkbox"/> Express Courier
<input type="checkbox"/> Fax
<input type="checkbox"/> Hand Delivery
<input type="checkbox"/> Regular Post
<input type="checkbox"/> Email/Internet

APPLICATION FEE
<input type="checkbox"/> \$100.00 TT <input type="checkbox"/> \$15.63 US
<input type="checkbox"/> International Money Order
<input type="checkbox"/> USC Cashier's Receipt No.

15. **Religious Affiliation/Preference:**

SDA Hindu Muslim Roman Catholic Anglican Other (Specify) : _____ None

16. **If you checked SDA**, please state the conference to which you belong. _____

17. **Academic History:** High School Diploma Undergraduate Graduate Other

18. Employment History:	<i>Organization/Employer</i>	<i>Job Title</i>	<i>From</i>	<i>To</i>
Current:	_____	_____	_____	_____
List previous two: (1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____

19. **Desired Program**

ESL Certificate TOEFL Preparation

23. **Anticipated Attendance Period:**

September January April

24. I intend to pursue a degree programme at USC after completing ESL. Yes No Undecided

25. Do you wish to live in the residence halls? Yes No Undecided

26. **Statement of integrity.**

By placing my signature below, I verify that the information in this application and all supporting documents submitted by me, are complete, accurate and true. I understand clearly that any misrepresentation of facts in this application could result in denial of my application for admission, or result in revocation of financial aid, and dismissal from the university if discovered after I enroll. I further understand that the University of the Southern Caribbean has an obligation to report confirmed cases of forged documents to the police. My signature below also verifies that I agree to have my USC grades used for statistical studies and/or sent to external organizations for evaluation, accreditation, immigration and advising purposes.

Full Legal Name of Applicant: _____

Signature of Applicant: _____ Date: _____

Full Legal Name of Witness*: _____

Official Title: _____

Signature of Witness: _____ Date: _____

***The Witness must be a licensed, registered minister of religion, one of your recommenders, the principal/vice principal of a school, your work supervisor, a director or manager of a company where you are employed, or a lawyer.**

CITIZENSHIP AGREEMENT

We at the University of the Southern Caribbean are pleased to know you desire to be a member of our community. The USC is a Christian institution with very high standards and we intend to keep it that way. The University is passionate about its mission: "To transform ordinary people into extraordinary servants of God to humanity." Accordingly, it educates its students for generous service to God and society, in keeping with a faithful witness to Christ and to the worldwide mission of the Seventh-day Adventist Church.

Students are not required to become Seventh-day Adventists; but they are challenged to embrace a lifestyle that supports the harmonious development of the mental, physical and spiritual health of the individual; to heed the invitation to personal and moral integrity and to adhere to the dress, health and moral codes of the institution. The core values are outlined below and students are required to be aware of these values and to make a decision as to whether or not they want to study in such an environment, before enrolling at USC. While our standards for conduct are non-negotiable, the USC Administration has provided channels through which changes can be initiated.

The core values fundamental to the University have their base in Biblical principles, and require that all students:

- Maintain personal integrity
- Maintain a drug, alcohol and tobacco-free lifestyle
- Refrain from any form of verbal, physical, or sexual harassment or abuse
- Refrain from sexual immorality
- Exhibit appropriateness and modesty in deportment, speech and dress; refrain from using conspicuous make-up such as **bright-coloured** lipstick, rouge, eye shadow, or nail polish and from wearing any form of ornamental jewelry such as rings (except wedding or engagement rings), earrings, nose rings, necklaces, pendants (except medical), bracelets (except medical), anklets, etc. on campus or to any off-campus activity conducted under the auspices of the University
- Refrain from the use or possession of firearms, explosive devices or other dangerous weapons
- Exhibit respect for the property of other students
- Protect institutional property

Additional expectations that support the Mission of the University:

- All single international undergraduates are expected to live in one of the residence halls and to adhere to expectations outlined in the Student and Residence Hall Handbooks (Please refer to these for further information). Students are expected to refrain from entering the living area of a student of the opposite sex.
- The food served in the cafeteria and snack shops is vegetarian. No flesh food is to be brought on campus except where a student can show that he/she needs to do so for medical reasons. Proof of this fact will be required in the form of a doctor's letter.
- All full-time students are expected to meet together at the scheduled date and time for general assembly, worship session, and other published University forums including lyceum events, where faith, values and ethics are nurtured and examined; additional morning and evening sessions are required for residence hall students. A pattern of failure to meet these appointments will negatively impact citizenship and student status.

My presence on the USC campus as a registered student is evidence that I have chosen the University of the Southern Caribbean and its high values and standards. By placing my signature on this citizenship agreement, I thereby indicate my willingness to uphold the citizenship requirements as outlined in the relevant Student Handbooks and bulletins, or as otherwise published by the institution. I agree that I will voluntarily withdraw from the institution, when I find that I can no longer adhere to the requirements for USC citizenship.

Please Print Your Full Legal Name

Name: _____
Last First Middle

Signature of Applicant: _____ Date: _____

Parent/Guardian Name: _____
Last First Middle

**STATEMENT OF ACKNOWLEDGEMENT
FOR STUDENTS ATTENDING USC ON A VISA OR STUDENT PERMIT**

The Immigration Authority of Trinidad and Tobago now requires all institutions which enroll international students to report legal issues relating to student visa status. Institutions are also required to give a module-by-module report of students' study program; grades earned and related activities while they study at USC.

Your signature on this document verifies that you have been made fully aware of your responsibility as an international student, to adhere to the immigration laws of Trinidad and Tobago. Your signature on this form verifies that you have read all of the information supplied to you by the USC officer responsible for immigration matters. By signing this form, you thereby indicate that you understand the regulations and requirements for foreign students. It is very important that you fully understand these regulations, for a very pleasant stay in Trinidad and Tobago, free from embarrassing legal issues related to deportation.

You are required to:

- Register with the residence hall office
- Register with the USC Officer (or his/her designee) who is responsible for immigration matters
- Complete the USC registration process, and register for a full load of classes

You must be aware that the International Student Services office is required by law to report all of the following to the Trinidad and Tobago Immigration Authority:

- Change of program
- Number of credits completed each module
- Termination date and reason, if known
- Change of address [it is the student's responsibility to update this information regularly at the Records Office and the office of Student Development]
- Selected degree program and field of study
- Failure to register, maintain status, or complete the selected major
- Disciplinary action taken against the student due to criminal conviction
- Withdrawal from the Residence Halls or classes without completing the Official Withdrawal form
- Subscribe to our Medical Insurance Plan

To maintain current regulations with University policies, this statement is subject to change without notice. Changes in current regulations are generally published via the "Valley Voice" news-letter or announced at worship periods in the residence hall, or at the weekly chapel or assembly sessions. They will also be placed on the USC website. Further information may be obtained from the office of the Vice President for Student Development.

Please Print Your Full Legal Name

Name: _____
Last
First
Middle

Signature of Applicant: _____ Date: _____

Parent/Guardian Name: _____
Last
First
Middle

RECOMMENDATION FORM

Please fill the top portion of this form, check the appropriate sections below, then date and sign the form. Ask two persons who know you well to complete and return the recommendation to USC in the enclosed envelope. Urge the recommender to return these forms promptly. Your application will not be processed until the Admissions Office receives the completed recommendations. Please affix the required postage stamp to the relevant envelope and submit it to the recommender along with this form. SDA applicants are required to submit one of the recommendations from their pastor and the other from a teacher. Other applicants should submit one of the recommendations from their religious leader. Applicants who have completed secondary/high school within the last seven years are asked to submit one of the recommendations from the principal of the last school they attended. Applicants who have not been in an academic institution within the last seven years but who have been employed, may submit one of the recommendations from their employer/work supervisor. **Two recommendations are required.**

Note: Recommendations from relatives are not accepted.

FULL LEGAL NAME: (Last) _____ (First) _____ (Middle) _____

DATE OF BIRTH: Day: _____ Month: _____ Year: _____ Gender: [] Male [] Female

PLEASE INDICATE THE MAJOR FOR WHICH YOU ARE APPLYING: _____

I waive my right to examine this evaluation

I do not waive my write to examine this evaluation

APPLICANT'S SIGNATURE:	DATE:
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TO THE RECOMMENDER: The applicant whose name appears above is applying to an undergraduate program at USC and considers you to be in a position to evaluate his/her ability to successfully pursue such a program. Enclosed is a short description of the requirements for USC citizenship. Knowing the applicant and having read the attached guidelines for USC citizenship, please indicate your recommendation of the applicant by placing a check mark in one of the appropriate circles below. Kindly return this form today to help us expedite the processing of this application. We thank you for your confidential assessment and appropriate cooperation. Please note the applicant's choice of his/her willingness to waive the right to view/not to view your recommendation.

For how long have you known the applicant? I have known the applicant for _____ years.

Please attach a separate sheet with any additional information you wish to provide which may be helpful in assessing the individual.

<input type="radio"/> Recommended	<input type="radio"/> Recommended with Reservation	<input type="radio"/> Not Recommended for this Institution
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RECOMMENDER'S CONTACT INFORMATION

FULL LEGAL NAME:	TITLE OR PROFESSION:
SIGNATURE:	DATE:
POSTAL ADDRESS:	
TELEPHONE CONTACT: LANDLINE	MOBILE: WORK:
EMAIL ADDRESS:	FAX NO.:
BEST CONTACT PHONE: <input type="radio"/> LANDLINE <input type="radio"/> MOBILE <input type="radio"/> WORK	

BEST CONTACT TIME: <input type="radio"/> 8:00 AM – 12:00 NOON <input type="radio"/> 1:00 – 4:30 PM <input type="radio"/> AFTER 4:30 PM
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RECOMMENDATION FORM

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Note: Recommendations from relatives are not accepted.

FULL LEGAL NAME: (Last) _____ (First) _____ (Middle) _____

DATE OF BIRTH: Day: _____ Month: _____ Year: _____ Gender: [] Male [] Female

PLEASE INDICATE THE MAJOR FOR WHICH YOU ARE APPLYING: _____

I waive my right to examine this evaluation

I do not waive my write to examine this evaluation

APPLICANT'S SIGNATURE:	DATE:
------------------------	-------

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Please attach a separate sheet with any additional information you wish to provide which may be helpful in assessing the individual.

<input type="radio"/> Recommended	<input type="radio"/> Recommended with Reservation	<input type="radio"/> Not Recommended for this Institution
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RECOMMENDER'S CONTACT INFORMATION

FULL LEGAL NAME:	TITLE OR PROFESSION:	
SIGNATURE:	DATE:	
POSTAL ADDRESS:		
TELEPHONE CONTACT: LANDLINE	MOBILE:	WORK:
EMAIL ADDRESS:	FAX NO.:	
BEST CONTACT PHONE: <input type="radio"/> LANDLINE <input type="radio"/> MOBILE <input type="radio"/> WORK		

BEST CONTACT TIME: <input type="radio"/> 8:00 AM – 12:00 NOON <input type="radio"/> 1:00 – 4:30 PM <input type="radio"/> AFTER 4:30 PM
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Market Survey

The information on this Market Survey will be used to review and revise our courses to make them more relevant to our students. Please answer all questions honestly. The information you provide will be kept in the strictest confidence. The information will also be filed without your name.

1. Demographic Data

Nationality: _____ Age: _____ Gender: Male Female

Monthly Household Income (in US\$):

Below \$600 \$600 to \$1,000 \$1,001 to \$1,500 \$1,501 to \$2,000 More than \$2,000

Religious Affiliation/Preference:

SDA Hindu Muslim Roman Catholic Anglican Other (Specify): _____ None

2. Information Channel. How did you find out about The Language Centre | University of the Southern Caribbean?

From a current student Name: _____

From a USC recruitment officer From a past student From a newsletter

From a brochure From the website From Facebook Advertisement

From my church At a graduation ceremony From a USC or TLC lecturer

From a career fair I attended From a friend From a newspaper advertisement

Other: _____

3. Factors influencing your decision to come to The Language Centre | University of the Southern Caribbean. Why did you choose to study at our school? Place the number 1 next to the most important reason. Place the number 2 next to the second most important reason. Place the number 3 next to the third most important reason.

My interactions with alumni Admissions Requirements Location of Institution

Mother's/Father's influence Reputation of the institution My interactions with as USC Lecturer

Environment (spiritual/physical) Quality of Programme My interactions with an SDA pastor

Accessibility of Programme My interactions with an SDA Lecturer

Other: _____

4. Reasons for doing English as a Second Language. Why do you want to study ESL? Place the number 1 next to the most important reason. Place the number 2 next to the second most important reason.

For Personal Development To improve my marketability Requirement by employer

To further education Recommended by parents I am migrating (thinking of)

Preparation for missionary work I have relatives who speak English For a promotion at work

Other: _____