

## APPLICATION FOR ADMISSION

**HOW TO APPLY (Read carefully the information contained on this page)**

**There are two options**

1. Online (we encourage you to apply online as far as possible)
2. On Paper

**Paper Application:**

1. Purchase an application form from the centres named in our advertisement

You can only use one application method. **Do not apply online and submit a paper application as well.**

**Online Application**

1. Go to UG's website (<http://uog.edu.gy>) and click on "Online Services", then distance education link.
2. You are allowed three programme choices on your online application.
3. Your application process will only be completed when you hit the submit button and receive your acknowledgement letter.

**There are eight simple steps to online application**

<b>Step 1</b>	Apply online through the University of Guyana website at <a href="http://www.uog.edu.gy">www.uog.edu.gy</a> - Click on the link <a href="https://turkeyenonline.uog.edu.gy/srms/student/prospective/application/create_login.php?sesstype=dist">https://turkeyenonline.uog.edu.gy/srms/student/prospective/application/create_login.php?sesstype=dist</a>
<b>Step 2</b>	To begin the application process click on 'Apply Online'.
<b>Step 3</b>	Set up your application account by creating an applicant login and password. (Special characters e.g. * & ^ % \$ # @ ! should not be used in the login name) *Make a note of your Applicant Login and password since you will need these to access your application information.
<b>Step 4</b>	<b>Complete your application online</b> <ul style="list-style-type: none"><li>• You are required to enter a response in all fields.</li><li>• The system allows you to incrementally fill up your application at more than one sitting. At the end of every sitting however, you must save the information before you logout.</li><li>• To login to online SRMS, use your Applicant Login and password that you created earlier.</li></ul>
<b>Step 5</b>	<b>Submit your Application</b>

	<ul style="list-style-type: none"> <li>Preview and verify the application. When you have entered all the required information on the form, <b>uploaded</b> all required documents and you are satisfied, you may click the <b>submit</b> button.</li> </ul> <p>NB: Once you click submit, you <b>CANNOT</b> return to <b>edit</b> your application.</p> <p><b>Here under, is the list of certified documents that you are required to provide as follows:</b></p> <p>Birth Certificate/Passport  Marriage Certificate (if applicable)  Academic Records: CSEC/GCE/CAPE results from the respective examining bodies  Technical Records: GTI/NATI/ETI/LTI results  Professional Academic Records: General Nursing Certificates, CPCE, GSA, GTI, NATI, ETI, LTI etc.  Other Academic Records from Internal and External Tertiary Institutions</p> <p><b>It is important to emphasize that all documents must be certified by <b>one</b> of the following:</b></p> <p>Justice of Peace, Commissioner of Oaths to Affidavits, Minister of Religion  Senior Public Servant, Head Teacher/Principal, Medical Practitioner  Attorney-at-Law, Senior Police Officer</p> <p>The signature of the certifying official listed above <b>MUST</b> be accompanied by the appropriate stamp of the Agency.</p>
<p><b>Step 6</b></p>	<p><b>Download, print, fill out and sign your 'Certificate of Declaration' Sheet.</b></p> <ul style="list-style-type: none"> <li>Upon the successful completion and submission of online application you will receive an email acknowledging the receipt of your application. Included in the email is a link to download your Certificate of Declaration Sheet.</li> </ul>
<p><b>Step 7</b></p>	<p><b>Pay your non-refundable processing fees</b>  All applicants would be required to pay a non-refundable processing fee of G\$500.00 for each programme choice listed on his/her application form.</p> <p>This can be paid using the following options:</p> <ul style="list-style-type: none"> <li>any branch of the Republic Bank to the University's account 962956880181</li> <li>at the University Bursary by Cash</li> <li>at the University Bursary - only GBTI and Republic Bank Cards</li> <li>Bill Express</li> <li>Massy Services' SurePay</li> </ul>

	<ul style="list-style-type: none"> <li>• GT &amp; T Mobile Money</li> </ul> <p><b>Overseas applicants can pay to the Republic bank Account #FX001-124-7 Swift code: RBGLGYGG</b></p> <p>Application processing fees vary according to the programme option (s). Please return to the 'Preview tab' on your application and note the application processing fee total. Please pay the amount shown on your application.</p> <p>If you would like to pay the fees by wire transfer, please add \$25 USD to the application processing fee. In case of payment by cheque/money order, please add \$6 USD to the application processing fee.</p>
<p><b>Step 8</b></p>	<p><b>Email the following</b> documents to IDCE via email address <a href="mailto:queries.idce@uog.edu.gy">queries.idce@uog.edu.gy</a> for the completion of the verification process.</p> <ul style="list-style-type: none"> <li>- Certificate of Declaration (Remember to sign your "Certificate of Declaration" sheet)</li> <li>- Application processing fee proof of payment</li> </ul>
<p><b>Step 9</b></p>	<p><b>Track your application status:</b> You will be able to track the status of your application online by returning to the link <a href="https://turkeyenonline.uog.edu.gy/srms/student/prospective/application/create_login.php?sesstype=dist">https://turkeyenonline.uog.edu.gy/srms/student/prospective/application/create_login.php?sesstype=dist</a></p> <p>For more information, please contact the INSTITUTE of DISTANCE and CONTINUING EDUCATION Tel:(+592) 227-0407, 223-7491, 642-7009, 623-0359, 642-7007, 688-4662 or send an email to <a href="mailto:queries.idce@uog.edu.gy">queries.idce@uog.edu.gy</a></p>