NEW STUDENTS:
Starting the process

CONTINUING STUDENTS 2:
No GATE eService ID or Clearance

CONTINUING STUDENTS 3:
No GATE eService ID w/ paper based clearance

CONTINUING STUDENTS 4:
With GATE eService ID No Clearance

CONTINUING STUDENTS 5:
w/GATE eService ID and Clearance

DOCUMENTS FOR eGATE:
NEW STUDENTS: Starting the process

1. Visit Admissions centre on campus
2. Go to Course Administration to collect Enrolment Ticket and Acceptance Letter
3. Return to Admissions centre to complete registration
4. Complete payment of all non-GATE fees
5. Sign photocopy of Gate Claim Form at Admissions
6. Collect temporary student ID (valid 4 weeks)
7. Visit MTEST representative on campus or go to the TTConnect Office to get GATE eService login credentials
8. Logon to the GATE eService portal and upload documents online
9. Return to Admissions with proof of GATE clearance application
10. Collect permanent student ID (valid for semester)
11. Collect caution fee refund once GATE claim is processed
CONTINUING STUDENTS 2: No GATE eService ID or Clearance

1. Go to Course Administration to collect transcript of course grades, Enrolment Ticket and Acceptance Letter
2. Return to Admissions centre to complete registration
3. Complete payment of all non-GATE fees
4. Sign photocopy of Gate Claim Form at Admissions
5. Collect temporary student ID (valid 4 weeks)
6. Visit MTEST representative on campus or go to the TTConnect Office to get GATE eService login credentials
7. Logon to the GATE eService portal and upload documents online
8. Return to Admissions with proof of GATE clearance application
9. Collect permanent student ID (valid for semester)
10. Collect caution fee refund once GATE claim is processed
CONTINUING STUDENTS 3: No GATE eService ID w/ paper based clearance

1. Go to Course Administration to collect transcript of course grades, Enrolment Ticket and Acceptance Letter (once GATE conditions are met)
2. Collect copy of paper-based clearance
3. Return to Admissions centre to complete registration
4. Complete payment of all non-GATE fees
5. Sign photocopy of Gate Claim Form at Admissions
6. Collect temporary student ID (valid 4 weeks)
7. Visit MTEST representative on campus or go to the TTConnect Office to get GATE eService login credentials
8. Logon to the GATE e-Service portal and upload documents online including paper based clearance letter
9. Return to Admissions with proof of GATE clearance application
10. Collect permanent student ID (valid for semester)
11. Collect caution fee refund once GATE claim is processed
1. Go to Course Administration to collect transcript of course grades, Enrolment Ticket and Acceptance Letter

2. Return to Admissions centre to complete registration

3. Complete payment of all non-GATE fees

4. Sign photocopy of Gate Claim Form at Admissions

5. Collect temporary student ID (valid 4 weeks)

6. Apply for GATE clearance using the GATE eService portal and upload documents online

7. Return to Admissions with proof of GATE clearance application

8. Collect permanent student ID (valid for semester)

9. Collect caution fee refund once GATE claim is processed

CONTINUING STUDENTS 4: With GATE eService ID No Clearance
CONTINUING STUDENTS 5: w/GATE eService ID and Clearance

1. Go to Course Administration to collect Enrolment Ticket and Acceptance Letter
2. Return to Admissions centre to complete registration
3. Complete payment of all non-GATE fees
4. Sign photocopy of Gate Claim Form at Admissions
5. Collect temporary student ID (valid 4 weeks)
6. Login to GATE eService portal and enter enrolment details to generate funding claim
7. Sign GATE claim form at Course Administration
8. Collect permanent student ID (valid for semester)
9. Collect caution fee refund once GATE claim is processed
### DOCUMENTS NEEDED TO APPLY FOR GATE FUNDING

It is important to use the ‘Additional Document’ area of the eGATE online application. Ensure each document is clearly labelled for upload (e.g. John Doe_Certificate.PDF).

<table>
<thead>
<tr>
<th>List A: To register for GATE eService ID</th>
<th>LIST B: To apply for GATE funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Birth Certificate (mandatory) OR Adoption Certificate (where applicable)</td>
<td>All documents on <strong>LIST A</strong></td>
</tr>
<tr>
<td>National ID OR Passport (valid at least six months)</td>
<td>Acceptance Letter</td>
</tr>
<tr>
<td>Active email address</td>
<td>Entry Requirement Documents</td>
</tr>
<tr>
<td><strong>Name Change Document:</strong> (where applicable)</td>
<td><strong>1. CXC Certificate (first time GATE recipient)</strong></td>
</tr>
<tr>
<td>• Marriage Certificate</td>
<td><strong>2. Job Letter(first time mature entry GATE recipient)</strong></td>
</tr>
<tr>
<td>• Divorce Certificate</td>
<td><strong>3. Results(continuing student)</strong></td>
</tr>
<tr>
<td>• Deed Poll</td>
<td><strong>4. Certificate of Completion (prior GATE recipient)</strong></td>
</tr>
<tr>
<td>Non-National Students are required to present their Certificate of Nationalization or Residency Certificate upon registration for GATE funding in addition to their Birth Certificate from country of birth and Trinidad and Tobago Identification Card.</td>
<td><strong>5. Receipt for students who reimbursed GATE or funded previous programme (did not complete last funded programme).</strong></td>
</tr>
<tr>
<td>Please note for students with dual citizenship; they will be required to provide their Trinidad and Tobago Passport or International Passport with a valid immigration stamp or acquire an immigration letter/Certificate (this process may take 2-6 months)</td>
<td><strong>6. For postgraduate programmes, a receipt showing payment by the student of the 50% of the total GATE approved fee.</strong></td>
</tr>
<tr>
<td></td>
<td><em>Wait 24-48 hours to allow eGATE system to process your receipt.</em></td>
</tr>
</tbody>
</table>
Due to the time lag between publication of this letter and real time events, SBCS reserves the right to change the information published without notice. If you are in doubt about anything printed in this document, please check the website or contact Course Administration. We will be happy to clear up any discrepancies or misunderstandings.