

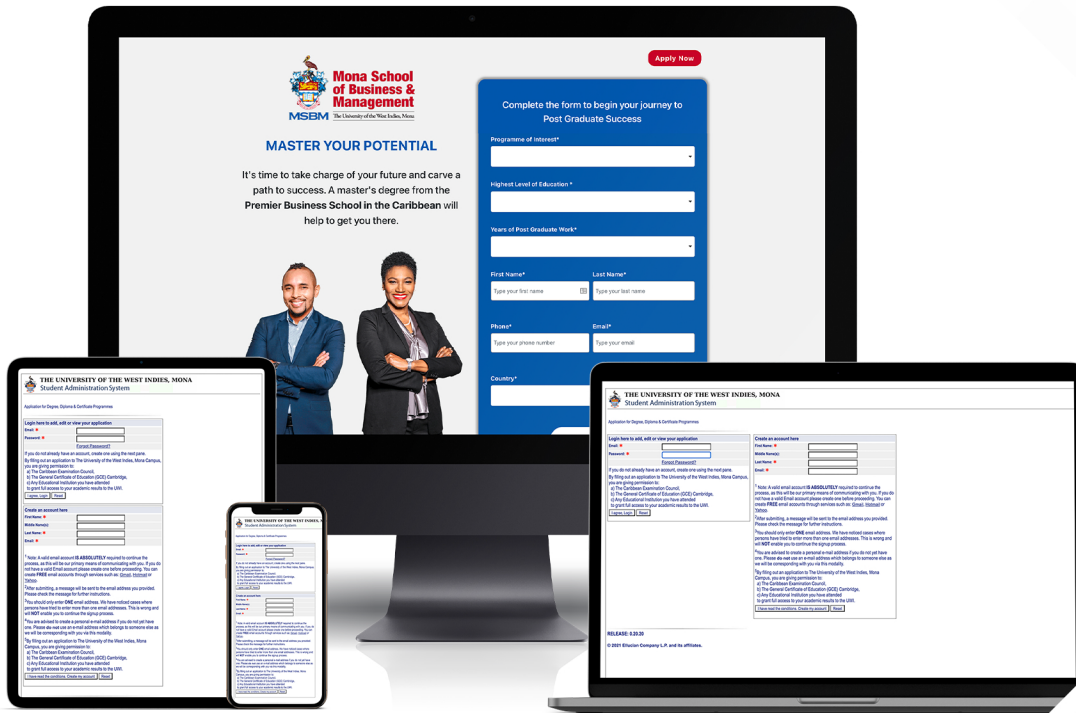


**Mona School
of Business &
Management**

MSBM

The University of the West Indies, Mona

Forward. Thinking.



(876) 977-3775



(876) 977-7174



msbm@uwimona.edu.jm



<http://bit.ly/discoverMSBM>



(876) 455-5508

APPLICATION GUIDE

INSTRUCTIONS FOR APPLYING ONLINE

APPLICATION PROCESS

INSTRUCTIONS FOR APPLYING ONLINE:

Your application form is a vital part of your University record and should be completed accurately. All applications must be completed online. Outlined below is a navigational guide for successfully completing your e-application:

- Go to msbm-uwi.org
- Click APPLY NOW.
- Create an account by filling out information on right side of the screen New Applicants.
- Check your e-mail that was used to create account for a message from Office of Graduate Studies & Research containing instructions for the application process.
- Click on link in message.
- Create your new password and confirm password (set password).
- Login to Return Applicant box and login to your Account.

Please note: If you get a warning: "Stop running this script"? "A script on this page is causing Internet Explorer to run slowly. If it continues to run, your computer may become unresponsive". Click NO.

- Do not include hyphens (-) or slashes (/) when entering numbers such as your TRN number and/or telephone numbers, unless instructed to do so.
- Complete all required fields in Sections A-G, except the High Schools Attended section and the Exam Results (CAPE, CXC, GCE) Section.
- On page 2, Section A - Fee Responsibility, select undeclared from the drop down menu.
- Click continue to move from one section to the other.
- If you do not click continue, all your information will not be saved.
- Go to Section C - Choice of Campus & Programme, click on the section entitled Status and select the delivery option from the section entitled Programme. Go to Academic Record - on completing the entry of academic information, click continue to save, then click Main Menu to continue.
- Go to Employment Record – click add record to enter each additional record.
- Please upload your resume before submitting the application.
- Click submit application, when all pages are complete.

Note that tracking information is available below the submission button.

Please Note: Your e-mail address is your tracking number (the e-mail address you used to create the account).



APPLICATION PROCESS

REQUIRED DOCUMENTS:

The following documents must be submitted in hard copy to the Mona School of Business & Management:

- Marriage Certificate (where applicable)
- 2 Referees' Reports
- Resume
- Transcripts (for non-UWI applicants)
- Birth Certificate (for non-UWI applicants)

Please note that the original documents (which will be returned to you) should be submitted with copies for verification.

An application will not be considered complete until the documents mentioned above are submitted.

All applicants are encouraged to apply online early.

INTERVIEWS:

As part of the selection process, MSBM reserves the right to interview applicants for further exploration of their qualifications and experience. You may be called for an interview, possibly at short notice, in order to expedite the process.

ACKNOWLEDGEMENT:

Once your online application has been processed, you will receive a response from the Office of Graduate Studies and Research via your email address provided.

CONFIRMATION OF ACCEPTANCE:

Once your online application has been processed, you will be informed of the status of your application by the Office of Graduate Studies and Research via e-mail.

Applicants who have been offered a place in the programme must confirm their acceptance online by the date specified in the offer.

NB. If you are offered a place and you are unable to take up the offer, you will be required to defer or reject the offer online.



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