THE UNIVERSITY
OF THE
WEST INDIES

OPEN CAMPUS

TO THE STUDENTS OF TRINIDAD AND TOBAGO

GATE eService Procedure

All Citizens of Trinidad and Tobago who are accepted into a tertiary level programme may apply for GATE Funding via the new online GATE Application system using your GATE eService ID. To acquire this eService ID and complete your GATE application you must complete the following steps:

Step 1: Register for a GATE eService ID at a GATE Registration Centre.

The GATE eService Registration is a one-time process, your GATE eService ID will remain the same for each time you are required to apply for GATE funding or you move on to a different institution in the future. GATE Registration centers are located throughout Trinidad and Tobago; at various tertiary level institutions as well as Government agencies. To complete your registration visit any of the following locations:

Open Campus sites:

- Gordon Street
- OLC- St Augustine
- San Fernando
- Sangre Grande
- Mayaro
- Tobago

MIC
NESC

Office of Finance
July 21, 2014

TTconnect offices

To complete the registration process you must provide the Registration Officer with:
- A valid email address for receiving notifications
- Birth Certificate
- National ID or Passport
- Name change proof (Deed Poll, Marriage Certificate)

You will receive an email for account activation. The email will also contain the details of GATE eService account (Login ID & password). You will need to follow the instructions in the email to activate the GATE eService account. Upon successful activation, you will be able to log on to GATE eService using the Login ID and password received.

Step 2: Complete and submit the online GATE Application form.

You must complete the online GATE Application form and upload the necessary documents to complete this step. Therefore you must have softcopies of the following documents:
- Acceptance letter (new students only)
- Electronic Birth Certificate and one other form of identity document (National ID or Passport)
- Payment Slip (Post-Graduate students only)
- Marriage/Divorce Certificate (Where applicable)
- Latest Results Slip (Continuing students)
- Deed Poll (where applicable)

Step 3: Submit copy of form and Sign GATE agreement.
Upon completion of **Step 2** you are required to submit a print of the student copy of the GATE Application form to your Site. At that time you will be required to sign the GATE agreement. Failure to comply will result in a Financial Hold on your account and you will be required to pay all fees.

Step 4: View, Amend or Re-submit application when necessary.

Upon submission of your online GATE Application form, the Funding and Grant Administration Division of the Ministry of Tertiary Education and Skills Training will communicate further with you via email notifications if any changes are to be made to

your application, if your application was approved or if you were denied access to funding.

Queries
Students who may have queries should contact the site or the GATE office.