



# University of Guyana

**Software Services and Educational Technology  
Applications (SSETA)**

A unit of

**Tactical Online Services (TOS)**

## **SRMS User Guide**

**Prospective Students**

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# 1 Introduction

Welcome, this document is designed to provide you with information on the navigation and operation of the SRMS pages provided for Prospective Students. This page allows you to

## 1.1 Getting Started

To familiarise you with the site an outlay of its navigation is provided below.



## 1.2 Site Basics

Throughout your navigation of the site, you will find that there are many re-occurring functions that make the usage of the site easier to manage.

### 1.2.1 Information

The login you have created is aimed at making the application process as painless and easy as possible therefore; you will be provided with all the necessary information on the university's rules, programmes, courses, faculties etc.

## 1.2.2 Forms

You will be provided with various forms that you will be required to complete to submit your application.

The screenshot shows the 'Online Application' form for prospective students at the University of Guyana, Turkeyen Campus. The form is titled 'Personal Information' and includes a navigation menu with options like 'Personal', 'Address', 'Education', 'Employment History', 'Programme Selection', 'Miscellaneous', 'Preview', 'Submit', and 'Status'. The form fields are as follows:

Field	Value
Title*	Ms
Last Name*	Wills
First Name*	Shonelle
Other Name	Ethina
Initials	SEW
Date of Birth*	03 Apr 1974
Gender*	Male
Marital Status*	Single
Country of Birth*	Guyana
Citizen of*	Guyana
Region*	Region 4 (Demerara-Mahaica)

Buttons: Save, Save & Next, Next

Footer: About This Site | Privacy Policy | Disclaimer  
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## 2 Online Application

### 1.1. Instructions

The instructions page also doubles as the home page of your account. It is important that you read through the instructions carefully so as to avoid any potentially avoidable problems.

Home Help Desk Contact Us

**UNIVERSITY of GUYANA**  
Turkeyen Campus

Prospective Students | Admissions | Schools | Student Account  
Welcome Wils, Shonell! You are logged in as: brownagap@t... Logout

**Prospective Students**

- Prospective Students
- Diploma/Certificate Admissions
- Degree Admissions
- Graduate Admissions
- How To Apply
- About Us/Events
- Assist Online
- Students Guide
- Prospective Students FAQ

**Online Application**

[ Personal | Address | Education | Employment History | Programme Selection | Miscellaneous | Preview | Submit | Status ]

**Read carefully before you proceed**

- The application for doing a programme in UG is presented to you in the form of a collection of screens. The screens are as follows:
  - Personal: Personal information
  - Address: Contact information
  - Education: Information about your CXC/CSEC/GCE/CAPE subjects and grades; as well as any other academic / technical / professional qualification
  - Employment: Your current and previous employment details
  - Programme Selection: Information about which programme you want to pursue at UG.
  - Miscellaneous: Miscellaneous information like name of secondary school attended, Curricular / co-curricular activities, etc.
  - Submit: Submitting the Application
  - Preview: View your application before submitting. Or, view your application along with progress after submitting
  - Status: View the status of your application after submission. This page also contains links to your Acknowledgement Letter and Certificate of Declaration.
- You are required to fill up all fields that are marked as \*.
- System allows you to incrementally fill-up your application in more than one session. At the end of every session, you can save the information (if prompted for), and log out. When you have completely entered the information that you wish to enter, you can proceed to Submit the application.  
It is necessary that your application should be properly filled up with valid information.
- The system logs you out after fifteen (15) minutes of inactivity. You will need to log in again to continue.
- Please keep your certificates/credentials at hand before starting the application process.
- If you have any change in your contact information after you submit the application, please update the same under 'Address' tab.
- As a part of application process, the system allows you to specify up to 3 programmes as the programme you wish to do in UG (as first choice, second choice and third choice). There will be a processing fee for each selected programme.
- Study the link entitled How to Apply on the left to understand the entire Application Process, and specifically the steps involved after submitting the application.
- If you encounter any technical difficulty with the usage of this system, use the Help Desk link on the top to report the problem to Department of Software Services.
- To proceed with the application process, please click on 'Personal' tab.

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*Please note that information is provided to give you a better understanding of the application process as well as what is expected of you and what you can expect of the process, therefore we **strongly** encourage you to read the instructions provided before attempting to initiate any registration action.*

## 1.1. Personal

The personal form is where you fill out your individual information such as your name, sex, relationships etc.

**Online Application**

[Personal](#) | [Address](#) | [Education](#) | [Employment History](#) | [Programme Selection](#) | [Miscellaneous](#) | [Preview](#) | [Submit](#) | [Status](#)

Personal Information

Please enter your personal information below, and save.

Title*	Ms. ▾
Last Name*	Wills
First Name*	Shonelle
Other Name	Ehwina
Initials	SEW
Date of Birth*	03 Apr 1974
Gender*	Male ▾ Female ▾
Marital Status*	Single ▾
Country of Birth*	Guyana ▾
Citizen of*	Guyana ▾
Region*	Region 4 (Demerara-Mahaica) ▾

## 1.2. Addresses

The addresses form is where you fill out all your contact information.

**Online Application**

[Personal](#) | [Address](#) | [Education](#) | [Employment History](#) | [Programme Selection](#) | [Miscellaneous](#) | [Preview](#) | [Submit](#) | [Status](#)

Mailing Address

Please enter your mailing address and other contact details below, and save.

Lot Number	7
Address Line 1*	EAST 1/2 B LAMAHA STREET
Address Line 2	ALBERTTOWN
Village/Town/City	GEORGETOWN
Country*	Guyana ▾
ZIP/PIN	
Phone Number	
E-mail Address	cheenu.1973@gmail.com
Mobile Number	6636979 <small>Mobile numbers in Guyana must be entered strictly as 7 digits, beginning with the digit 6 (e.g., 6123456).</small>

### 1.3. Education

The education page allows you to input and/or edit your academic qualifications.

**UNIVERSITY of GUYANA**  
Turkeyen Campus

**Online Application**

(Personal | Address | **Education** | Employment History | Programme Selection | Miscellaneous | Preview | Submit | Status)

**Exam & Proficiency Level**

Please add the details of all the CXC/CAPE/GCE subjects you have passed using the **Add a subject** link below.

Exam & Proficiency Level	Subject	Grade	Month	Year	Action
CSEC - General	English A	Grade III	May	1991	<a href="#">Add</a>
CSEC - General	Mathematics	Grade II	May	1991	<a href="#">Add</a>
CSEC - General	Office Administration	Grade II	May	1990	<a href="#">Add</a>
CSEC - General	Principles of Business	Grade II	May	1990	<a href="#">Add</a>
CSEC - General	Typewriting	Grade II	May	1990	<a href="#">Add</a>

[You have added 5 subjects.](#)

**Academic Qualifications**

Please add the details of all the academic qualifications you have acquired using the **Add an academic qualification** link below.

Institution	Programme	Class	Year of Graduation	Action
University of Guyana	Diploma in Banking and Finance	Pass	1998	<a href="#">Add</a>
University of Guyana	Degree in Management	Credit	2005	<a href="#">Add</a>
University of Guyana	Graduate Diploma in Development Studies	Pass	2009	<a href="#">Add</a>
(Other) UG - Institute of Adult and Continuing Education	(Other) Certificate - Industrial Relations and Management	Pass	1995	<a href="#">Add</a>

[You have added 4 academic qualifications.](#)

**Professional Qualifications**

Please add the details of all the professional qualifications you have acquired using the **Add a professional qualification** link below.

Institution	Programme	Specialization	Class	Period of Training	Action
(Other) Digital University	(Other) DVA	Management	Pass	10 Aug 2008 to 21 Aug 2008	<a href="#">Add</a>
(Other) PED	(Other) Leadership and Management	Management	Pass	19 Jun 2008 to 19 Jun 2008	<a href="#">Add</a>
(Other) S. Mohan and Associates	(Other) Customer Service for Bank Personnel	Banking	Pass	Feb 1994 to Feb 1994	<a href="#">Add</a>
(Other) UG & UNICEF	(Other) Effective Parenting Skills	Parenting	Pass	08 Nov 2002 to 13 Nov 2002	<a href="#">Add</a>

[You have added 4 professional qualifications.](#)

**Technical Qualifications**

Please add the details of all the technical qualifications you have acquired using the **Add a technical qualification** link below.

Institution	Programme	Specialization	Class	Period of Training	Action
-------------	-----------	----------------	-------	--------------------	--------

[You have added 0 technical qualifications.](#)

[Previous](#) [Next](#)

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#### 1.3.1. Subjects

The subjects section is where you would input/edit your information on the CSEC/CAPE/GCE subjects you would have been successful at.

**Subjects**

Please add the details of all the CXC/CAPE/GCE subjects you have passed using the **Add a subject** link below.

Exam & Proficiency Level	Subject	Grade	Month	Year	Action
CSEC - General	English A	Grade III	May	1991	<a href="#">Add</a>
CSEC - General	Mathematics	Grade II	May	1991	<a href="#">Add</a>
CSEC - General	Office Administration	Grade II	May	1990	<a href="#">Add</a>
CSEC - General	Principles of Business	Grade II	May	1990	<a href="#">Add</a>
CSEC - General	Typewriting	Grade II	May	1990	<a href="#">Add</a>





[You have added 5 subjects.](#)

### 1.3.2. Academic Qualifications

The academic qualifications section is where you would input/edit your information on the academic qualification you would have gained from academic institutions e.g., Universities.

**Academic Qualifications**

Please add the details of all the academic qualifications you have acquired using the [Add an academic qualification](#) link below.

Institution	Programme	Class	Year of Graduation	Action
University of Guyana	Diploma in Banking and Finance	Pass	1998	
University of Guyana	Degree in Management	Credit	2005	
University of Guyana	Graduate Diploma in Development Studies	Pass	2009	
(Other) UG - Institute of Adult and Continuing Education	(Other) Certificate - Industrial Relations and Management	Pass	1995	

You have added 4 academic qualifications.

### 1.3.3. Professional Qualifications

The professional qualifications section is where you would input/edit your information on the professional qualifications you have gained.

**Professional Qualifications**

Please add the details of all the professional qualifications you have acquired using the [Add a professional qualification](#) link below.

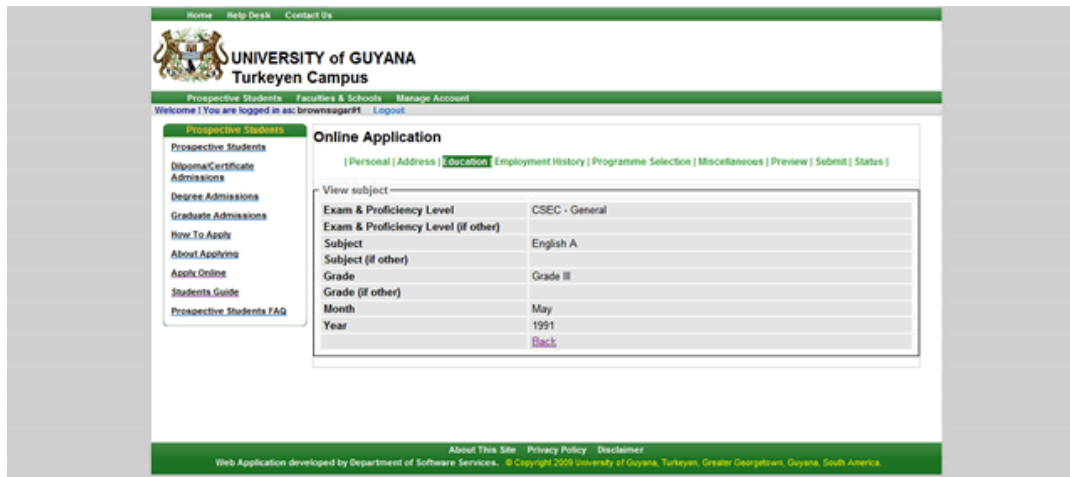
Institution	Programme	Specialization	Class	Period of Training	Action
(Other) Digicel University	(Other) DNA	Management	Pass	10 Aug 2008 to 21 Aug 2008	
(Other) IPED	(Other) Leadership and Management	Management	Pass	19 Jun 2008 to 19 Jun 2008	
(Other) S Mohan and Associates	(Other) Customer Service for Bank Personnel	Banking	Pass	Feb 1994 to Feb 1994	
(Other) UG & UNICEF	(Other) Effective Parenting Skills	Parenting	Pass	08 Nov 2002 to 13 Nov 2002	

You have added 4 professional qualifications.

### 1.3.4. Technical Qualifications

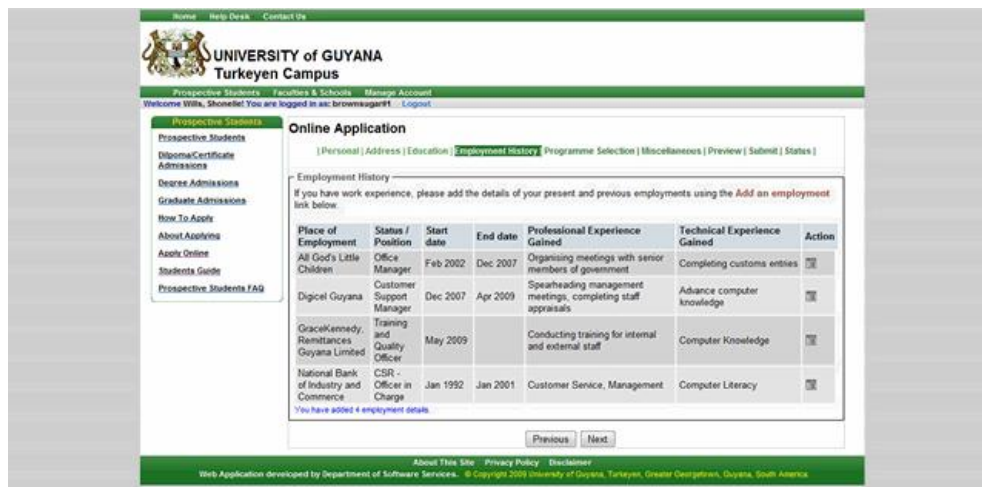
The technical qualifications section is where you would input/edit your information on the technical qualifications you have gained.

The Action column provides you with the option to edit the academic information you have entered.



#### 1.4. Employment History

The employment history section is where you can input information on your previous employment.



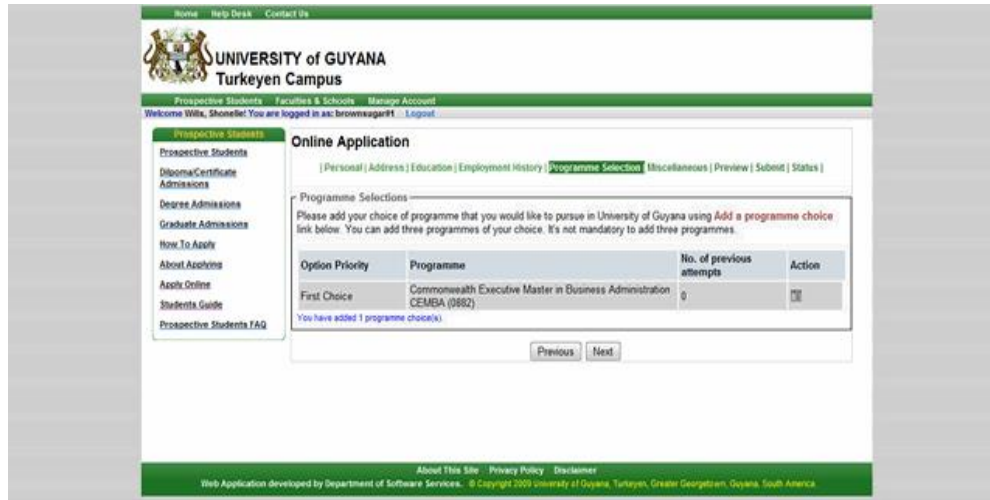
The Action column provides you with the option to edit the academic information you have entered





## 1.5. Programme Selection

The programme selection section is where you are able to choose the programmes you are interested in pursuing at the university.

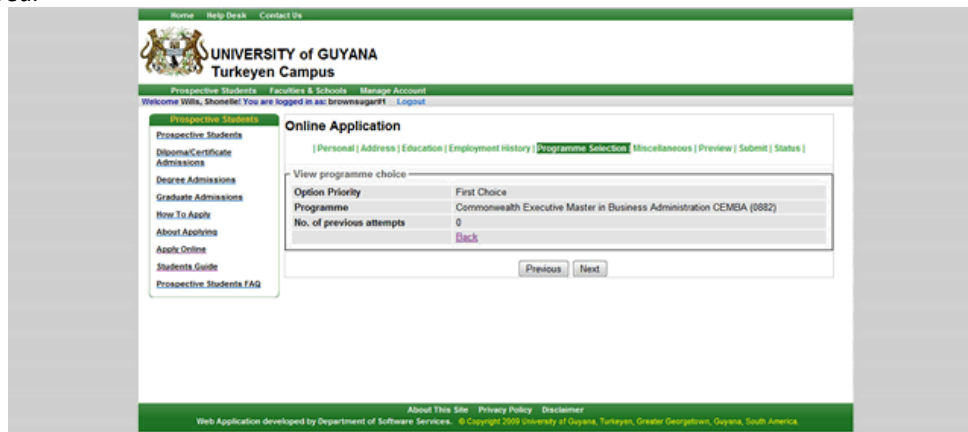


The screenshot shows the 'Online Application' page for the University of Guyana, Turkeyen Campus. The page is titled 'Programme Selections' and includes a navigation menu on the left with options like 'Prospective Students', 'Diploma/Certificate Admissions', and 'Degree Admissions'. The main content area contains a table with the following data:

Option Priority	Programme	No. of previous attempts	Action
First Choice	Commonwealth Executive Master in Business Administration CEMBA (0682)	0	<a href="#">Edit</a>

Below the table, it states 'You have added 1 programme choice(s)'. There are 'Previous' and 'Next' buttons at the bottom of the table area.

The Action column provides you with the option to edit the academic information you have entered.



This screenshot shows the 'View programme choice' page, which allows users to edit their selection. The table displays the following information:

Option Priority	First Choice
Programme	Commonwealth Executive Master in Business Administration CEMBA (0682)
No. of previous attempts	0
	<a href="#">Back</a>

Similar to the previous screenshot, there are 'Previous' and 'Next' buttons at the bottom of the table area.

## 1.6. Miscellaneous

The miscellaneous form is where you will be required to input details relating to your academic history, any disabilities you may have and any other details the admissions staff may need to process your application.

The screenshot shows the 'Online Application' form for the University of Guyana, Turkeyen Campus. The form is titled 'Miscellaneous Information' and contains several sections for user input:

- Miscellaneous details:**
  - Secondary School attended: St. Joseph's High
  - Name of Secondary School, if 'Other':
  - What is your intended career: Director, Executive Manager, CEO, Charitable Ventures
  - Curricular / Co-curricular activities:
- Details of previous study at University of Guyana:**
  - Were you a registered student at UG before?: Yes / No
  - Registration number: 06-0800-2006
  - Did you complete the programme for which you were registered?: Yes / No
  - Year of completion: 2009
  - Notes/Reason for not completing the programme:
- Details of disability:**
  - Do you have any disability?: Yes / No
  - Please give details of any special needs and how the University may help:
- Details for applicants who presently work at University of Guyana (UG):**
  - Are you a UG employee?: Yes / No
  - Date of First UG Appointment:
  - Present Department: (Note: If you are shortlisted by the Faculty, you will need to present an approval letter from your Head of Department during document verification.)
- Details of probable needs upon admission into University of Guyana:**
  - Do you require accommodation?: Yes / No
  - What will be your probable mode of payment?: Cash / Direct Payment
- Details specific to the opted Post Graduate programme(s) (Section A):**
  - Are you seeking enrolment in a qualifying year?: Yes / No
  - List Published/Unpublished Papers:

At the bottom of the form, there are 'Previous' and 'Next' buttons, and a footer with the text: 'About This Site | Privacy Policy | Disclaimer | Web Application developed by Department of Software Services. © Copyright 2009 University of Guyana, Turkeyen, Geestweg, Guyana, South America.'



## 1.8. Submit

This is where you submit your application request to admissions for assessment.

The screenshot shows the 'Online Application' page for the University of Guyana, Turkeyen Campus. The page includes a navigation menu on the left with options like 'Prospective Students', 'Diploma/Certificate Admissions', and 'Degree Admissions'. The main content area is titled 'Online Application' and contains a breadcrumb trail: '| Personal | Address | Education | Employment History | Programme Selection | Miscellaneous | Preview | Submit | Status |'. Below this is an 'Application Submission' section with a text area for additional information and a character count. A 'Submit Application' button is at the bottom. A 'CERTIFICATE OF APPLICANT' section is also present, followed by a 'Submit Application' button.



**Important! You cannot make changes once you have submitted your application so it is imperative that you recheck the data you've entered and saved.**

## 1.9. Status

The status page allows you to track the progress of your application. You are provided with

The screenshot shows the 'Online Application' status page. It includes a navigation menu on the left and a main content area with a breadcrumb trail: '| Personal | Address | Education | Employment History | Programme Selection | Miscellaneous | Preview | Submit | Status |'. The page displays a welcome message, the application status as 'Submitted', and a 'Document Verification Status' section showing 'Completed'. A 'NOTICE' section states that the application will not be processed until the processing fee is paid and documents are submitted. A table at the bottom shows the application details:

Priority	Programme	Faculty Recommendation	Asst. Dean Review Status	AR(A) Approval Status	Next Step
1	Commonwealth Executive Master in Business Administration (CEMBA) (0882)	Admit (0882 Criterion 1)	Pending	Pending	

## Confirmation letter

The confirmation letter can be viewed on the status page (a copy is also sent to the email address you provided in the contacts section). The confirmation letter informs you of your acceptance into one or more of the programmes you have applied for and provides you with instructions for the next step in your process to enter the university.



The screenshot shows the 'Online Application' confirmation page on the University of Guyana website. The page header includes the university logo and name, 'UNIVERSITY of GUYANA Turkeyen Campus'. A navigation menu on the left lists various links such as 'Prospective Students', 'Diploma/Certificate Admissions', and 'How To Apply'. The main content area is titled 'Online Application' and includes a 'Print Confirmation' button. It features the university crest and contact information for the Admissions Division. The body of the page contains a confirmation message dated 02 Mar 2011, addressed to 'Dear Wills Shonelle'. The message acknowledges the receipt of the online application for the Commonwealth Executive Master in Business Administration (CEMBA) (0882). It provides instructions on how to proceed, including printing a Certificate of Declaration, paying an application processing fee, and submitting documents for verification. The application ID is 200055, and the submission date/time is 2010-03-28 21:25:33. The message is signed by the Assistant Registrar (Admissions).



**After your receipt of the confirmation letter, you must then print your 'certificate of declaration' in order to perform the Document Verification Stage (more info in the 'How to Apply' link).**

## Certificate of Declaration

The certificate of declaration is necessary for the Document Verification Step of your admission. The Document verification stage is where you submit your academic transcripts to the admissions division so that they can confirm the authentication of your papers. You are required to fill out the certificate of declaration and submit it along with your papers

The screenshot shows the 'Certificate of Declaration' form on the University of Guyana's online application portal. The form is titled 'Certificate of Declaration' and includes a navigation menu on the left with options like 'Personal Details', 'Programme Selection', and 'Payment Details'. The main content area contains an 'IMPORTANT NOTICE' and a list of documents to be submitted, such as 'IBSE Certificate', 'Matric Certificate', and 'Academic Certificates'. There are also sections for 'DECLARATION' and a 'For Official Use Only' section with checkboxes for student status and payment status.

**UNIVERSITY OF GUYANA**  
Turkneyen Campus

Home | My Account | My Application | My Documents | My Payment | My Profile | My Application | My Documents | My Payment | My Profile

Home | My Account | My Application | My Documents | My Payment | My Profile | My Application | My Documents | My Payment | My Profile

**Online Application**

[Personal Details] [Declaration] [Payment History] [Programme Selection] [View Documents] [Printing] [Submit] [Status]

[Print Form](#)

University of Guyana, Turkneyen  
Certificate of Declaration

**IMPORTANT NOTICE:** Please print, sign and submit this page with supporting documents

Name: Wilis Shonela  
Application ID: 200500

Programme of 1<sup>st</sup> choice: Commonwealth Executive Master in Business Administration (CEMBA (BSE))  
Programme of 2<sup>nd</sup> choice:  
Programme of 3<sup>rd</sup> choice:

**DOCUMENTS SUBMITTED:** The following documents are required. Please ensure that you submit these documents (original and photocopies) along with this signed page.

- IBSE Certificate and one certified passport size photograph and/or valid Passport and one certified passport size photograph
- Matric Certificate (where applicable)
- Legal Affidavit or Deed Poll if present name is different from that on IBSE Certificate
- Academic Certificates (OCE, CAPE, CSEC, GCE, CAPE, CSEC) Grade slips will be accepted only in cases where certificates are not yet available
- Professional Certificate/Diploma and/or Transcripts where Certificates are not yet available or where exemptions will be sought
- Official Transcripts (must be sent directly from granting institutions)
- Certified Programme Profiles with QPAs – mandatory for applicants proceeding from Certificate/Diploma programmes to Degree programmes.
- Autobiographical Statement (200 words) 2 pages paper – Mandatory for applicants to the School of Medicine and certain Post Graduate programmes
  - Applicants to the School of Medicine (MBS) programme are required to give reasons for seeking medical training
  - Applicants to the Post Graduate programmes in the Faculty of Social Sciences are required to describe the area of research they intend to pursue and its relevance to their career and national development
- Supplemental Sheet 1 – (Examination results/ UCE) score
- Supplemental Sheet 2 – Results/ scores for foundation courses completed at ECCE (must be presented in officially sealed packages)
- Supplemental Sheet 3 – Employee and Retiree Information (Status Applicants, Certificate and Diploma Applicants where applicable)
- Supplemental Sheet 4 – Non-Academic Oath/for Selection to the Faculty of Health Sciences – and in particular for applicants to the Degree in Nursing (Certificate of Registration)
- Other (please specify) \_\_\_\_\_

Note: Any change to your programme(s) of choice or other data on your application should be submitted in writing to the Assistant Registrar (Admissions), no later than 13th Sep. 2015. Late requests will not be accepted.

**DECLARATION**  
I hereby certify that I have read and understood the instructions and the information necessary for completing this application and that all statements made are true and complete. I intend to provide such fees as may be payable to the University. I understand that otherwise my admission to or registration in the University may be revoked.

Signature of Applicant: \_\_\_\_\_ Date: (dd/mm/yyyy)

**For Official Use Only**

Status:  Full-time Student  Special Student  
Payment Status:  Local  Non-Resident  Foreign

Documents Checked by: \_\_\_\_\_ Date: \_\_\_\_\_  
Photocopies Verified by: \_\_\_\_\_ Date: \_\_\_\_\_  
Originals Received by: \_\_\_\_\_ Date: \_\_\_\_\_

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University of Guyana

For any further assistance, contact

[uoghelpdesk@gmail.com](mailto:uoghelpdesk@gmail.com) or

[admissions@uog.edu.gy](mailto:admissions@uog.edu.gy)