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 reoccurring 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.
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.

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.

1.2. Addresses

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

1.3. Education

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

<table>
<thead>
<tr>
<th>Exam &amp; Proficiency Level</th>
<th>Subject</th>
<th>Grade</th>
<th>Month</th>
<th>Year</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSEC - General</td>
<td>English A</td>
<td>Grade II</td>
<td>May</td>
<td>1991</td>
<td></td>
</tr>
<tr>
<td>CSEC - General</td>
<td>Mathematics</td>
<td>Grade II</td>
<td>May</td>
<td>1991</td>
<td></td>
</tr>
<tr>
<td>CSEC - General</td>
<td>Office Administration</td>
<td>Grade II</td>
<td>May</td>
<td>1990</td>
<td></td>
</tr>
<tr>
<td>CSEC - General</td>
<td>Principles of Business</td>
<td>Grade II</td>
<td>May</td>
<td>1990</td>
<td></td>
</tr>
<tr>
<td>CSEC - General</td>
<td>Typewriting</td>
<td>Grade II</td>
<td>May</td>
<td>1990</td>
<td></td>
</tr>
</tbody>
</table>

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 intuitions 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.

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

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.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Programme</th>
<th>Specialization</th>
<th>Class</th>
<th>Period of Training</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Other) Digicel University</td>
<td>(Other) DNA</td>
<td>Management</td>
<td>Pass</td>
<td>10 Aug 2006 to 21 Aug 2006</td>
<td></td>
</tr>
<tr>
<td>(Other) IPED</td>
<td>(Other) Leadership and Management</td>
<td>Management</td>
<td>Pass</td>
<td>19 Jun 2008 to 19 Jun 2008</td>
<td></td>
</tr>
<tr>
<td>(Other) UG &amp; UNICEF</td>
<td>(Other) Effective Parenting Skills</td>
<td>Parenting</td>
<td>Pass</td>
<td>08 Nov 2002 to 13 Nov 2002</td>
<td></td>
</tr>
</tbody>
</table>

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

1.7. Preview
The preview section is where you are provided with a combined view of all the information you have just entered.

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

**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

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.

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.
UNIVERSITY of GUYANA
Turkmen Campus

Online Application

Name: Wilma Dulleah
Application ID: 0000

Programme of Study:
Comprehensive Executive Master in Business Administration (CEMBA) (52)

Programme of Study:

Important Notice: Please print, sign and submit this page with supporting documents.

Name: Wilma Dulleah
Application ID: 0000

Programme of Study: Comprehensive Executive Master in Business Administration (CEMBA) (52)

Programme of Study:

Documents Required: The following documents are required. Please ensure that you submit these documents original and authenticated along with the signed page.

- Birth Certificate and one certified passport size photograph and/or valid passport and one certified passport size photograph
- Marriage Certificate (where applicable)
- Legalized or Deed Poll Parent’s name different from that on Birth Certificate
- Academic Certificates (UG, CAPE, GCE, GCE, GCE O-Level) and School Report (where applicable)
- Professional Certificate/Diploma and Transcript where applicable and/or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or 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exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or exposed or expose
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