

# **St. Vincent and the Grenadines Community College Online**

## **Application Guide**

To apply online using our system you must perform the following steps:

**1. Read 'Welcome' page thoroughly**

- a. Pay close attention to the application period closing date and time.
- b. Take note of the requirements to begin the application process.
- c. Click on the button indicating the division of your choice at the bottom of this page.

**2. Review Entry Requirements page**

- a. Carefully review the entry requirements and other notices.
- b. Click the **'Proceed With Application'** button at the bottom of this page.
- c. Carefully review the entry requirements.

**3. Register the account**

- a. Enter the requested information on the 'Begin Account Registration' page and press the **'Submit'** button. The system will;
  - i. show an **'Email Validation'** message on your screen, and
  - ii. send an email message to your email address that contains your username for the application system (this number is also your applicant ID/username). The message also contains an email verification link.
- b. Log in to your email account and open the email message. Make note of your Applicant ID/Username and click the email verification link. This will take you to the **'Complete Registration' page**.
- c. Enter your Applicant ID/Username. Enter a password of your choice and repeat the password in the boxes provided.
- d. Click the **'Submit'** button. You will see the **'Registration Successful'** screen. Your username and password are displayed; make note of these. Remember that your username is also your applicant ID.

**4. Log in**

- a. Enter your username and password in the **'Log in'** form.
- b. Click the **'Login'** button to go to the **Applicant Dashboard**.

## 5. Complete your application

- a. Enter programme choice
- b. Enter your profile information.
- c. Enter extracurricular activities (if applicable)
- d. Enter phone contact information
- e. Enter address information
- f. Enter family/relatives contact information
- g. Enter your primary school information.
- h. Enter your secondary school information.
- i. Enter your post-secondary school information (if applicable).
- j. Enter your academic qualifications.
- k. Enter nursing work experience (if applicable)
- l. Enter general work experience (if applicable)
- m. Enter references details
- n. Enter criminal records details (if applicable)

## 6. Review and submit your application

- a. Click the **REVIEW AND SUBMIT APPLICATION** button at the bottom to review all of the information you have entered.
- b. Click the **Edit Application** button if you need to make changes to your application or click **Submit Application** if there are no changes to be made.
- c. Respond to declaration statement.
- d. A confirmation email would be sent to your email address with your profile summary and programme selections. **DO NOT DELETE THIS EMAIL.**

## 7. Log out and Pay Application Fee

- a. Log out of the SVGCC online application system.
- b. Print the application submission confirmation email.
- c. Bring the printed copy of the confirmation email and the \$20 application fee to the SVGCC campus in Villa to make payment.
- d. Pay Application Fee while presenting the following supporting documents;
  - i. Certified Copy of Birth certificate
  - ii. Certified Copy of Marriage Certificate (where applicable)
  - iii. Transcripts (where applicable)
  - iv. A recent certified passport sized picture