



APPLICATION FOR ADMISSION

Name: _____

Programme

1st Choice: _____

2nd Choice: _____

GENERAL INFORMATION ON ADMISSION

PLEASE READ THIS PAGE CAREFULLY BEFORE COMPLETING THE APPLICATION

1.0 GENERAL MINIMUM ENTRY REQUIREMENTS

Minimum entry requirements for all programmes are as follows:

- 5 CSEC (CXC) General Proficiency and/or Technical Proficiency subjects inclusive of mathematics and English A, grades I, II and III*
*Grade III accepted if attained in June 1998 and beyond
- OR 5 GCE O'Level subjects inclusive of mathematics and English Language (Grades A, B or C) or equivalent

Please note that standard entry requirements to certain programmes may vary according to the demands of specific disciplines. Applicants should consult the relevant programme brochure or contact the Admissions Office at 625-5030 Ext. 5900 or admissions@costaatt.edu.tt for further details.

Applicants with advanced level subjects (e.g. CAPE, GCE A'Levels) may be considered for advanced standing or award of credit.

2.0 QUALIFICATIONS

All applicants must submit the following for the application to be considered:

- Originals and copies of CSEC (CXC) and/or GCE O'Level certificates or equivalent.
- Originals and copies of CAPE and/or A'Level certificates or equivalent.
- Originals and copies of birth certificate and one form of photo ID (either identification card or passport) - T&T nationals only.
- Originals and copies of passport (all other applicants).

PLEASE KEEP PHOTOCOPIES OF THE FORM AND ALL SUPPORTING DOCUMENTATION FOR YOUR RECORDS.

2.1 MATURE ENTRY

Mature applicants (25 years and over) who do not possess the minimum entry requirements and wish to be considered on the basis of experience and demonstrable competence, must submit a resume detailing relevant work and voluntary experience.

2.2 TRANSFER APPLICANTS AND ADVANCED STANDING

In addition to (2.0) above, transfer applicants must submit official copies of transcripts of all subjects completed at prior tertiary level institution(s).

Applicants wishing to transfer to COSTAATT with advanced standing must submit the following along with the application form:

- Official transcripts of all subjects previously completed at a tertiary level institution.
- Copies of syllabus/course outlines for courses completed.
- A completed Request for Transfer Credit form, which is available at the Admissions Office.

The College evaluates the transcripts of transfer students to determine equivalency with its own programmes and requirements for graduation. Please note that, depending on the programme of study, there is a limit to the number of credits that may be transferred or the number of

exemptions that may be granted. Transfer applicants must be in good academic standing at the previous institution. Please contact the Admissions Office for further information.

2.3 CARICOM & INTERNATIONAL APPLICANTS

In addition to (2.0) above, CARICOM and international applicants must submit official copies of transcripts of all subjects completed at prior secondary and tertiary institutions. If these documents are not in English, a certified translation is required. It may also be necessary to have the qualifications assessed by the Accreditation Council of Trinidad & Tobago (ACTT) or the Curriculum Planning and Development Division (CPDD), Ministry of Education.

Qualifications supplied will be assessed to determine equivalence to programme entry requirements.

2.4 ENGLISH LANGUAGE PROFICIENCY

Applicants whose first language is not English must provide evidence of proficiency in English via an internationally recognized English Language test, such as the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System). Please see our website for minimum test scores required.

To obtain information on TOEFL please visit the ETS (Education Testing Service) website at www.ets.org or email toefl@ets.org. For information on IELTS tests please visit the IELTS website at www.ielts.org or alternatively contact the nearest British Council office for information.

3.0 PERSONAL STATEMENT/REFERENCES/OTHER

Certain programmes require a personal statement, or reference. Please see number 6, page 5 for further information.

4.0 NON-MATRICULATED APPLICANTS

Students interested in earning credit for specific college level courses without registering for a full diploma or degree programme, must satisfy relevant entry requirements. Such students enjoy the same privileges and responsibilities as other students and are also required to observe all college rules and regulations, including those governing student conduct.

5.0 DEADLINES FOR ADMISSION

Completed applications should be returned to the Admissions Office of the relevant campus (see addresses listed on page 6) on or prior to the published deadline (see daily newspapers and our website). Applications submitted after the deadline dates may still be considered, subject to availability of places.

6.0 FEES

All applicants must pay a TT\$25.00 non-refundable application fee to defray administrative processing costs. There is a limit to the number of programmes that an applicant may apply for on a single form. Additional forms will incur a separate processing fee. The College reserves the right to review costs for the processing applications for admission at any time.

COSTAATT DATA PROTECTION POLICY

By signing the declaration on this application form, the applicant agrees that the information provided can be used in the following ways:

- To allow the College to process your application for entry;
- To allow the College, a government agency/body, a research institution or accrediting organization to compile statistics, audit or evaluate programmes or plan future educational provision;
- To allow the College to establish your student record in manual and electronic file formats;
- To assist the College in processing a future application for financial assistance.

DISCLOSURE OF INFORMATION

The College undertakes not to disclose the information provided by students to any individual or unauthorized agency except in the following cases:

- The student has agreed to such disclosure in writing;
- The student has disclosed information which the College is asked to confirm;
- The student is between 16 and 18 and is claimed by his/her parents as a dependant for tax purposes;
- The student is in an emergency situation and it is necessary to protect his/her health or the health and safety of others;
- The student is suspected of fraud against the College;
- The student's information is requested under the laws of Trinidad and Tobago by legitimate legal authority and means.

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION. Kindly use BLACK or BLUE INK or TYPE and ensure that the form is signed and dated. Applicants who have previously attended the college, must complete a re-admission form. Applicants to programmes within the School of Continuing Education and Lifelong Learning (SOCELL), must complete the relevant form available via our website (www.costaatt.edu.tt)

PROGRAMME CHOICE	CAMPUS	MODE OF STUDY
<p>PROGRAMME Please state in order of preference:</p> <p>1ST CHOICE _____</p> <p>2ND CHOICE _____</p>	<p><input type="checkbox"/> CHAGUANAS CAMPUS</p> <p><input type="checkbox"/> CITY CAMPUS</p> <p><input type="checkbox"/> EL DORADO CAMPUS</p> <p><input type="checkbox"/> NORTH LEARNING CENTRE</p> <p><input type="checkbox"/> SANGRE GRANDE CAMPUS</p> <p><input type="checkbox"/> SOUTH CAMPUS</p> <p><input type="checkbox"/> TOBAGO CAMPUS</p>	<p><input type="checkbox"/> FULL-TIME</p> <p><input type="checkbox"/> PART-TIME</p>
		<p>SEMESTER</p> <p><input type="checkbox"/> JANUARY SEMESTER 20 ____</p> <p><input type="checkbox"/> AUGUST SEMESTER 20 ____</p>

1 PERSONAL DATA - All fields in this section must be completed

<p>_____ Surname</p> <p>_____ First Name</p> <p>_____ Middle Name</p> <p>_____ Previous Surname (If any)</p> <p><input type="checkbox"/> MALE <input type="checkbox"/> FEMALE</p> <p>____ / ____ / ____ Age Date of Birth (DD / MM / YYYY)</p> <p>_____ Trinidad and Tobago Nat. ID #</p> <p>_____ Passport #</p> <p>_____ Country of Citizenship</p> <p>_____ Country of Birth</p>	<p>_____ Mailing Address (House #, Street Name or P.O. Box)</p> <p>_____ City / Town</p> <p>_____ Country</p> <p>_____ Zip / Post Code</p> <p>_____ Home Phone</p> <p>_____ Work Phone</p> <p>_____ Mobile Phone</p> <p>_____ Email</p>
	<p>_____ Permanent Address (House #, Street Name or P.O. Box) (If different from mailing address)</p> <p>_____ City / Town</p> <p>_____ Country</p> <p>_____ Zip / Post Code</p> <p>_____ Home Phone</p> <p>_____ Work Phone</p> <p>_____ Mobile Phone</p>

2 EMERGENCY CONTACT

<p>_____ Surname</p> <p>_____ First Name</p> <p>_____ Phone</p> <p>_____ Relationship</p>	<p>_____ Address (House #, Street Name or P.O. Box)</p> <p>_____ Address (House #, Street Name or P.O. Box)</p> <p>_____ City / Town</p> <p>_____ Country</p>
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Is English your native language?

No ☐ Yes ☐

If no, please state

(Refer to section 2.3)

3 ADDITIONAL INFORMATION – Please complete all fields

Medical or Disability Information

Do you have a disability, chronic/long term medical condition or special need(s)? No ☐ Yes ☐

If yes, please complete and submit a Disability Disclosure Form to the Admissions Office, in a sealed envelope addressed to Director, Health and Counselling Services. Please note that this information is required to assist in assessing your requirements for educational provision.

NB. If you have not received a Disability Disclosure Form with this application, please contact the Admissions Office.

Declaration of Criminal Convictions

To assist in reducing risk of harm or injury to students, the College must be made aware of an applicant's history of relevant criminal convictions. 'Relevant' criminal convictions are defined as those of a violent or sexual nature, or those involving the supply of controlled drugs or substances. In addition, applicants interested in applying to disciplines such as nursing, allied health sciences, social work or any other area involving work with children or vulnerable adults, must declare all criminal convictions. Applicants declaring a criminal conviction are not automatically disqualified, but may be asked to provide further information to assist in the evaluation of their application.

Do you have any criminal convictions? No ☐ Yes ☐ If yes, please provide details on a separate sheet addressed to Vice President, Student Affairs, in a sealed envelope and forward to the Admissions Office with this application.

4 PAYMENT DETAILS

How do you intend to pay for your fees? (You may tick more than one option) Self ☐ GATE ☐ Sponsor ☐

If you are/will be in receipt of sponsorship, please provide the name of the individual / organisation / institution and the address, telephone number(s) and/or email contact(s).

<input type="text"/>		<input type="text"/>
Name of Organization / Institution		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Email	Address

5 ACADEMIC RECORD

SECONDARY EDUCATION

Please enter all subjects you have studied and the results received. If you are currently studying and awaiting results, please write 'pending' in the 'results' column and the expected date in the relevant column. If necessary, you may continue on a separate sheet.

SCHOOL	AWARDING BODY (e.g. CXC, CAMBRIDGE, etc.)	SUBJECTS	RESULTS	YEAR AWARDED /DATE EXPECTED

POST-SECONDARY QUALIFICATIONS & TRAINING (DIPLOMAS, CERTIFICATES, DEGREES)

Transfer Students completing this section must supply transcripts of ALL subjects completed at your prior tertiary level institution

INSTITUTION	AWARDING BODY* (If Applicable)	QUALIFICATION	RESULTS	YEAR AWARDED /DATE EXPECTED

*For example: CIM - Chartered Institute of Marketing | ABE - Association of Business Executives
Use N/A (not applicable) if the awarding body is a university or college.

SUPPORTING DOCUMENTS

In addition to standard supporting documents, applicants to specific programmes are required to submit one or more of the documents listed in the table below in order to be considered for admission.

PROGRAMME	Two Written Confidential Character References	Police Certificate of Character	Nursing Council Permit	Personal Statement *
General Nursing (AAS, BSc)	✓	✓	✓	
Psychiatric Nursing (AAS, BSc)	✓	✓	✓	
Midwifery (BSc)	✓	✓	✓	
Medical Laboratory Technology (AAS, BSc)	✓			
Medical Ultrasound (AdvDip)				✓
Radiography (BSc)	✓			✓
Environmental Health (AAS, BSc)	✓			
Occupational Safety and Health (AAS, BSc)	✓			
Social Work (BSW)	✓			
Early Childhood Care and Education (BA)	✓	✓		

Personal Statements

*These should address academic background, relevant work or voluntary experience, expectations of the programme, and career goals (if any). The statement should be submitted on a separate sheet and must not exceed 350 words. Additionally, applicants to the Advanced Diploma in Medical Ultrasound must also state research and professional development goals.

7 WORK EXPERIENCE

Please give details of your current/most recent paid or voluntary employment (you may tick more than one box). Please continue on a separate sheet if necessary.

Employment Status ☐ Unemployed ☐ Employed ☐ Full-time ☐ Part-time ☐ Self-employed

Are you currently employed at COSTAATT?

☐ Yes ☐ No If yes, please provide your Staff ID No.

DURATION		EMPLOYER (NAME AND ADDRESS)	POSITION	DESCRIPTION OF MAIN DUTIES
FROM	TO			

8 MARKETING DATA

How did you FIRST learn about the programmes/courses offered by COSTAATT? (Please tick only one)

Personal Contact

- ☐ Colleague/Work
☐ Former/Current Student of COSTAATT
☐ Friends/Family
☐ Teacher/School/College

Print/Broadcast Media

- ☐ Newsletters ☐ Television
☐ Newspapers ☐ Radio
☐ Magazine
☐ Telephone Directory/Yellow Pages

Internet/Social Media

- ☐ COSTAATT Website
☐ Other Website
☐ Facebook
☐ Instagram

Other (Please state) _____

9 DECLARATION OF APPLICANT

Please read carefully before signing. Applicants under 18 years of age require the signature of a parent or guardian.

I certify that all information contained in this application is true to the best of my knowledge. I agree to abide by the rules and regulations of COSTAATT. I understand that falsifying any part of this application may result in rejection of the application or termination of my registration with the institution.

Signature of Applicant _____ **Date** _____

FOR APPLICANTS UNDER 18

Name of Parent/Guardian (First Name/Surname) _____

Relationship _____ **Mobile #** _____ **Email** _____

Signature of Parent/Guardian _____ **Date** _____

NOTE: THIS APPLICATION IS NOT CONSIDERED COMPLETE UNTIL THIS DECLARATION HAS BEEN SIGNED AND DATED.

10 APPLICANT CHECKLIST

To avoid delaying the processing of your application, please ensure you have submitted the following:

- ☐ Originals and photocopies of relevant academic certificates
- ☐ Originals and photocopies of birth certificate together with passport or Trinidad and Tobago national ID (**Trinidad and Tobago Nationals**)
- ☐ Original and photocopy of passport (**CARICOM and international applicants**)
- ☐ TT\$25.00 non-refundable application fee (cash, bank draft, credit or debit card)

The following information is required for the associate and bachelor's degree programmes listed below:

- ☐ Two written character references
 - General Nursing • Psychiatric Nursing • Midwifery • Medical Laboratory Technology • Environmental Health • Occupational Safety and Health
 - Radiography • Social Work
- ☐ Personal statement
 - BSc Radiography • Advanced Diploma Medical Ultrasound
- ☐ Police Certificate of Character
 - General Nursing • Psychiatric Nursing • Midwifery • Early Childhood Care and Education
- ☐ Nursing Council Permit
 - General Nursing • Psychiatric Nursing • Midwifery

NOTE: APPLICATIONS FORWARDED IN THE MAIL MUST BE ACCOMPANIED BY COPIES OF QUALIFICATIONS AND IDENTIFICATION. APPLICANTS MUST PRESENT ORIGINALS DIRECTLY TO THE ADMISSIONS OFFICE NO LATER THAN TWO WEEKS AFTER SUBMISSION OF THE APPLICATION. APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL RELEVANT DOCUMENTATION HAS BEEN RECEIVED.

COMPLETED APPLICATION FORMS SHOULD BE SUBMITTED TO ANY OF THE FOLLOWING:

1. ACADEMY OF NURSING AND ALLIED HEALTH, EL DORADO
Corner College and St. Cecelia Roads,
El Dorado
Tel: (868) 625-5030 ext 5800/5814

2. CHAGUANAS CAMPUS
Pierre Road Connector
Chaguanas
Tel: (868) 625-5030 ext 5243/5246

3. CITY CAMPUS
9-11 Melville Lane
Port of Spain
Tel: (868) 625-5030 ext 5900

4. SANGRE GRANDE CAMPUS
121 Eastern Main Road,
Sangre Grande
Tel: (868) 625-5030 ext 5650

5. SOUTH CAMPUS
40-44 Sutton Street
San Fernando
Tel: (868) 625-5030 ext 5776/5782/5783

6. TOBAGO CAMPUS
Glen Road #1 Wilson Road
Scarborough, Tobago
Tel: (868) 625 5030 ext 5600

SCHOOL OF NURSING, HEALTH AND ENVIRONMENTAL SCIENCES

DEPARTMENT	PROGRAMME	MODE OF STUDY		CAMPUS						
		Full-Time	Part-Time	CC	CS	CE	CT	CG	CH	NC
Health Science Technologies	AAS Medical Laboratory Technology	FT	PT		✓	✓	✓			
	BSc Medical Laboratory Technology	FT	PT		✓	✓				
	BSc Radiography	FT				✓				
Nursing	AAS Basic General Nursing	FT			✓	✓			✓	
	BSc General Nursing	FT			✓	✓	✓		✓	
	AAS Basic Psychiatric Nursing	FT				✓				
	BSc Psychiatric Nursing	FT				✓				
	BSc Midwifery	FT				✓				
Natural and Life Sciences	AS Biology	FT	PT	✓	✓					✓
	BSc Biology (Pre-Med)	FT	PT	✓	✓					✓
Environmental Studies	AAS Environmental Health	FT	PT	✓	✓					
	BSc Environmental Health		PT	✓	✓					
	AAS Environmental Management	FT	PT	✓	✓					
	BSc Environmental Management		PT	✓	✓					
	AAS Geographic Information Systems		PT	✓						
	AAS Occupational Safety & Health		PT	✓	✓		✓		✓	
	BSc Occupational Safety & Health		PT	✓	✓					
	AAS Water and Wastewater Management, Services and Technology		PT	✓						
	BSc Water and Wastewater Management, Services and Technology		PT	✓						

SCHOOL OF LIBERAL ARTS AND HUMAN SERVICES

DEPARTMENT	PROGRAMME	MODE OF STUDY		CAMPUS							
		Full-Time	Part-Time	CC	CS	CE	CT	CG	CH	NC	
Languages, Literature and Caribbean Studies	AA Spanish	FT	PT	✓							
	AAS Foreign Languages for Business	FT	PT	✓							
	BA Latin American Studies	FT	PT	✓							
	BA Spanish for Business	FT	PT	✓							
	AA Literatures in English	FT	PT	✓							
	BA Literature and Communications	FT	PT	✓							
Social and Behavioural Sciences	AAS Social Work	FT	PT	✓	✓				✓		
	AA Psychology	FT	PT	✓	✓				✓		
	BSc Applied Psychology	FT	PT	✓	✓						
	BSW Social Work	FT	PT	✓	✓						
	BSc Psychology	FT	PT	✓	✓						
	BA Early Childhood Care and Education		PT	✓							
	AAS Sociology	FT	PT	✓							
Criminal Justice and Legal Studies	BA Criminal Justice	FT	PT	✓	✓						
	BA Criminal Justice: Police Science	FT	PT	✓	✓						
	BA Criminal Justice: Corrections	FT	PT	✓	✓						
	AAS Criminal Justice	FT	PT	✓	✓				✓		
Mathematics	BSc Mathematics	FT	PT	✓	✓						
Fine and Performing Arts	BM Music	FT	PT							✓	
	AA Performing Arts: Music	FT	PT							✓	

CAMPUS KEY:

- Academy of Nursing and Allied Health, EL Dorado **CE**
- North Learning Centre **NC**
- Sangre Grande Campus **CG**

- Chaguanas Campus **CH**
- City Campus **CC**
- South Campus **CS**

- Tobago Campus **CT**

SCHOOL OF BUSINESS AND INFORMATION TECHNOLOGIES

DEPARTMENT	PROGRAMME	MODE OF STUDY		CAMPUS						
		Full-Time	Part-Time	CC	CS	CE	CT	CG	CH	NC
Management and Entrepreneurship	BA Accounting	FT	PT	✓	✓					
	BBA Human Resource Management	FT	PT	✓	✓		✓			
	BBA Management and Entrepreneurship	FT	PT	✓	✓		✓		✓	
	BBA Marketing	FT	PT	✓	✓					
	AAS Business Administration	FT	PT	✓	✓		✓	✓	✓	
	AAS Management with Accounting	FT	PT	✓	✓					
	AAS Office Administration	FT	PT	✓	✓					
Information Science Technologies	BSc Information and Library Science	FT	PT	✓	✓					
	BSc Computer Information Systems	FT	PT	✓	✓					
	BSc Information Technology	FT	PT	✓	✓					
	BSc Networking	FT	PT	✓	✓	✓	✓	✓	✓	
	BSc Internet Technology	FT	PT	✓	✓					
	AAS Information Technology	FT	PT	✓	✓			✓		
	AAS Information Technology – Information Systems Development	FT	PT	✓	✓					
	AAS Information Technology – Operating Systems Management	FT	PT	✓	✓	✓	✓	✓	✓	
	AAS Internet Technology	FT	PT	✓	✓					
	AAS Library and Information Studies	FT	PT	✓	✓					

KEN GORDON SCHOOL OF JOURNALISM AND COMMUNICATION STUDIES

DEPARTMENT	PROGRAMME	MODE OF STUDY		CAMPUS						
		Full-Time	Part-Time	CC	CS	CE	CT	CG	CH	NC
Communication Studies	BA Advertising and Promotions	FT	PT							✓
	AAS Advertising and Promotions	FT	PT							✓
	BA Mass Communications	FT	PT		✓		✓			✓
	BA Graphic Design	FT	PT		✓					✓
	AAS Graphic Design	FT	PT		✓					✓
Journalism and Media	BA Journalism	FT	PT							✓
	AAS Journalism/Public Relations		PT		✓		✓			✓
	AA Journalism		PT		✓					✓
	BA Film and Video Production		PT							✓
	AA Film and Video Production		PT							✓

CAMPUS KEY:

- Academy of Nursing and Allied Health, EL Dorado **CE**
- North Learning Centre **NC**
- Sangre Grande Campus **CG**
- Tobago Campus **CT**
- Chaguanas Campus **CH**
- City Campus **CC**
- South Campus **CS**

COSTAATT RESERVES THE RIGHT TO CANCEL OR MODIFY ANY PROGRAMME ADVERTISED.