



THE UNIVERSITY OF GUYANA FREQUENTLY ASKED QUESTIONS
ABOUT ADMISSIONS AND REGISTRATIONS

CATEGORY – Academic deadlines dates

QUESTIONS	ANSWERS
APPLICATION END DATE	September 30, 2020
COMMENCEMENT DATE OF SEMESTER	October 5, 2020
FIRST DAY OF CLASSES	October 12, 2020
ORIENTATION PERIOD	October 5 - October 9, 2020
REGISTRATION PERIOD	August 31 – September 30, 2020 [Early period] October 1 - November 6, 2020 [Late period]
END OF PERIOD TO SUBMIT <ul style="list-style-type: none">• Change of Registration• Transfer• Exemptions•	November 13, 2020
DEADLINE FOR PAYMENT OF FEES & SUBMISSION OF LOAN AWARDS	November 27, 2020
LAST DAY TO SUBMIT: <ul style="list-style-type: none">• Leave of Absences• Complete Withdrawals• Programme Withdrawals	December 5, 2020
LAST DAY OF CLASSES FOR SEMESTER 1	January 23, 2021
EXAMINATION PERIOD	January 25, 2021 - February 13, 2021



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	The Semester ends on February 13, 2021.
WHERE CAN I FIND AND DOWNLOAD THE ACADEMIC SCHEDULE 2020/2021 ACADEMIC YEAR	<p>This can be viewed and downloaded on the Students Records Management System page where you go to log into your Registration Profile.</p> <p>Weblink - https://turkeyenonline.uog.edu.gy/srms/docs/Academic-Deadlines-2020-2021.pdf</p> <p>Encourage students to download this and store it since it has all the deadline dates for the academic year 2020/2021.</p>

CATEGORY – CONTACT INFORMATION

QUESTIONS	ANSWERS
MOBILE CONTACTS & EMAILS	<p>Fix UG: 592-623-3159 or fixug@uog.edu.gy</p> <p>Admissions: 592-623-8325 or admissions@uog.edu.gy</p> <p>Examinations: 592-620-0016 or examinations.registry@uog.edu.gy</p> <p>Students Welfare: studentswelfare@uog.edu.gy</p> <p>Data and Records Management: dataandrecordsmgt@uog.edu.gy</p> <p>Registry (Berbice Campus): 642 – 7394 ugbc.registry@uog.edu.gy</p> <p>Deputy Registrar: depreg@uog.edu.gy</p> <p>Registrar: registrar@uog.edu.gy</p> <p>Bursary (Turkeyen Campus) : 642-0029 or bursary.fees@uog.edu.gy</p> <p>Bursary (Berbice Campus): 638-4514</p> <p>Library (Turkeyen Campus): 638-4432</p> <p>Library (Berbice Campus): 642-7006</p>



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	<p>FACULTIES/SCHOOLS/CENTRE</p> <p>Assistant Dean FEES – 642-6958</p> <p>Assistant Dean FET – 638-4413</p> <p>Assistant Dean FEH – 642-6989</p> <p>Assistant Dean FAF – 642-6944</p> <p>Assistant Dean FHS – 642-7166</p> <p>Assistant Dean FNS – 642-7314</p> <p>Assistant Dean FSS – 638-4394</p> <p>Secretary / Administrative Officer SEBI – 642-7322 or 642-6962</p> <p>IDCE – 642-7007 or 642-7009</p>
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CATEGORY – HOW TO APPLY

QUESTIONS	ANSWERS						
HOW TO APPLY	<p>Online Application</p> <ol style="list-style-type: none"> 1. You can apply directly through the links Apply Online (Turkeyen) on the University of Guyana website: www.uog.edu.gy. Alternatively, you can use the links on this web site "Prospective Students" or "Apply Online" to apply for Turkeyen Campus 2. You are allowed three programme choices on your online application. 3. Your application process will only be completed when you hit the submit button and receive your acknowledgement letter. <p>There are eight simple steps to online application</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Step 1</td> <td>Apply online through the University of Guyana website at www.uog.edu.gy - Click on the website link 'Prospective Students' and 'Apply for Admission' --> 'Apply Now' - Select the Students Records Management (SRMS) portal of your choice: - Turkeyen Campus - Berbice Campus</td> </tr> <tr> <td>Step 2</td> <td>To begin the application process click on 'Apply Online'.</td> </tr> <tr> <td>Step 3</td> <td>Set up your application account by creating an applicant login and password. (Special characters e.g. *^%\$#@! should not be used in the login name) *Make a note of your Applicant Login and password since you will need these to access your application information.</td> </tr> </table>	Step 1	Apply online through the University of Guyana website at www.uog.edu.gy - Click on the website link 'Prospective Students' and 'Apply for Admission' --> 'Apply Now' - Select the Students Records Management (SRMS) portal of your choice: - Turkeyen Campus - Berbice Campus	Step 2	To begin the application process click on 'Apply Online'.	Step 3	Set up your application account by creating an applicant login and password. (Special characters e.g. *^%\$#@! should not be used in the login name) *Make a note of your Applicant Login and password since you will need these to access your application information.
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	Step 4	Complete your application online <ul style="list-style-type: none">• You are required to enter a response in all fields.• The system allows you to incrementally fill up your application at more than one sitting. At the end of every sitting however, you must save the information before you logout.• To login to online SRMS, use your Applicant Login and password that you created earlier.
	Step 5	Submit your Application <ul style="list-style-type: none">• Preview and verify the application. When you have entered all the required information on the form and you are satisfied, you may click the submit button.
	Step 6	Download, print, fill out and sign your 'Certificate of Declaration' Sheet. <ul style="list-style-type: none">• Upon the successful completion and submission of online application you will receive an email acknowledging the receipt of your application. Included in the email is a link to download your Certificate of Declaration Sheet.• You must print, fill out and sign the Certificate of Declaration Sheet.
	Step 7	Pay your non-refundable processing fees <p>This can be paid using the following options:</p> <ul style="list-style-type: none">• any branch of the Republic Bank to the University's Account # 962956880181(Turkeyen Campus only) or Account # 976556655716 (Berbice Campus only)• Bill Express• Massy Services' SurePay• GT & T Mobile Money Overseas applicants can pay to the Republic bank Account #FX001-124-7 Swift code: RBGLGYGG <p>Application processing fees vary according to the programme option (s). Please return to the 'Preview tab' on your application and note the application processing fee total. Please pay the amount shown on your application.</p> <p>If you would like to pay the fees by wire transfer, please add \$25</p>



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		<p>USD to the application processing fee. In case of payment by cheque/money order, please add \$6 USD to the application processing fee.</p>
	<p>Step 8</p>	<p>Submit originals and photocopies of the following documents to the Admissions Division, Registry for verification:</p> <ul style="list-style-type: none">- Certificate of Declaration (Remember to sign your "Certificate of Declaration" sheet)- Application processing fee proof of payment- Birth Certificate/Passport- Marriage Certificate (optional)- Academic certificates- Professional & Technical certificates- 2 passport size photographs <p>The Admissions Assistants will keep your signed Certificate of Declaration, verify the photocopies of your documents and return your originals to you immediately.</p> <ol style="list-style-type: none">i. Ideally, Steps 6 and 7 must be completed within two weeks from the date of the submission of your online application.ii. If you are applying from an overseas location, please print and complete your Certificate of Declaration and submit the same with photocopies of all the relevant documents listed therein, by air mail or deliver by special courier. [Admissions Division, University of Guyana, Turkeyen Campus, East Coast Demerara or Admissions Division, P.O Box 10-1110, Georgetown, Guyana]. You will need to bring your original documents for verification at the time of arrival into the country.iii. Where the verification exercise has not taken place, processing of your application will be suspended.
	<p>Step 9</p>	<p>Track your application status: You will be able to track the status of your application online by returning to the website turkeyenonline.uog.edu.gy and clicking on status link.</p> <p>For more information, please contact the Admissions Division, Registry at Tel:(+592) 623-8325 or send an email to admissions@uog.edu.gy</p>



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CATEGORY – GENERAL QUERIES: APPLICATION & REGISTRATION

QUESTIONS	ANSWERS
HOW CAN I PAY APPLICATION PROCESSING FEES, TUITION, ADMINISTRATIVE FEES ETC.	<p>Fees can be paid at:</p> <ul style="list-style-type: none">• Republic Bank – Account # 962956880181(Turkeyen Campus only)• Republic Bank Account # 976556655716 (Berbice Campus only)• MMG/Surepay/Bill Express <p>When making all payments kindly quote your application ID number or your Unique Student Identifier (USI)</p> <p>All proof of payment must be scanned or screenshot and sent to bursary.fees@uog.edu.gy</p>
SUBMISSION OF RECEIPT OF PAYMENT	<p>Scan or screenshot receipt of MMG Payment/ Republic Bank/ Surepay Payment/ Bill express payment and send to bursary.fees@uog.edu.gy</p>
VERIFICATION OF DOCUMENTS	<ul style="list-style-type: none">• Documents must be notarized by a Commissioner of Oaths to Affidavits• Then documents must be scanned or screenshot and sent to the email address admissions@uog.edu.gy
HOW CAN ONE MAKE ANY CHANGES TO THE APPLICATION e.g. <ul style="list-style-type: none">• Add or remove a programme option• Change a programme option• Change an email address• Add a type of academic qualification	<p>Send in the request to the email address admissions@uog.edu.gy</p>



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IS THE PROCESSING FEE REFUNDABLE	No. The application processing fee is non-refundable.
ENCOUNTERING LOGIN ISSUES, FORGOT PASSWORD, UNABLE TO SUBMIT YOUR APPLICATION/REGISTRATION ETC.	Advise the applicant or student to send an email to ugdss.helpdesk@gmail.com and uoghelpdesk@gmail.com
HOW ARE THE APPLICATIONS PROCESSED?	<p>Once you would have completely verified all your documents and paid the relevant processing fee, you will receive an acknowledgement letter confirming that either your documents were completely verified or that the originals are pending.</p> <p>At this stage your application will be released to the Faculty and Registry for processing.</p> <p>Your application will have to be processed by the following individuals in the following order:</p> <ol style="list-style-type: none">1) Head of Department (HOD)2) Assistant Dean (AD)3) Assistant Registrar Admissions (ARA) <p>Only until you would have received the approval of the ARA will you receive the letter offering you admittance and your acceptance letter.</p>
PROGRAMME COST	Tuition cost can be ascertained from the UG website www.uog.edu.gy Weblink - https://registry.uog.edu.gy/admissions-division/tuition-fees
PROCESSING FEES COST	This cost is stated on the Certificate of Declaration. The Certificate of Declaration is the document you will have access to on your application after you would have submitted it. It can be found and printed from the "Status Bar/Tab"
PAYMENT PLANS FOR STUDENTS	All part payment contracts are done through the Office of the Deputy Registrar. Email address: depreg@uog.edu.gy
REQUEST FOR LEAVE OF ABSENCE	These requests need to be sent to admissions@uog.edu.gy
APPLYING FOR TRANSCRIPTS	Transcripts are under the purview of Examinations Division. Contact should be made with 620-0016 or examinations.registry@uog.edu.gy



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HOW, WHERE AND WHEN DO I BRING IN MY HARD COPY DOCUMENTS FOR VERIFICATION?	Only notarized copies of documents are being accepted at this time. Documents should be notarized by a Commissioner of Oaths to Affidavits and sent to the email address admissions@uog.edu.gy
NO ACKNOWLEDGEMENT LETTER RECEIVED AFTER SUBMITTING APPLICATION	Once the application has been submitted successfully a generic letter of acknowledgement goes to the applicant. If the applicant did not receive the acknowledgement letter it is highly likely that the application was not submitted, have them send an email to ugdss.helpdesk@gmail.com and uoghlpdesk@gmail.com
APPLICATION PLACED ON HOLD	The HOD usually places a comment on the applicant's status bar when they action the application. Advise applicant to read the comments in the status bar.
APPLICATION PENDING	This means that it is yet to be processed by the Faculty or Registry (ARA). Student can send queries for updates to admissions@uog.edu.gy
REGISTRATION	<u>Registering Students:</u> If you are a first year student and you have been admitted to a programme kindly accept the admission offer, print the offer letter and go online and register for all your courses for the academic year 2020/2021. Please note that you will be given a Unique Student Identifier (USI). Kindly make a note of it and the default password that you will be given. Kindly follow the instructions on each tab on the web page and proceed to submit your online registration. For continuing students, kindly select and submit your list of courses for the new academic year 2020/2021. Please ensure that at the end of the process your registration page states "Successfully Submitted".

CATEGORY – TRANSCRIPTS, CERTIFICATES & PAYMENT PLANS

QUESTIONS	ANSWERS
APPLYING FOR TRANSCRIPTS	Transcripts are under the purview of Examinations Division. Contact should be made with 620-0016 or examinations.registry@uog.edu.gy



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PAYMENT FOR TRANSCRIPTS	Contact should be made with the Examinations Division at email address: examinations.registry@uog.edu.gy
REQUEST FOR ACADEMIC PROFILES	Contact should be made with the Examinations Division at email address: examinations.registry@uog.edu.gy
UPLIFTING GRADUATION CERTIFICATES	For any queries concerning uplifting certificates, students should contact the Students' Welfare division at email address studentswelfare@uog.edu.gy
LETTERS OF GRADUATION	Contact should be made with the Students' Welfare Division at studentswelfare@uog.edu.gy
PAYMENT PLANS FOR STUDENTS	All part payment contracts are done through the Office of the Deputy Registrar. Email address: depreg@uog.edu.gy

CATEGORY – UNIVERSITY OF GUYANA ENTRANCE EXAMINATION

QUESTIONS	ANSWERS
THE UNIVERSITY OF GUYANA ENTRANCE EXAMINATION (UGEE)	Eligibility: You must be a 26 years and older to write the UGEE. <ul style="list-style-type: none">• Have work experience in the required field
EXAMINATION DATE AND VALIDITY	The examination has been rescheduled to the week of the 21 st Sep, 2020. The examination is valid for a period of 2 years.
COST & PAYMENT FOR UGEE	Examination Cost - \$15,000 Tutorial Cost -\$10,000 Application Processing Fee - \$2000 Payments are to be made to GBTI Account # 001019437017
MODE OF DELIVERY	The examination and tutorials will be administered online through a Learning Management System (MOODLE)



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CANDIDATE REQUIREMENTS	You are required to have reliable internet access and an accessibility instrument (laptops, mobiles, tablets etc.)
CONTACT INFORMATION	For further information kindly contact 620-0016 or ugee.registry@uog.edu.gy or admissions@uog.edu.gy

CATEGORY – QUALIFYING EXAMINATIONS

QUALIFYING EXAMINATIONS	
QUALIFYING EXAMINATION	<p>The University offers Qualifying Examinations for the following subject areas:</p> <ul style="list-style-type: none"> • Mathematics • English • Physics • Biology • Chemistry <p>A candidate who may have failed one CSEC course that is pertinent to being admitted into a programme can pursue one of the courses above.</p> <p>A candidate is only allowed to pursue ONE subject area.</p>
CONTACT INFORMATION	For further information kindly contact 620-0016 or 623-8325 or admissions@uog.edu.gy

QUESTIONS	ANSWERS
STUDENT LOAN AGENCY	<p>PERSONS ELIGIBLE FOR LOANS THROUGH THE STUDENT LOAN SCHEME</p> <p>Bona fide, Guyanese, students of the University of Guyana who have been resident in Guyana for one hundred and eighty days continuously in the twelve months prior to the academic year in which first enrolled.</p> <p>PERSONS ELIGIBLE TO STAND AS GUARANTORS FOR STUDENT LOANS</p> <p>Guyanese residents over the age of 21, at the beginning of the academic year, who are employed, self- employed or are the owners of unencumbered tangible property. Persons who are liable for outstanding student loan debt or are</p>



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considered a credit risk by an established credit organization may be deemed ineligible.

For more information visit <https://uog.edu.gy/student-loans>

Telephone Number: 222-5418

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Student Loan Agency - Guyana



Posted by Keyven Joice

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Public Advisory

The Student Loan Agency, Ministry of Finance wishes to articulate that we have adopted a safety and health conscious approach towards conducting business during this current time.

Students who reside in the Hinterland communities; for instance Regions 1, 7, 8, 9 and upper 10 are permitted to submit scanned copies of the required student loan application along with the required documents.

The original of all documents will be required upon the student's visit to uplift approved loan contract.

Additionally, all students are encouraged to utilize the more convenient mediums of remitting student loan repayments, such as GTT Mobile Money (MMG), Massy Surepay and Western Union (Bill Express).

For more information, kindly contact us using email: studentloanagency@finance.gov.gy, Tel: 222-5403/5412/5414/5418, Mobile 645-8167.

Stay safe! Wear a mask.



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Prepared by: Office of the Registry

Date: August 3, 2020