



G.A.T.E. APPLICATION INFO.: **FIRST-TIME APPLICANTS**

- First time applicants require a G.A.T.E. ID#.
 - Go to any **TCONNECT** Service Centre Location with the following documents:
Birth Certificate and valid National I.D. card **or** valid Passport
 - You will be required to create a G.A.T.E. login password
 - Be sure to have a valid e-mail address
 - When applying for G.A.T.E.
 - You will need a **memory stick/flash drive** to scan documents listed below:
 - a) National I.D. (both sides) or Passport.
 - b) Birth Certificate.
 - c) Acceptance Letter (back & front).
 - d) Marriage/Divorce Certificate (for married/divorced students with surname changes)
 - e) Any affidavit with the Birth Certificate or Marriage Certificate
 - f) Any Certificate previously funded by G.A.T.E., even if it is from another institute.
- Go to website: www.e-gate.gov.tt
Use your student login -- nine-digit I.D. starting with E.
Enter your password (an alpha-numeric- symbol password not less than eight characters long)
- If successful with logging in, you will be allowed to go to a page with options – Select “NEW APPLICATION”.
 - Some of your information may automatically appear on the first page. Check all fields for accuracy: e-mail address and student ID# etc.
 - On page two, scroll down and select from the menus:
 - The College name,
 - Programme
 - Name of Programme
 - For Period, select **Sept., 2015 to Aug. 2016.**
 - Semester: (Certificates and Diploma programmes) **select ANNUAL**
(Associate and Bachelor) **select 1.**
 - On the third page, upload all scanned documents.

IF THERE ARE ANY QUESTIONS OR UNCERTAINTY, **DO NOT SELECT – “SUBMIT APPLICATION” and EXIT THE PAGE.** IF YOU DO, AND THERE ARE INCORRECT ENTRIES YOUR APPLICATION WILL NOT BE ACCEPTED ON REGISTRATION.

FOR ASSISTANCE WITH YOUR G.A.T.E. APPLICATION, VISIT THE VALSAYN or TOBAGO CAMPUS PRIOR TO THE REGISTRATION DATE.



G.A.T.E. APPLICATION INFO.: RETURNING STUDENTS

- 1) *PLEASE ENSURE THAT ALL APPLICATIONS FOR THE PREVIOUS ACADEMIC YEAR (SEPT. 2014/15) HAVE BEEN SIGNED. CHECK YOUR STATUS ON YOUR G.A.T.E. ACCOUNT ONLINE.*
 - a) **G.A.T.E. PROCESSING:**
No action required – this means you have already signed your application.
 - b) **SIGNED:**
No action required – this states that your application was submitted as signed.
 - c) **CLEARANCE APPROVED:**
ACTION REQUIRED: Student should visit the College to get their Approved Application signed – unless it is signed the application process is not completed!!! There is a count-down for signing, if signed outside the period the application will not be valid. Please read your e-mails from G.A.T.E.
 - d) **CLEARANCE VERIFIED:**
ACTION REQUIRED: Student need to call (800 –G.A.T.E) or visit their office at Warner Street, ST AUGUSTINE to ascertain why their application is not yet approved.
 - e) **CLEARANCE REJECTED:**
ACTION REQUIRED: Student can access their application to see why it was rejected. Student will need to pay the College their tuition – this must be done before any Certificates or Letter of Completion can be issued.
 - f) **CANCELLED:**
ACTION REQUIRED: Student can access their account to see the reason why their application was cancelled. Reasons may include:
 - Documents uploaded were not legible
 - The G.A.T.E Officer may have asked for additional information. NOTE: There is a count-down when requests are made. Failure to attend to queries or requests may result in an automatic cancellation due to “no response from student”.
- 2) **ASSOCIATE’S AND BACHELOR’S STUDENT:**
Please be reminded that your **ACADEMIC YEAR** (SEPT. 2015 - AUG. 2016) is **SEMESTER 1.**

DIPLOMA IN PROJECT MANAGEMENT STUDENTS:
(Year 2) select **ANNUAL** for semester.
- 3) **STUDENT PAYMENT PLAN:**
PLEASE ENSURE THAT YOUR PAYMENT PLAN HAS BEEN PAID IN FULL **PRIOR TO REGISTRATION.**