

## INTERNATIONAL STUDENTS': STUDENT PERMIT APPLICATION

**IMMIGRATION REQUIREMENTS CHECKLIST****New Students**

This checklist will guide you on the documents that you must have to legally reside in Trinidad and Tobago for the duration of your enrolment at UTT. Immigration Law requires that all full-time non-national students apply for a Student Permit for each academic year of study. The International Office and Grant Funding Unit (IOGF) is here to provide guidance to our students on the Student Permit Application Process. The IOGF will also support you to ensure that you are provided with the required documents listed at Section 1 below.

Before you present yourself to the Immigration Department for your interview, it is your responsibility to ensure that you are in possession of all the required documents. You are reminded that failure to comply with the requirements of the immigration division will result in a denial of your student permit application.

You should note that the granting of a student permit is a legal requirement according to the immigration laws of Trinidad and Tobago. As such, this process and the requirements are beyond the control of The University of Trinidad and Tobago. As a result, The University of Trinidad and Tobago cannot be held liable for denial of a student permit.

**Let's get started! Here's what you need to have:**

**COMPLETED IMMIGRATION FORMS**

**Please provide original and copies of each document**

1. Application for Student Permit ([Download here](#))
2. Interview Sheet ([Download here](#))
3. Copies of previous academic certificates

**SECTION 1: UTT DOCUMENTS**

**Please provide the original and copies of each document**

**Note:** All documents provided to you by The University of Trinidad and Tobago **must bear the stamp of the university.**

1. Acceptance Letter confirming your offer to study at UTT.
2. Immigration Enrolment Letter addressed to the Immigration Division: ([Download Letter Request Form here](#)). Request through the UTT Admissions Office **at least ten working days** before your appointment date with the Immigration Division.
3. Tuition Receipts:  
Receipts must be on an official UTT receipt form. Student who have paid tuition fees online must request an official UTT receipt from the Student Accounting Department. The Immigration Division will not accept credit card statements or other forms of confirmation of payments.

Students who are funded through Scholarships are required to ensure your fees have been paid by the funding Agency. Scholarship recipients are required to:

- Provide a copy of your Scholarship Letter/ Funding Agreement/ Bond Agreement, as well as contact details for the Funding Agency **to the Manager, Student Accounting: Ms. Vanessa Ali** (Email: [vanessa.ali@utt.edu.tt](mailto:vanessa.ali@utt.edu.tt) or Phone 1 868 223 4888 Ext. 33117)

- Confirm with Student Accounts whether an invoice was issued to Funding Agency
  - Follow up with Student Accounts to confirm if payment was made
4. Fees Paid Letter:  
In addition to your tuition receipt, students are also required to present a letter issued by the university confirming the payment of fees. A request for a fees paid letter must be made to the Student Accounts department. You can [Download Student Accounts Request Form here](#) and submit to the Manager, Student Accounts (as above) **at least five working days before your appointment date.**
3. Copy of your class time-table (You can request this from your Academic Office).
5. Unofficial UTT transcripts- may be downloaded from your Student Portal (returning students only).  
Your unofficial transcripts must bear the official UTT stamp.

## SECTION 2: PERSONAL DOCUMENTS

**Please provide original and copies of each document**

1. Applicants between the ages of 16-18 must have consent from parents or guardian. ([Download template here](#))
2. Birth Certificate (original required for verification)
3. Prior High School and/or University certificates (where applicable)
4. Passport
  - You must provide a **coloured** copy of your Bio-data page (the page with your passport picture)
  - You must have a copy of **all** the Entry stamps on your passport.
5. One recent Passport Size Photo (WHITE background only)
6. Copy of your return ticket. Did you book a return flight home yet?  
([Download list of local Travel Agents here](#))

Please note that the Student Permit will be granted for an annual period up until the date of the return ticket. As such, when booking, please attempt to secure a flight for an annual period (or as close to that as possible). You are encouraged to liaise with your Programme Head to ascertain your programme end date for the academic year. Should your flight be scheduled for a period which is less than a year from your Student Permit application date, you may be required to repeat the Student Permit application process on your return to Trinidad and Tobago for the remaining months of the academic year.

## SECTION 3: FINANCIAL SUPPORT

**Please provide original and copies of each document**

1. Proof of Funding  
**If you are on scholarship, you will need:**
  - A copy of your Scholarship Letter/ Funding Agreement/ Bond Agreement
  - Any documents showing actual receipt of these funds

**OR**

- If your sponsor is a parent, guardian, relative or friend, you will need:**
- Copy of Bio-data page (the page with host's passport picture)  
(If this sponsor is neither a citizen nor resident of Trinidad and Tobago, please also provide a copy of his/her Immigration Documents or present landing certificate.)
  - Proof of Employment (Job Letter) for Sponsor (Original document required)
  - Official Bank Statement from Sponsor (Original document required)
  - Letter confirming Sponsorship ([Download template here](#)) (Original document required)

**OR**

**If you are self-funded, you will need:**

- A copy of your national ID (Driver's permits are not permitted)
- Proof of Employment /Job Letter (if applicable), or proof of source of funds (Original documentation)
- Copy of work identification (if applicable)
- Original bank statement (Original document required)

## SECTION 4: ACCOMMODATIONS

**Please provide original and copies of each document**

**1. If you are renting private accommodations, you will need:**

- Recent rental/lease receipt ([Download receipt template here](#))
- Rental Contract/ Agreement
- Utility Bill addressed to you or your landlord (either a TTEC or WASA Bill)
- Copy of Identification for Landlord/ Host (National ID or Passport)
- Letter confirming Rental/Lease from your Landlord ([Download template here](#))

**OR**

**If you are staying with a relative or friend where you are not required to pay rent, you will need:**

- Copy of Identification for Host (If host is neither a citizen nor resident of Trinidad and Tobago, please provide a copy of his/her Immigration Documents or present landing certificate)
- Letter confirming that they are providing accommodations for you ([Download template here](#))

If your host (relative/friend) is renting private accommodations, please also provide:

- Letter confirming Rental/Lease from host's Landlord ([Download template here](#))
- Recent rental/lease receipt ([Download receipt template here](#))
- Rental Contract/ Agreement
- Utility Bill addressed to you/landlord (TTEC or WASA)

**Note:** Students renting a UTT owned facility, such as the dorms at the ECIAF Campus should ensure that your rental agreement or contract coincide with the end of your academic term/year.

## SECTION 5: MEDICAL DOCUMENTS

**Please provide original and copies of each document**

All Non-national students applying for a Student Permit must submit the following Medical Documents at the start of their enrolment at UTT:

1. Declaration by Applicant ([Download Form here](#))
2. Physical Examination of Applicant – To be completed by a Private Doctor/ Medical Practitioner only ([Download Form here](#))
3. Chest-Xray Report – To be provided by Doctor (Certified Radiologist)

International Students must utilize the services of Registered Private Doctors/ Medical Practitioners in Trinidad and Tobago for this purpose. You can use your preferred Medical Practitioner, or refer to our list of suggested Health Care Providers. ([Download list here](#))

Please note that the Physical Examination and Chest X-Ray is viable for the duration of your academic programme. You will not be required to repeat the medical examinations once the following criteria are met:

- (i) The student does not leave Trinidad and Tobago for a period greater than one year (i.e. leave of absence).
- (ii) The student obtains the relevant endorsement in his/her passport annually after the student permit has been awarded by the Immigration Division.
- (iii) The student retains copies of the Physical Examination and Medical Declaration to re-apply for subsequent student permits

## SECTION 6: STUDENT PERMIT APPLICATION FEES

### Applicable Fees to Note

Please note that with the submission of some of these documents, there may be a cost which is incurred by **you**, the student.

- Fee for Student Permit Application (CARICOM: TT\$100.00)
- Fee for Student Permit Application (Non-CARICOM: TT\$200.00)
- Endorsement Fee (CARICOM: TT\$50.00)
- Endorsement Fee (Non-CARICOM: TT\$100.00)
- Visa Fee (if applicable) TT\$400.00

You may also view VISA requirements using the following link (sorted by nationality):

<http://www.immigration.gov.tt/Services/Visas.aspx>

## EXTENSION OF STAY

(If students are here for less than ninety (90) days, the Extension of Stay does not apply)

Extensions are required should your passport stamp expire before the appointment date with the Immigration Division, facilitated by UTT's International Office. Should you require an extension, here's what you need to have:

- Application for Extension of Landing Certificate (Continuing Student) ([Download here](#))
- Valid Reason/Purpose for Extension of Stay
- Valid Return Ticket or Security Deposit
- Proof of Sufficient funds for upkeep during stay
- Proof of Legitimate Lodging
- Proof of Marriage (for married persons)
- Proof of Parentage (for minors: 16-18 years old)
- Proof of Work/Student/Missionary Permit (where applicable)

### Fees to Note:

- CARICOM Nationals TT\$50.00
- Non CARICOM Nationals TT\$100.00

### NOTE:

This document has been prepared as a guideline to non-national students in relation to immigration requirements for entry/stay into Trinidad and Tobago. This document is not an exhaustive document and for further information, inquiries and updates, it is strongly recommended that you visit the [Trinidad and Tobago Immigration Division website](#).

### UTT International Office Contact Information:

**Email:** internationaloffice@utt.edu.tt

**Tel:** (868) 223-4888 Ext. 21321; 46118; 46122