

The background features a complex network of blue lines and arrows. Some lines are solid, while others are dashed. The arrows point in various directions, creating a sense of movement and connectivity. The overall aesthetic is clean and professional, with a focus on geometric patterns.

OFFICE OF ADMISSIONS & ENROLMENT MANAGEMENT

Presented by

Miss Gavette Francis

Post-Graduate Admissions Assistant



University of Technology, Jamaica
Office of Admissions and Enrolment Management

Designed by: Learning Technologies Support Unit (LTSU)



Unconditional Offer Applicants

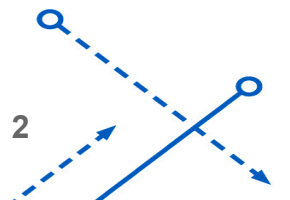
- Congratulations on your acceptance
- Once acceptance is received you are required to send a confirmation of acceptance via email:

Post-graduate Admissions Assistant (Local)

International Students Coordinator (Non-Jamaican)

Conditional Offer Applicants

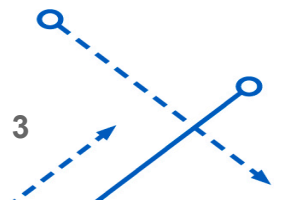
- Applicants still awaiting outstanding documents are required to submit such as soon as you are in receipt





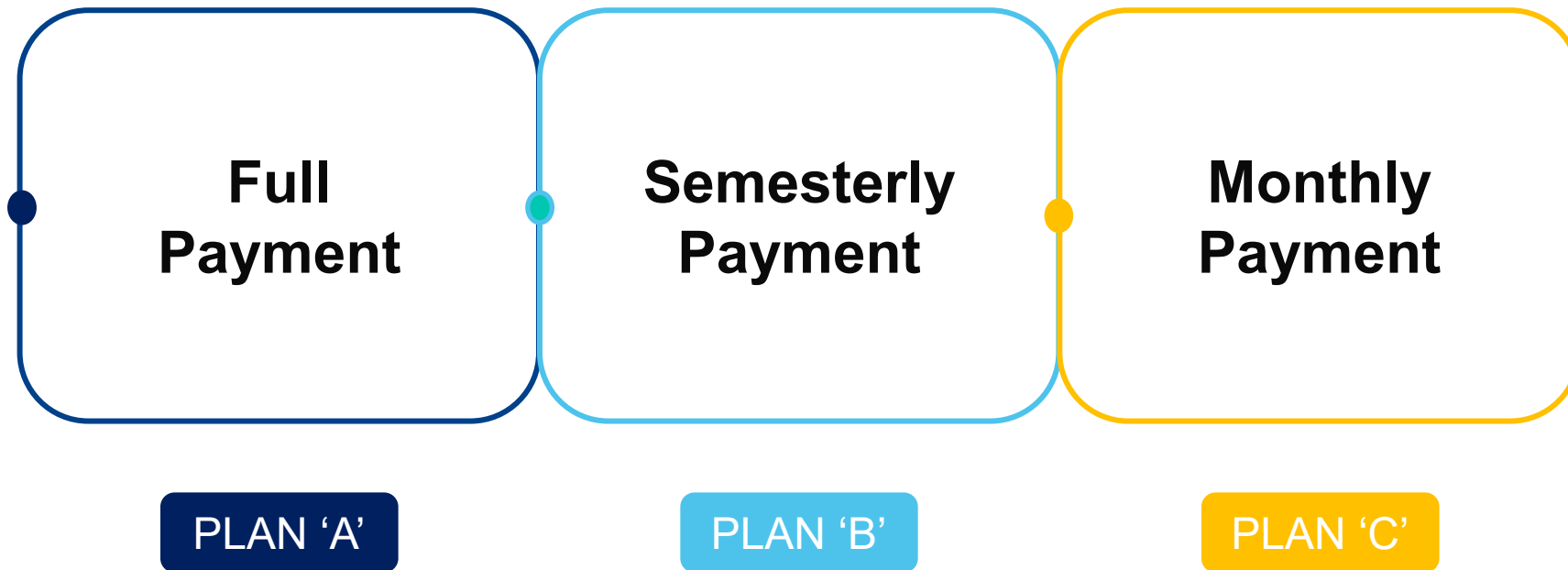
Understanding the Registration Process

- Payment Plan Selection
- Tuition Fee Payment
- Confirmation of Personal Information & Agreement to UTech, Ja.'s Regulations

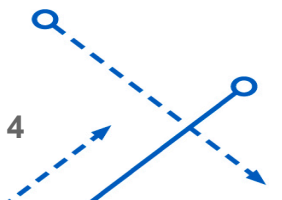




Payment Plan Options*



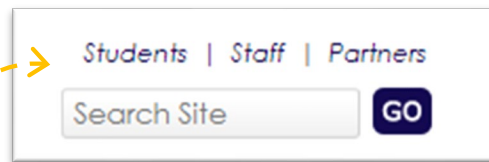
* Payment Plan Options may differ based on your programme





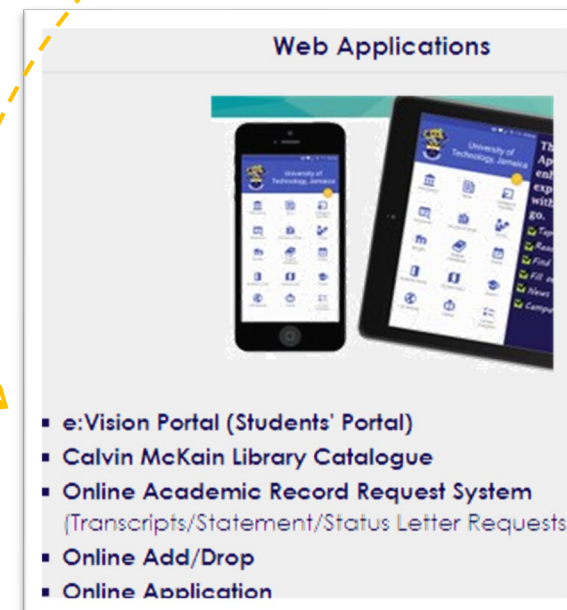
Payment Plan Option Selection

- 1 Start your browser and go to www.utechjamaica.edu.jm



- 2 Click on the **Students** link at the top right hand corner of the page.

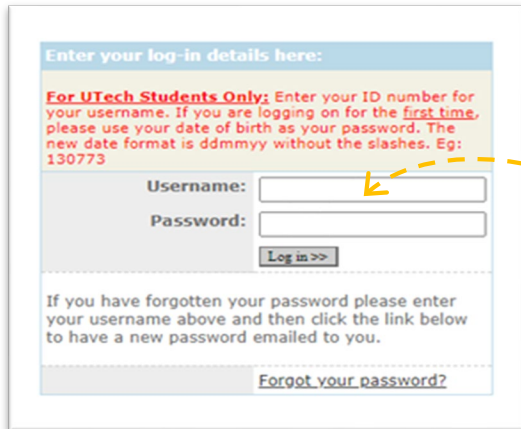
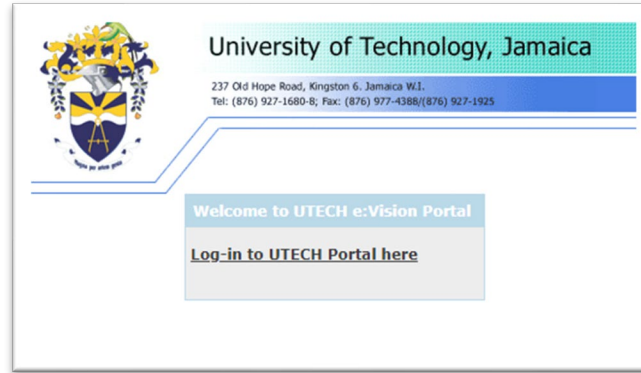
- 3 Then click on the **e:Vision Portal (Students' Portal)** link under Web Applications.





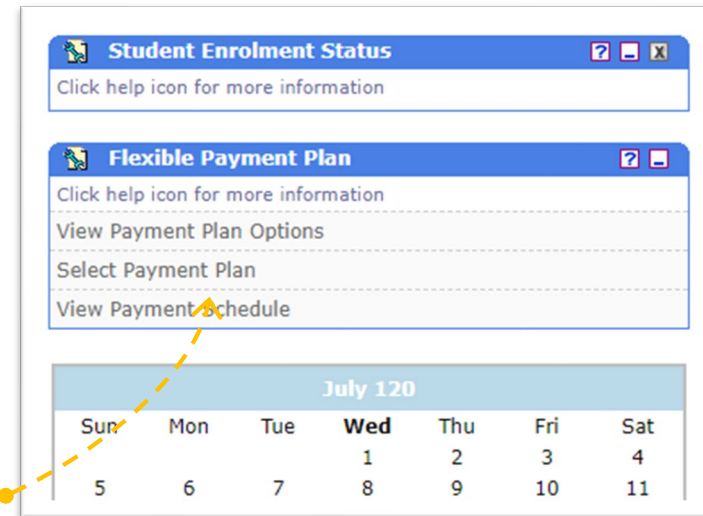
4

Click “log-in to UTECH Portal here” to continue



5

Enter your credentials
Username: { ID Number }
Password: { D.O.B }



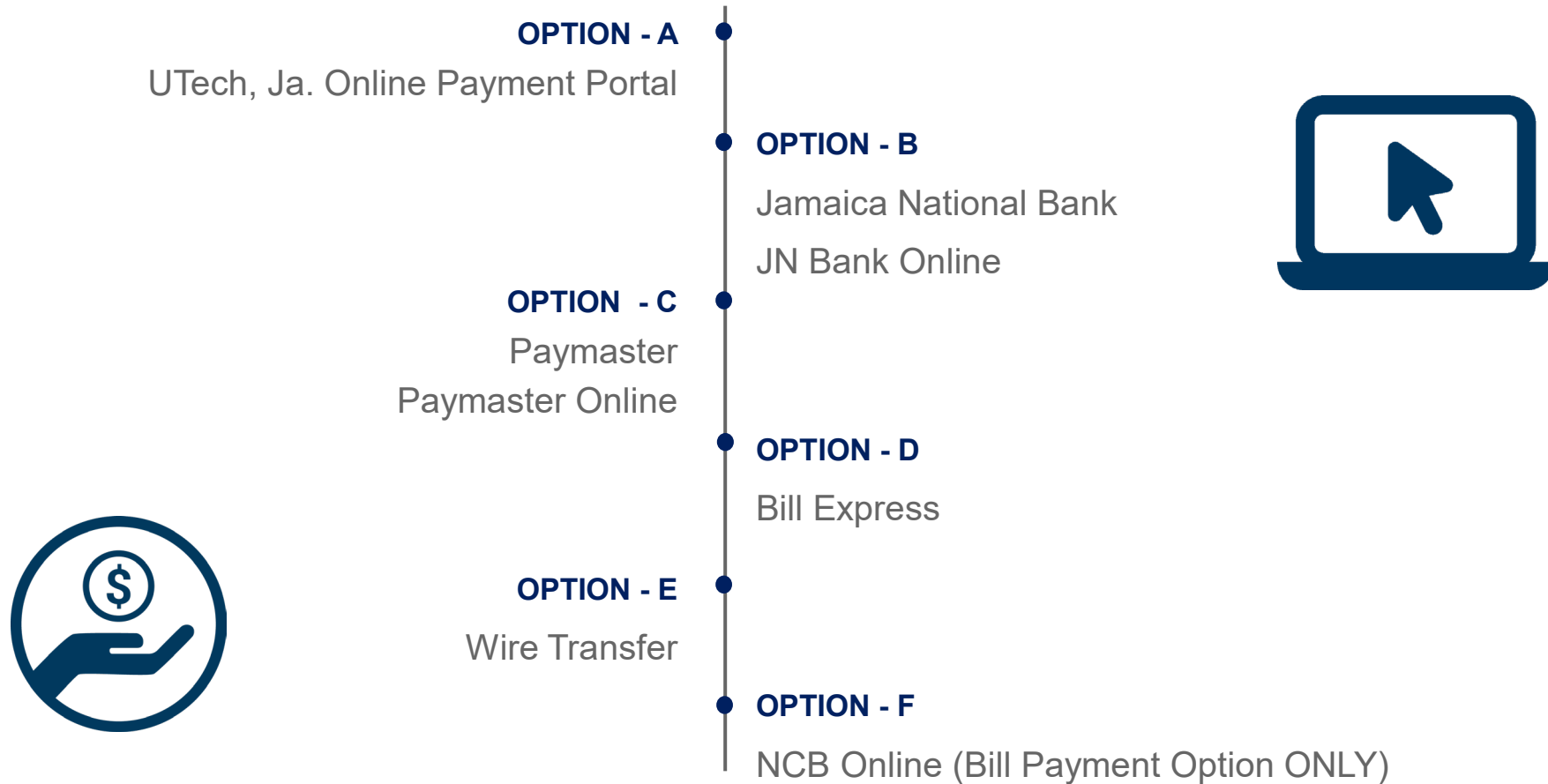
6

Once you have logged in, on your “home” page you may proceed to select your payment option

*ID number (applicant number) may be found in your corresponding letter from the university



Fee Payment Methods



Note: After payment has been made allow for two (2) working days for financial clearance.



Financial Clearance

- Return to the Student Portal after payment of fees
- Your in-tray will contain an enrolment message **'Financial Clearance Status'**
- This message will indicate whether or not you have received financial clearance from the university's Finance Department

Enter your log-in details here:

For UTech Students Only: Enter your ID number for your username. If you are logging on for the first time, please use your date of birth as your password. The new date format is ddmmyy without the slashes. Eg: 130773

Username:

Password:

If you have forgotten your password please enter your username above and then click the link below to have a new password emailed to you.

[Forgot your password?](#)

Intray

Use this page to view your messages

Intray - Messages for MARTIN GARVEY

you have 11 new/unread messages

Status	From	Received	Subject	Action
<input checked="" type="checkbox"/>	*New*	30/Jul/2020	Financial Clearance Status	Read



Confirmation of Personal Information & Agreement to UTech, Ja.'s Regulations

- After receiving Financial Clearance an enrolment message will be sent to your in-tray.
- Click on the link '**Click Here to Enrol**' and follow the instructions to complete your enrolment.

Use this page to view your messages

Intray - Messages for LIONEL TBBERT

you have 1 new/unread messages

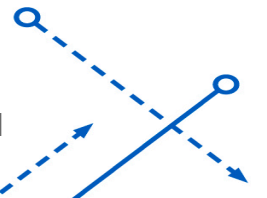
Status	From	Received	Subject	Action
<input checked="" type="checkbox"/>	*New*	02/Aug/2019	Enrolment for The 2019/0 Masters in Dental Therapy	Click here to enroll!



Other Important Enrolment Processes

- **Deferral**
Only new persons who have been given an offer of acceptance and have not engaged the system may defer. Applicant's may only defer for one year (*deadline August 21*)
- **Leave of Absence (LOA)**
A student may make request up to three weeks in semester
- **Withdrawn with Permission (WWIP)**
If modules generated and have up to two weeks before the suspension of classes. Modules remain and a 'WC' status is placed in assessment and appropriate fees charged
- **Student Medical**
- **Identification Cards (IDs)**

Note: Forms may be accessed at www.utech.edu.jm/forms





Medical Process



The “**Medical Form**” should be printed and completed.



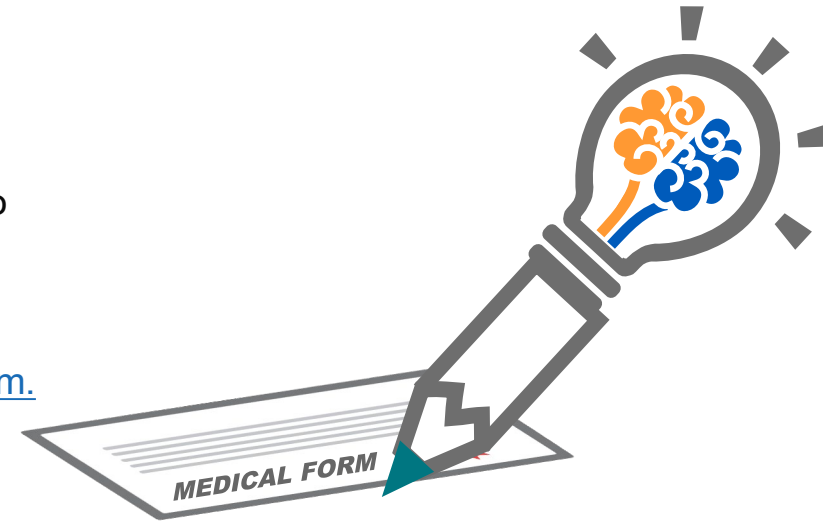
The **completed form** should be submitted to the Medical Centre along with:

- Diagnostic Test Results
- Immunization Card

and emailed to studentmedical@utech.edu.jm.



Receipt of the electronic mail will be acknowledged within **5 working days**.



Note: The **FULL LIST** of information may be accessed at <https://www.utech.edu.jm/campus-experience/medcentre>



Student Identification Card

- Once the Medical Process has been correctly **completed**, your name will be submitted to the Safety & Security Department for the processing of your **Student Identification Card**.



NOTE: *Students must obtain confirmation from the Medical Centre*

- Proceed to the **Department of Safety and Security**, located on the ground floor of the Main Administration Building of the University to process your **Student Identification Card**.





Your
Registration
Process is now
Complete!



FOR FURTHER INFORMATION CONTACT

Office of Admissions & Enrolment Management

Tel.#: (876) 927-1680-8 ext. 2802

