



## TRINIDAD & TOBAGO HOSPITALITY & TOURISM INSTITUTE

### INFORMATION & INSTRUCTION SHEET FOR APPLICANTS

#### FOR USE WITH APPLICATION FORM FOR ADMISSION TO ASSOCIATE DEGREE, DIPLOMA AND CERTIFICATE PROGRAMMES

- NOTE: 1. Applicants are advised to read the information and instructions for guidance carefully before completing the application form.**
- 2. Applications will not be processed unless ALL relevant documents have been submitted.**
- 3. Numbers used from Sections A-G relate to numbers on the application form.**

#### **GENERAL**

- ❖ Complete the form legibly and accurately using **BLOCK LETTERS ONLY**. TTHTI will not process forms that are incomplete or where accompanying certificates and documents have been tampered with or altered. ***DO NOT WRITE IN THE SHADED AREAS.***
- ❖ Application forms must be completed and should be returned to TTHTI.
- ❖ An application fee of \$50.00 is applicable. This fee is non refundable and must be submitted with your application form.
- ❖ Two (2) passport size photos must be accompanied with your completed application form.
- ❖ **The following ORIGINAL documents MUST be submitted with the application.**
  - i. Birth certificate, I.D/Passport, Academic Certificate (Grade Slips accepted only in cases where the certificates are not yet available). Professional Certificates, Diploma if applicable, Marriage Certificate, Deed Poll, Affidavits (whichever is applicable) if present name is different from on documents.
  - ii. Two (2) photocopies of the academic certificate(s) as well as the birth/marriage certificate and all other documents must be submitted along with the original(s). The original(s) will be returned after verification of the photocopies.
- ❖ If there are any discrepancies with respect to your name, your application will not be fully processed until the relevant documentation is received.
- ❖ Please ensure that the name on your birth certificate and your academic certificate is the same. If there are any discrepancies you will need a statutory Declaration attesting that you are one and the same person. Check for.
  - a) Spelling
  - b) The order in which the names appear
  - c) The omission/inclusion of names
- ❖ If you use your father's surname and his name is not on your birth certificate, you will need a Statutory Declaration or copies of pages from your passport with your full name, photo and the government stamp.
- ❖ Please note that a person in full-time employment **CANNOT** be registered as a Full-time student unless written proof of approved leave is provided prior to registration.
- ❖ Candidates who will be sitting/awaiting examination results to qualify for admission may also submit applications.
- ❖ Applicants with qualifications in a language other than English must submit a certified English translation, together with the original.

**NOTE:**

**Satisfying** entry requirements does not necessarily guarantee admission to the TTHTI. Entry to a programme may be restricted due to the limited number of places available in each programme.

**SECTION A – PERSONAL DATA**

1. Title: Insert Mr., Mrs., Miss, Ms. Etc.
6. Religion/Denomination – This has no bearing on your application but is needed for considering delivery schedules.
8. Mailing Address – Enter the address to which you expect all correspondence to be sent if different from permanent address.
13. Nationality – This information will assist in determining the fees payable. Documentary evidence is required (passport/certificate of residence) as this will determine which candidate qualifies for GATE.
21. Prospective students are asked to note that TTHTI cannot guarantee accommodation. An offer of entry to the Institute gives no assurance of accommodation in a Hall of Residence.

**SECTION B – PROGRAMME OFFERED**

23. Refer to list of available programme offerings. Each applicant is permitted to apply to **one programme only** for any one year. (See TTHTI Entry Requirements Sheets).

**SECTION C – FINANCIAL RESOURCES**

26. Give details of how you expect to pay your fees for the proposed course, and who will be responsible for your maintenance/living expenses and other costs during your period of study.

**SECTION D – ACADEMIC RECORD**

28. Enter details of CXC – O’level, GCE – O’level qualification as well as A’level (if necessary).
- 29-30. Enter other qualifications – Diploma, Certificates etc.  
Information regarding High Schools/Colleges and Tertiary Institutions attended is required for the student’s records at TTHTI and **MUST** be provided.

**SECTION E – EMPLOYMENT RECORD**

31. Provide information on your entire work experience from current and previous employer. This is particularly helpful in the case of mature applicants.

**SECTION F – REFEREE INFORMATION**

32. All applicants for Associate Degree and Diploma programmes **MUST** submit two letters of Recommendation dated no more than 6 months old with Company Stamp/Letterhead together with the application form.

**SECTION G – DECLARATION**

33. This application is accepted with the understanding that the applicant has provided accurate information and is agreeing to abide by the rules and regulations of TTHTI. By signing this form, the applicant is confirming acceptance of these conditions.
34. To be signed by parent or guardian where applicable.

Further information may be obtained from:

Customer Service Representative, Marketing Department  
Trinidad & Tobago Hospitality & Tourism Institute  
Cor. Hilltop Lane and Airway Road  
**CHAGUARAMAS**  
634-1315/4250/4456 ext. 308 E-mail: info@tthti.edu.tt