INFORMATION AND INSTRUCTION SHEET FOR APPLICANTS

(For use with application form for admission to Associate Degree and Diploma 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. Sections referred to as A-G relate to sections 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 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 copies as well as the original** (for verification purposes) of the following documents must be submitted with the application:
  i. Birth Certificate
  ii. National I/D (Trinidad and Tobago) or Passport
  iii. Academic Certificates (Preliminary Grade Slips will only be accepted in cases where the Certificates are not yet available)
  iv. Craft Level Certificates (where applicable)
  v. Marriage Certificate
  vi. Deed Poll or Affidavit (whichever is applicable)
  vii. Any other documents which you may deem supportive of your application

ADDITIONAL DOCUMENTS

The following must also be submitted with the application:
- Two recent passport photos
- Two **original** recommendation letters dated no more than six (6) months prior to the submission of the application. Please note that recommendations must be type-written and provided by non-family members.

**TTHTI... the future of hospitality and tourism!**
CURRENT/RETURNING TTHTI STUDENTS

Current/Returning TTHTI students who are applying for programmes must, in addition to i - vii above, present the following:

- Two recent passport photos
- TTHTI Transcript (to be requested from our Student Services Department at a cost of $50)
- Two student recommendations from two past TTHTI Lecturers

APPLICATION NOTES

- 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.
- Please ensure that the name on your birth certificate and your academic certificate corresponds. If there are any discrepancies, we require a Statutory Declaration attesting that you are one and the same person. Check for:
  i. Spelling
  ii. The order in which the names appear
  iii. The omission/inclusion of names
- If you currently use your father's surname and his name does not appear on your birth certificate, you will be required to present a Statutory Declaration. In lieu of this, you may present copies of pages from your passport with your full name, photo and the official Government stamp.
- Candidates who are still awaiting CXC/GCE examination results or who will be sitting CXC/GCE examinations after the application date deadline may still apply to TTHTI prior to receipt of examination results. Simply state under Academic Records “Awaiting CXC/GCE results”. The results slip must thereafter be presented as soon as same is received.
- Applicants with documents in a language other than English must submit two copies of a certified English translation together with the original.
- Recommendation letters must be dated no more than six (6) months prior to the application date and must be typewritten.
- In the event there are any exclusion of documents or discrepancies with the application, same will not be processed and will be returned to the applicant.
- Prospective students desiring accommodation are asked to note that TTHTI cannot guarantee same. An offer of acceptance to the Institute gives no assurance of accommodation in the Hall of Residence.
COMPLETING THE APPLICATION FORM

Here is a simple guide to completing the Application Form:

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 G.A.T.E.

SECTION B – PROGRAMMES OFFERED

22. Refer to list of available programme offerings. Each applicant is permitted to apply for one programme only for any one year. (See TTHTI Entry Requirements Sheets) You are required to select:
   - Option 1 as the programme which you are most interested in applying for;
   - Option 2 as your second choice of course of study (in the event you are unsuccessful in option 1);
   - Option 3 then serves as your third choice (in the event you are unsuccessful in options 1 or 2)
   Please note that it is not mandatory for options 2 and 3 to be chosen.

SECTION C – FINANCIAL RESOURCES

25. 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

27. Enter details of CXC/GCE – O’ level qualification as well as A’ level qualifications (if applicable).
28. 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.
29. Same as above.
SECTION E – EMPLOYMENT RECORD

30. 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

31. All applicants MUST submit two letters of recommendation dated no more than six (6) months prior to submission.

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:
The Marketing and Customer Service Department
Trinidad & Tobago Hospitality & Tourism Institute
Cor. Hilltop Lane and Airways Road
CHAGUARAMAS
Tel: 634-2144-6
E-mail: info@tthti.edu.tt