



**University of the Virgin Islands**  
**Access and Enrollment Services/Admissions Office**

**SELECT CAMPUS:**

- St. Thomas
- St. Croix

**ENROLLMENT CONFIRMATION AND DEPOSIT FORM**

**We know you will make a great addition to the Buccaneer family! Confirm your enrollment at the University of the Virgin Islands by paying your \$100 (USD) enrollment deposit.**

This Enrollment Confirmation and Deposit form must be returned with your Deposit Fee of \$100.00 (USD) and is required of all new students in order to facilitate planning, course scheduling, advising and registration, and new student orientation.

**HOW TO MAKE PAYMENT:**

1. Log into your MyCampus Portal (account information listed below):
  - a. Under **QuickLaunch**, select the **BanWeb** App
  - b. While in the **BanWeb** App, click **Enrollment Deposit Pay By Credit Card** (highlighted in red)
  - c. STX is for the St. Croix Campus and STT is for the St. Thomas Campus
2. You can also call the **Cashier's Office** at (340) 693-1437 (St. Thomas) or (340) 692-4160 (St. Croix) to pay the fee.

**Email your completed form and/or receipt to:**

[admissions@uvi.edu](mailto:admissions@uvi.edu) for Freshman/Transfer/Rematriculated Students  
[graduateadmissions@uvi.edu](mailto:graduateadmissions@uvi.edu) for Graduate/ PhD Students

**ACCESSING MYCAMPUS PORTAL:**

1. Log into UVI's **MyCampus Portal** ([mycampus.uvi.edu](http://mycampus.uvi.edu)) using your UVI Student ID number and your default password.
2. Your default password will be the first two letters of your first name, a dash (-), the first two letters of your last name, and the last 2 digits of your UVI ID number, adding @UVI
  - a. **Example:** Sally Johnson, username: **908524036** password: **sa-jo36@UVI**

NAME	STUDENT ID (Provided in acceptance letter)
MAILING ADDRESS (PO Box or Street Number)	CITY/STATE/ZIP
PHONE NUMBER	EMAIL ADDRESS
NAME OF EMERGENCY CONTACT	RELATIONSHIP OF EMERGENCY CONTACT TO YOU
EMERGENCY CONTACT ADDRESS	EMERGENCY CONTACT PHONE NUMBER

**ENROLLMENT DECISION:**

I plan to enroll for the:

- Semester \_\_\_\_\_ Year \_\_\_\_\_

**STUDENT TYPE:**

- New Freshman
- Transfer Student
- Rematriculated Student
- Graduate Student
- PhD Student

**PLEASE READ AND SIGN**

**I Understand That:**

I am confirming my intent to enroll by making an enrollment deposit of \$100.00. If I register as expected, the deposit will be credited to the tuition charge for that semester. If I do not request a deposit refund **by May 1<sup>st</sup> for the Fall semester or December 1<sup>st</sup> for the Spring semester** and do not enroll as intended, the enrollment deposit will be forfeited and cannot be used to offset any other charges I may have incurred at UVI.

The Student Health form, including proof of immunization, must be completed, and returned to the appropriate campus Student Health Services Office prior to registration or moving on campus.

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_