



University of the Virgin Islands
"Historically American. Uniquely Caribbean. Globally Interactive"
INFORMATION SHEET FOR Ph.D. APPLICANTS



Thank you for your interest in Ph.D. Studies at the University of the Virgin Islands.

Applying to the Ph.D. Graduate Program at the University of the Virgin Islands is easy! The following checklist will assist you in completing your Ph.D. application and preparing your supporting application documents.

- ✎ Review the [Ph.D. Program Requirement Web Page](#) for information regarding your graduate program requirements including application deadlines, admission requirements, and contact information.
- ✎ Create an application account to start your application.
- ✎ All **applicants** must submit a transcript for every institution of higher education attended. **Please ensure that personal identifying information such as a student identification number or social security number appearing on any electronic document is removed or blotted out before scanning and submitting your document.** If requested by the graduate program or if you are admitted and choose to enroll, you must submit official transcripts and/or academic documents directly to the Office of Graduate Admissions. (Note: UVI will accept transcripts electronically via E-script CLICPHD@uvi.edu).
- ✎ The program requires either the [Graduate Record Examination \(GRE\)](#) or [Graduate Management Admission Test \(GMAT\)](#). If you have not done so already, request that ETS or GMAT send your scores electronically using the appropriate [code](#) for the university.
- ✎ Three (3) letters of recommendation and a personal statement are required for all applicants. Recommendation provided as well as the personal statement can be submitted directly via email CLICPHD@uvi.edu.
- ✎ You may check the [status](#) of your submitted application by logging into your online application account. The Ph.D. program to which you applied updates your application status. If you have additional questions regarding your application status, you should contact the Ph.D. graduate program directly.
- ✎ Pay a non-refundable application fee of \$25 (U.S. dollars) along with the [Tuition and Fees](#) using any of the following available options; online or over the phone using either credit/debit cards, money order or direct payment at our Cashier's Office.
- ✎ Please ensure that you verify your [residence classification](#) to assist in determination of appropriate Tuition and Fees.
- ✎ [International Students](#) are required to complete the [Certificate of Finance Form](#). You can fill and submit it online **OR** fax or scan a copy and email to CLICPHD@uvi.edu initially (for speed), but **YOU MUST SEND ALL ORIGINAL DOCUMENTS BY MAIL.**



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APPLICATION FOR Ph.D. ADMISSION

Official Use Only
Id: _____

PLEASE TYPE OR PRINT CLEARLY

BEGINNING SEMESTER <input type="checkbox"/> (August) FALL 20____	CAMPUS <input type="checkbox"/> St. Thomas <input type="checkbox"/> St. Croix <input type="checkbox"/> St. Martin	PROGRAM SPECIALIZATION (Please see PhD requirements for details) <input type="checkbox"/> CLC TRACK (Creativity and Leadership for Change) <input type="checkbox"/> ODL TRACK (Organizational Development and Leadership) <input type="checkbox"/> ELC TRACK (Educational/Academic Leadership for Change) <input type="checkbox"/> UNDECIDED									
FULL LEGAL NAME: (Do not use nicknames. International applicants: Use name as listed on passport.)											
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Family/Last	First	Middle	MAIDEN or OTHER NAMES								
PERSONAL INFORMATION											
BIRTH PLACE (State or Country)	BIRTH DATE MM DD YY / /	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> SEPARATED <input type="checkbox"/> MARRIED <input type="checkbox"/> UNKNOWN <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED	GENDER <input type="checkbox"/> Female <input type="checkbox"/> Male								
EMAIL ADDRESS _____											
ETHNICITY (optional) ___ Black non-Hispanic ___ American Indian/Alaskan Native ___ Asian/Pacific Islander ___ White non-Hispanic ___ Hispanic ___ Other _____											
RACE (optional) ___ Black non-Hispanic ___ American Indian/Alaskan Native ___ Asian/Pacific Islander ___ White non-Hispanic ___ Hispanic ___ Other _____											
COUNTRY OF CITIZENSHIP <input type="checkbox"/> U.S.A. <input type="checkbox"/> Naturalized U.S. # _____ Permanent Resident # _____ Non – U.S. Citizen: Specify Country _____ Visa Type _____											
RESIDENCE CLASSIFICATION (See Residence Classification Form) ___ U.S.V.I. Resident ___ Non-Resident ___ International											
Have you ever been convicted of a crime, other than a traffic violation? ___ Yes ___ No <input type="checkbox"/> Felony or <input type="checkbox"/> Misdemeanor If yes, explain: _____ _____											
Are you a U.S. Veteran or a Dependent of one? ___ Yes ___ No											
CURRENT MAILING ADDRESS Apt/Street/P.O. Box _____ City/Province _____ State/Country _____ Zip/Postal Code _____ Contact Tel # _____ Email _____		PHYSICAL ADDRESS (If different from mailing) Apt/Street/P.O. Box _____ City/Province _____ State/Country _____ Zip/Postal Code _____ Contact Tel # _____ Email _____									
EMERGENCY CONTACT ___ Parent ___ Legal Guardian ___ Other, please specify: _____											
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;">Last Name</td> <td style="width: 25%; border: none;">First</td> <td style="width: 25%; border: none;">Middle Initial</td> <td style="width: 25%; border: none;">(Area Code) Phone Number</td> </tr> <tr> <td style="border: none;">Address</td> <td style="border: none;">City</td> <td style="border: none;">State</td> <td style="border: none;">Zip Code</td> </tr> </table>				Last Name	First	Middle Initial	(Area Code) Phone Number	Address	City	State	Zip Code
Last Name	First	Middle Initial	(Area Code) Phone Number								
Address	City	State	Zip Code								
EDUCATIONAL BACKGROUND INFORMATION											
Have you previously applied for admission to UVI? ___ Yes ___ No If yes ___ Accepted ___ Denied											
Have you ever attended UVI before? ___ Yes ___ No											
Are you a currently enrolled student? ___ Yes ___ No (If yes, please state Program _____)											
Have you taken the GRE ? ___ Yes ___ No When? (Year) _____ Have you taken the GMAT ? ___ Yes ___ No When? (Year) _____											
Have you taken the TOEFL ? (Test of English as a Foreign Language) ___ Yes ___ No When? (Year) _____											

PLEASE TURN OVER

NAME OF APPLICANT		DATE OF BIRTH (MM/DD/YY)				
List below ALL educational institution attended (including UVI, if applicable). Include dates attended and degree(s) received. Start with the most recent first.						
	Dates of Attendance		Hours already completed	Completed		Degree Earned
List below ALL institutions attended (in chronological order)	From	To		Yes	No	

SIGNATURE PAGE

THIS APPLICATION MUST BE SIGNED AND DATED BY THE APPLICANT BEFORE ANY ADMISSION ACTION CAN BE TAKEN. I understand that withholding information requested on this application or giving false information may make me ineligible for admission to the University of the Virgin Islands, or subject to dismissal. I certify that the statements I have made on this application are true and complete.

Signature _____

Date ____/____/____
Month Day Year

CONTACT INFORMATION

St. Thomas Campus Address:
8266 John Brewer’s Bay
St. Thomas, V.I. 00802-6025
Tel: (340) 693-1160
Fax: (340) 693-1167
E-mail: CLICPHD@uvi.edu

St. Croix Campus Address:
RR #1 Box 10,000, Kingshill
St. Croix, V.I. 00850-9781
Tel: (340) 692-4158
Fax: (340) 692-4115
E-mail: CLICPHD@uvi.edu



THANK YOU FOR APPLYING & WARM WELCOME