

STUDENT PERMIT

Important: Upon entry into Trinidad and Tobago, your passport would have been stamped for two to four weeks during which time you are expected to apply for your student permit. All foreign students without permits are required to apply for one.

You will need to take the following documents to the Immigration Division at No. 116 Frederick Street, Port of Spain.

1. Completed Immigration Forms (available at the Immigration Office)

- Application for Student Permit.
- Application for Extension of Landing Certificate/Change of Status.
- Information/Interview for Student Permit.

2. Continuing Students

- Copies of previous student permits and relevant completion certificates.
- Student Assessment Form.

3. Proof of Acceptance

- An acceptance letter addressed to the Immigration Division. This is not the acceptance letter which was sent electronically to you and allowed your entry into Trinidad and Tobago, but one that you will need to request at the school that you will be attending.
- Your tuition receipt from the Bursary/School Office.
- Academic Certificates from High School and University (where applicable).

4. Proof of Identity

- A copy of the bio-data page of your passport. This is the page with your passport picture.
- One passport size photo.

5. Proof of Financial Support

- Financial statements from self or otherwise, for example, parents, scholarship, student loans etc.
- Your rent receipt. Please note that if you are being accommodated by a relative/friend where you are not required to pay rent, a letter from that person stating that he/she is allowing you to stay at his/her residence for the duration of your course can be submitted in lieu of this, together with the person's identification card or passport .

- If staying with a host, a copy of the bio-data page of the host’s passport is required. If host is neither a citizen/resident of Trinidad and Tobago, a copy of present landing certificate must be submitted.
- Letter of employment and Work Identification (where applicable) – former and present.
- A copy of your return ticket or bond.

6. Fee Structure

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| • Fee for Student Permit Application | TT\$200.00 |
| • Extension Fee | TT\$100.00 |
| • Visa Fee (if applicable) | TT\$400.00 |
| • Caricom Extension Fee | TT\$ 50.00 |
| • Student Permit | TT\$100.00 |

(If students are here for less than ninety (90) days the Extension Fee does not apply).

7. Additional Information

- Applicants between the ages of 16-18 must have a letter of consent from parents or guardian
- Please submit copies of **ALL** original documents.