



USM

NEW STUDENT REGISTRATION PROCESS

CHOOSE YOUR COURSES

STEP 1: REVIEW AND SELECT COURSES BASED ON YOUR PLACEMENT RESULTS

STEP 2: FILL IN THE TOP SECTION OF THE REGISTRATION PROCESSING FORM

PAY REGISTRATION

STEP 3: PAYMENT OF THE REGISTRATION FEE CAN BE DONE VIA USM BUSINESS OFFICE, THE BANK BY BANK DEPOSIT, OR VIA INTERNET BANKING TRANSFER. THE ACCOUNT NUMBERS FOR USM **WINDWARD ISLAND BANK ARE 80969100 (USD) OR 80969307 (ANG)**. PLEASE INCLUDE YOUR NAME AND THE SEMESTER IN THE MEMO/DESCRIPTION SECTION OF YOUR PAYMENT.

STEP 4: FORWARD TO THE BUSINESS OFFICE (PAYMENTS@USM.SX) YOUR COMPLETED FORM AND PROOF OF REGISTRATION FEE PAYMENT.



MEET WITH YOUR ADVISOR

STEP 5: SCHEDULE A MEETING WITH YOUR ADVISOR WHO IS INCLUDED IN YOUR PLACEMENT RESULTS EMAIL. YOUR ADVISOR WILL HELP YOU COMPLETE THE REGISTRATION FORM BY CHOOSING YOUR COURSES.

STEP 6: COMPLETE THE REST OF THE REGISTRATION PROCESSING FORM, SIGN IT, AND ENSURE THAT YOUR ADVISOR HAVE SIGNED IT.

CONFIRMED REGISTRATION

STEP 7: ARRANGEMENT WILL BE MADE VIA THE STUDENTS SERVICES CENTER (SSC) OR REGISTRAR FOR PROCESSING. ONCE PROCESSED YOU WILL RECEIVE A STATEMENT OF YOUR TOTAL TUITION AND FEES FOR THE SEMESTER. PLEASE MAKE PAYMENT OF THE AMOUNT DUE BY THE DEADLINE GIVEN ON THE BOTTOM OF THE STATEMENT YOU RECEIVE USING THE METHOD OUTLINED IN POINT 3.

PAY TUITION



STEP 8: MAKE PAYMENT / PAYMENT ARRANGEMENTS VIA THE BUSINESS OFFICE TO NOW COMPLETE ENROLLMENT

STEP 9: FINALIZE YOUR REGISTRATION BY MAKING PAYMENT OF TUITION AND FEES TO THE UNIVERSITYS WIB ACCOUNT, AS PER POINT 3, BY THE GIVEN DEADLINE. EMAIL YOUR PROOF OF PAYMENT TRANSACTION FROM THE BANK BY THE PAYMENT DEADLINE ALONG WITH YOUR STATEMENTS TO THE BUSINESS OFFICE (PAYMENTS@USM.SX). IF YOUR TUITION WILL BE PAID BY GOVERNMENT OR ANOTHER FUNDING SOURCE, PLEASE PRESENT OFFICIAL WRITTEN PROOF OF SUCH BEFORE THE PAYMENT DUE DATE.

STEP 10: IF YOU ARE UNABLE TO MAKE FULL PAYMENT BY THE STATED DEADLINE, ATTEND OR EMAIL THE BUSINESS OFFICE (PAYMENTS@USM.SX) IN ADVANCE OF THE PAYMENT DUE DATE TO MAKE PAYMENT ARRANGEMENT. YOU ARE ALSO RESPONSIBLE FOR MAKING ANY PAYMENTS ON OR BEFORE THE DATES AGREED UPON IN THE PAYMENT SCHEDULE.

STUDENTSERVICES@USM.SX



USM

CONTINUING STUDENTS REGISTRATION PROCESS

CHOOSE YOUR COURSES



STEP 1: REVIEW AND SELECT COURSES YOU WOULD LIKE TO TAKE.

STEP 2: FILL IN THE TOP SECTION OF THE REGISTRATION PROCESSING FORM



PAY REGISTRATION

STEP 3: PAY YOUR REGISTRATION FEE AT USM BUSINESS OFFICE OR VIA THE BANK, EITHER THROUGH BANK DEPOSIT OR TRANSFER USING ONLINE BANKING. USM **WINDWARD ISLAND BANK ACCOUNTS ARE 80969100 (USD) OR 80969307 (ANG)**. PLEASE ENSURE THAT YOUR NAME AND THE SEMESTER ARE STATED IN THE MEMO/DESCRIPTION OF THE PAYMENT.

STEP 4: FORWARD TO THE BUSINESS OFFICE (PAYMENTS@USM.SX) YOUR COMPLETED FORM AND PROOF OF REGISTRATION FEE PAYMENT.

MEET WITH YOUR ADVISOR



STEP 5: SCHEDULE A MEETING WITH YOUR ADVISOR TO REVIEW AND APPROVE YOUR COURSES.

STEP 6: COMPLETE THE REMAINDER OF THE REGISTRATION PROCESSING FORM, SIGN IT, AND SEND IT TO YOUR ADVISOR OR REPRESENTATIVE FOR SIGNING.



CONFIRMED REGISTRATION

STEP 7: ARRANGEMENT WILL BE MADE VIA THE STUDENTS SERVICES CENTER (SSC) OR REGISTRAR FOR PROCESSING. ONCE PROCESSED YOU WILL RECEIVE A STATEMENT OF YOUR TOTAL TUITION AND FEES FOR THE SEMESTER. PLEASE MAKE PAYMENT OF THE AMOUNT DUE BY THE DEADLINE GIVEN ON THE BOTTOM OF THE STATEMENT YOU RECEIVE USING THE METHOD OUTLINED IN POINT 3.

PAY TUITION



STEP 8: MAKE PAYMENT / PAYMENT ARRANGEMENTS VIA THE BUSINESS OFFICE TO NOW COMPLETE ENROLLMENT

STEP 9: FINALIZE YOUR REGISTRATION BY MAKING PAYMENT OF TUITION AND FEES TO THE UNIVERSITYS WIB ACCOUNT, AS PER POINT 3, BY THE GIVEN DEADLINE. EMAIL YOUR PROOF OF PAYMENT TRANSACTION FROM THE BANK BY THE PAYMENT DEADLINE ALONG WITH YOUR STATEMENTS TO THE BUSINESS OFFICE (PAYMENTS@USM.SX). IF YOUR TUITION WILL BE PAID BY GOVERNMENT OR ANOTHER FUNDING SOURCE, PLEASE PRESENT OFFICIAL WRITTEN PROOF OF SUCH BEFORE THE PAYMENT DUE DATE.

STEP 10: IF YOU ARE UNABLE TO MAKE FULL PAYMENT BY THE STATED DEADLINE, ATTEND OR EMAIL THE BUSINESS OFFICE (PAYMENTS@USM.SX) IN ADVANCE OF THE PAYMENT DUE DATE TO MAKE PAYMENT ARRANGEMENT. YOU ARE ALSO RESPONSIBLE FOR MAKING ANY PAYMENTS ON OR BEFORE THE DATES AGREED UPON IN THE PAYMENT SCHEDULE.

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