



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](mailto: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](mailto: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](mailto:CLICPHD@uvi.edu) initially (for speed), but **YOU MUST SEND ALL ORIGINAL DOCUMENTS BY MAIL.**