Step 1: Go to the college website - https://tcicc.edu.tc/

Step 2: Click on "**Start your application**"

Step 3: Create an Account – for New Applicant

> *Instruction:* For new applicants click on "**here**" circled in the picture below. The "Returning Applicants" on the left-hand side is used to login for those persons who have startd an application and have not submitted it yet. This online application allows you to start your application and return to it if you have not completed all sections.

> *Instruction:* Fill out the form below with the required information. Where it says "Enter ID Number", please use any national ID number preferably your **passport number** or any of the following: birth certificate number, driver's license, NHIB, NIS, etc. Please note your ID number used in the event that you are required to enter it at another time. The number must be nine (9) digits. Where the number is less use zeros to the left to complete it. Use zeros also to replace letters also. For example the Drivers License J12345 use 00012345.

Below is an example for you as a guide.

Instruction: Please ensure that you enter a valid email address. You will receive an email with a validation code, copy the code and paste it in the box below.

Here is an example of the email. Please notice that it has the validation code as well as the user name and temporary password for you to start your application. You can also use your email address and the temporary password to return to your application if you have not completed all sections and click Submit in one go.
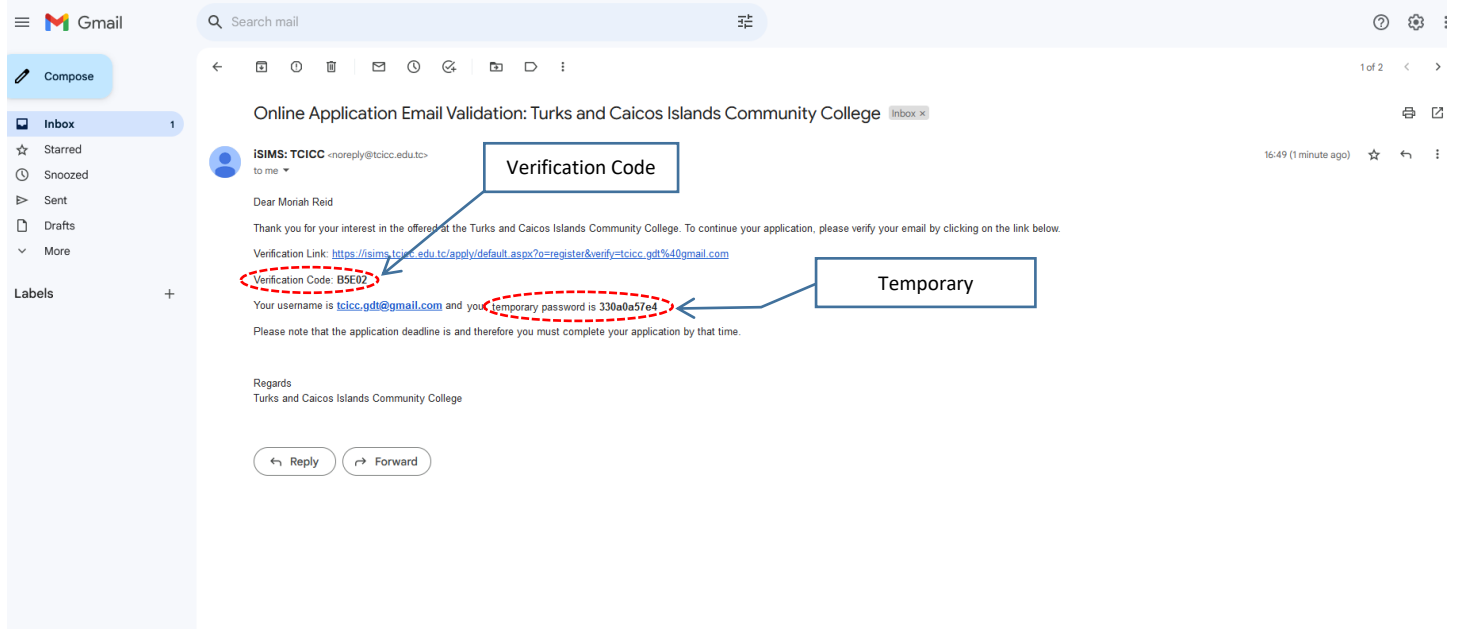
The message below will be displayed that your email address is now verified. You can now use the username and password in the email to sign in and start your application. Please note that you cannot create another account with the email address.
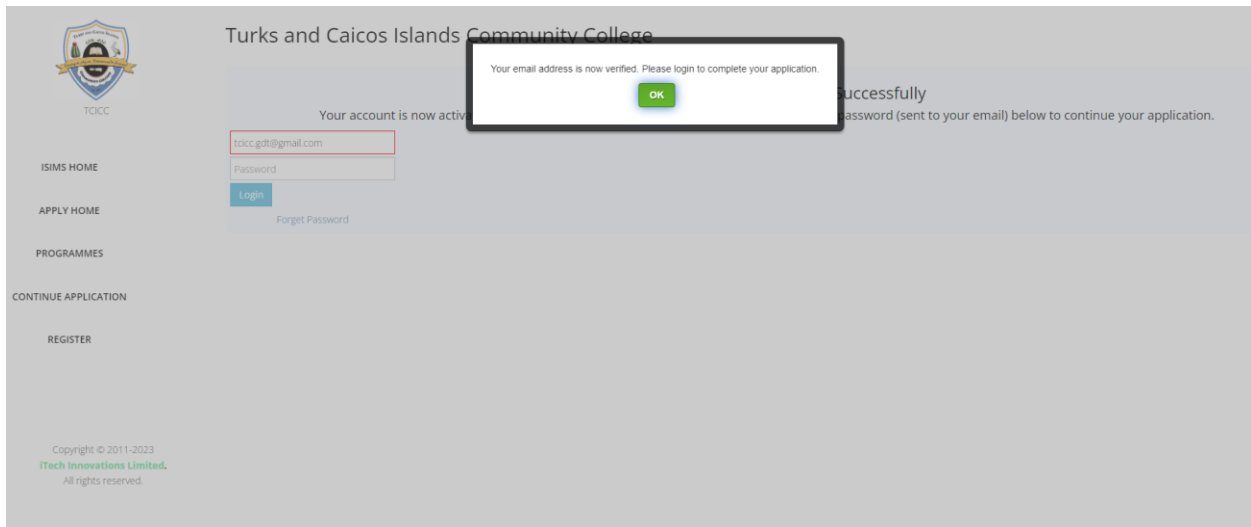
Here is an example of the email with the Verification Code as well as the username and password.
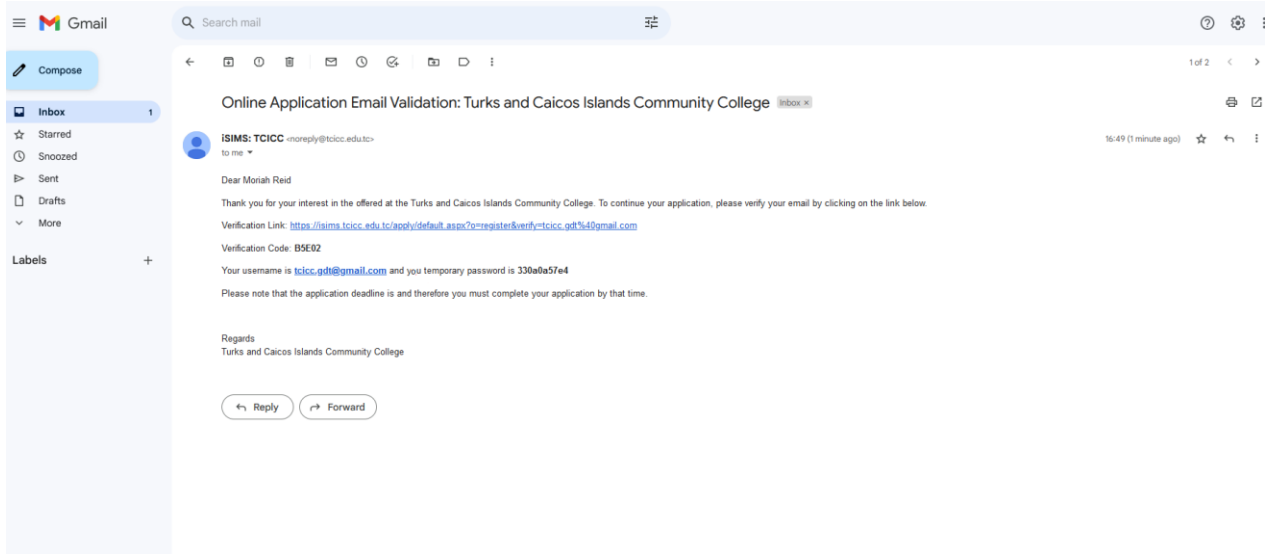
INSTRUCTION: Login in to start your application using the login credentials in your email.
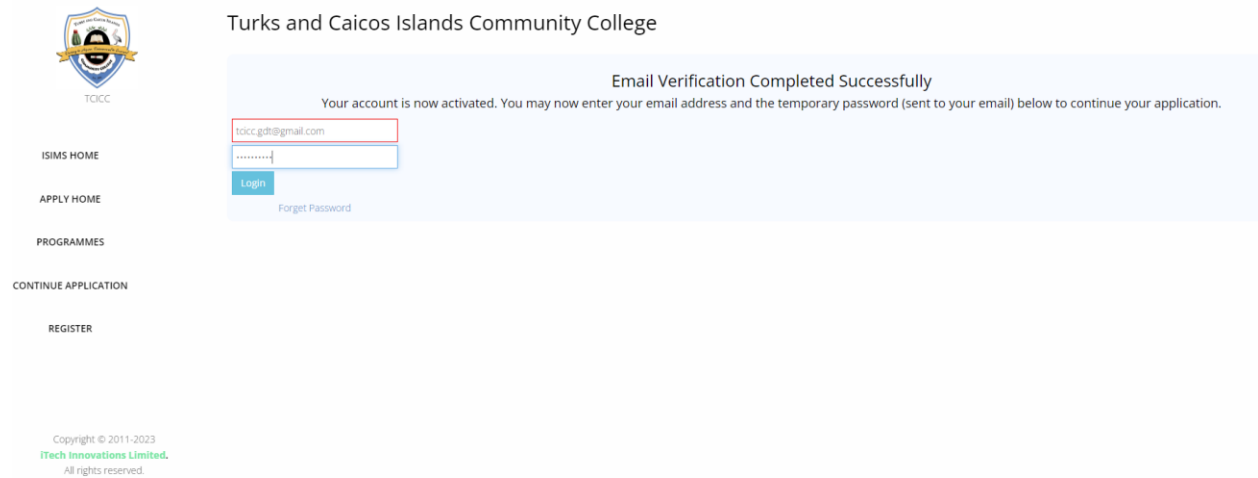
INSTRUCTION: Once your sign in you will see a screen like the one below. Update your information and then select the Program you are applying for. Please note that programs are offered by the campus, so select a program based on the campus you want to attend. The campus is in enclosed in brackets at the end of each program name.

INSTRUCTION: After you have selected the program of your choice, click on Next. You can also Edit Selection before you click on Next.

INSTRUCTION: Fill out your contact information in the form below. If your mailing address is different from your home address, please complete that as well. Otherwise, you can click on "Copy Home to Mailing Address". When you are finished click on Next.

Below is an example of how the above section is completed.

"Copy Home to Mailing Address" if needed and then click on Next to continue your

INSTRUCTION: Fill out your "Emergency Contact" and "Next of Kin", information in the form below. Make sure that the information provided here is accurate in the event we will need this information. It is always good to have at least two persons on file, thus avoid using the same person for both areas. When you are finished click on Next.

Turks and Caicos Islands Community College

TCICC

ISIMS HOME

APPLY HOME

APPLICATION HISTORY

CHANGE PASSWORD

LOGOUT

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Welcome Moriah Reid

TRN	310820101	Date Of Birth	August 20, 2004
First Name	Moriah	Last Name	Reid
Middle Name		Gender	○ Male ● Female
Nationality	Turks and Caicos Islands ∨	Marital Status	Single ∨

Choose File No file chosen

Upload

You are now at step 3 of 8

Emergency Contact

First Name		Last Name	
Relationship	Select Relationship ∨		
Mobile 1	Eg.: 8765551212	Mobile 2	Eg.: 8765551212
Work No.		Work Ext.	
Home No.		Email Address	
Street/Apt No.		Town	
Post Office			
Country	Turks and Caicos Islands ∨	Island	Select Island ∨

Next of Kin

First Name		Last Name	
Relationship	Select Relationship ∨		
Mobile 1	Eg.: 8765551212	Mobile 2	Eg.: 8765551212
Work No.		Work Ext.	
Home No.		Email Address	
Street/Apt No.		Town	
Post Office			
Country	Turks and Caicos Islands ∨	Island	Select Island ∨

Clicking the Next or Previous button will validate and save the information on the page.

Previous   Next

INSTRUCTION: Fill out your qualification by selecting the appropriate dropdown list box for each subject and then click on "Save". Repeat the steps for all subjects. You can also remove a subject if you made an error.

Below is an example of how to add your qualifications. If your examination body is not listed just select "Not Listed" and add your subject. In the "Other" section you will have a chance to enter that information. You can remove a subject that was added in error by clicking on the "Remove" button beside the subject.

Turks and Caicos Islands Community College

TCICC

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APPLICATION HISTORY

CHANGE PASSWORD

LOGOUT

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iTech Innovations Limited.
All rights reserved.

Welcome Moriah Reid

TRN	310820101
First Name	Moriah
Middle Name	
Nationality	Turks and Caicos Islands ▾

Date Of Birth	August 20, 2004
Last Name	Reid
Gender	○ Male ● Female
Marital Status	Single ▾

Choose File No file chosen
Upload

You are now at step 4 of 8

Qualification

Qualification - (examination records including exams to be taken for CXC, CSEC, CAPE, GCE and others)

Examination Body Select Examination Body ▾
Subject Select Subject ▾
Grade Select Grade ▾ Date Select Year ▾
Save

Exam Body	Subject	Grade	Date	
CSEC	Biology	1	2022	Remove
Not Listed	Art and Craft	E	2022	Remove
GCE	Chemistry	A	2022	Remove
CSEC	English A	2	2022	Remove
CSEC	Applied Mathematics	1	2022	Remove

INSTRUCTION: Complete each educational item by selecting the desired dropdown list box and clicking "Save". See the example below, and then click Next to move on. Additionally, you can click on "Remove" if an entry was made in error.

Education

Education - List all educational institutions attended and any other programmes or courses you have completed, which you wish to used to satisfy the Matriculation Requirements

Institution/School Select Institution/School ▾
From Select From ▾ To Select To ▾
Certification Select Certification ▾ Award Select Award ▾
Area/Specialization Select Area/Specialization ▾
Save

Institution/School	Certification	Area/Specialization	From	To	Award	
Other	Certificate	Mathematics and Computer Studies	2020	2022	Not Applicable	Remove
Clement Howell High School	Diploma	Computer Science	2015	2020	Honours	Remove

Clicking the Next or Previous button will validate and save the information on the page.

Previous Next

INSTRUCTION: Complete the "Work Experience" section and click "Save" or state what you were doing if not employed. Click "Next" to move on.

Turks and Caicos Islands Community College

Welcome Moriah Reid

TRN	557788009	Date Of Birth	August 20, 2004	
First Name	Moriah	Last Name	Reid	
Middle Name		Gender	○ Male ● Female	
Nationality	Turks and Caicos Islands	Marital Status	Select Marital Status	

Browse... No file selected.
Upload

You are now at step 5 of 8

Work Experience

Employer [ ] Position Held [ ]
Address [ ]
From [e.g.: May 12, 2010] To [e.g.: May 12, 2010]
Save

Please use at least a valid month and year for the From and To field. The day can be estimated if not known

Employer	Position	Address

Not Employed

What have you been doing?
[ ]

Clicking the Next or Previous button will validate and save the information on the page.
Previous Next

The example below can be used as a guide.

You are now at step 5 of 8

Work Experience

Employer [ ] Position Held [ ]
Address [ ]
From [e.g.: May 12, 2010] To [e.g.: May 12, 2010]
Save

Please use at least a valid month and year for the From and To field. The day can be estimated if not known

Employer	Position	Address	From	To	
KFC	Server	Overback	15-12-2022	07-01-2023	Remove

Not Employed

What have you been doing?
[ ]

Clicking the Next or Previous button will validate and save the information on the page.
Previous Next

INSTRUCTION: Complete the "Clubs and Societies" Section and then add at least two References. You can also select "Other" if your club is not listed. You can also choose to include the cub name in the position section as in the example below. As usual, the "Remove" button is available beside each entry in the event that an error was made.

In the example below, a club was selected from the list. Notice also that two clubs were entered, and "Other" was selected, as that club was not on the list. Additionally, you can select "Not Applicable" if you have not joined a club. The remove button can be used to remove information that was entered incorrectly.

INSTRUCTION: The "**Other**" section captures several pieces of information that we need to know about you that were not captured in the previous sections. Please read carefully and select the appropriate response. Some areas have options to select one from while others have text boxes for you to write.

Other

Mode of Study

○ **Full-Time** ○ **Part-Time**

Student Application Category

○ **International** ○ **Mature** ○ **New** ○ **Returning** ○ **Transfer**

If Returning student, Student ID Number?

Semester

○ **Fall** ○ **Spring** ○ **Summer**

School Year

○ **2023/2024** ○ **2024/2025** ○ **2025/2026**

Campus

○ **Grand Turk** ○ **Providenciales** ○ **Online**

Academic Programme of Study 2nd Choice if 1st is not available.

Nationality

Place of Birth

[text field]

Passport Expiration Date (dd/mm/yyyy)

[text field]

Turks & Caicos Islands Immigration Status

○ **British Overseas Territory Citizen TCI** ○ **Endorsee - Child** ○ **Endorsee - Spouse** ○ **Freelance Permit Holder** ○ **Permanent Resident** ○ **Resident Permit Holder** ○ **Student Visa** ○ **Work Permit Holder** ○ **No legal residency status within the TCI** ○ **Turks & Caicos Islander**

Are you an exceptional learner/individual?

○ **Yes** ○ **No**

If yes, please provide a brief description

[text field]

Do you have any learning challenges?

○ **Yes** ○ **No**

If yes, please provide a brief description

[text field]

Are there any chronic medical issues that the TCI Community College should be aware of?

[text field] Ⓖ

Last Institution Attended

[text field]

City/Country

[text field]

Program/Subject Area

[text field]

Year

[text field] Ⓖ

Credentials Achieved

[text field]

Other Examinations Taken not listed above

[text field]

Subject

[text field]

Exam Body

[text field]

Year

[text field]

Grade Achieved

[text field]

Self Statement: In no more than 300 words, describe briefly, the experiences and influence

[text field]

Clicking the Next or Previous button will validate and save the information on the page.

[Previous] [Next]

INSTRUCTION: Please upload all the required documents, which are circled in red below in the picture. Select "Document Type" from the dropdown list and then click on "Browse" to locate the appropriate file to attach. You can also add a brief description of the document if desired. Click on the "Save" button to add each document. Repeat the steps until you have uploaded all the required files. You will need to upload the receipt for the payment of the application fee as well; otherwise, the application will not be processed. Banking information: **First Caribbean Bank International** payable to the **Turks and Caicos Islands Community College**. Account Number: **1596776**

INSTRUCTION: See the example below. If you uploaded a document by error, you can click on the "Delete" Button beside the document. Click on Next to move on.

INSTRUCTION: To review your application click on the "Previous" Button. When you are finished reviewing your application then click on the check box beside "I Agree to the Statement of Understanding" and then click on "Submit Application." Once you have done so then you will see another dialog box indicating "Application Submitted Successfully".

Turks and Caicos Islands Community College

Welcome Moriah Reid

TRN	310820101
First Name	Moriah
Middle Name	
Nationality	Turks and Caicos Islands ∨

Date Of Birth	August 20, 2004
Last Name	Reid
Gender	○ Male ● Female
Marital Status	Single ∨

Choose File | No file chosen

[Upload]

You are now at step 8 of 8

Statement of Understanding

☑ I Agree to the Statement of Understanding

[Submit Application]

Clicking the Next or Previous button will validate and save the information on the page.

[Previous]

Turks and Caicos Islands Community College
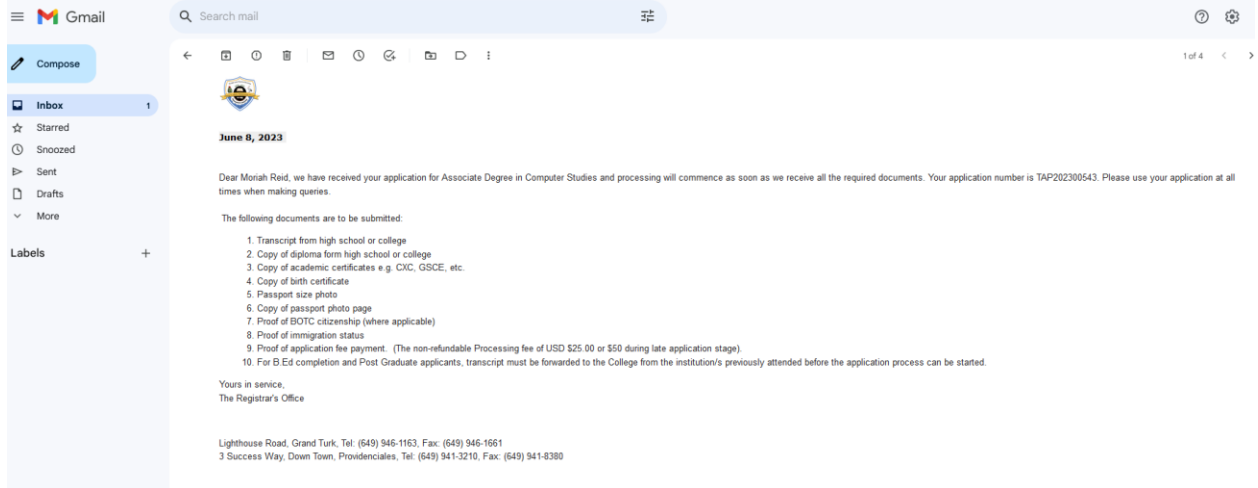
Application Submitted Successfully

TCICC

ISIMS HOME

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APPLICATION HISTORY

CHANGE PASSWORD

[LOGOUT]

INSTRUCTION: You have now summited your application. Your application will now be processed by TCICC, during which it will change status several times. During these processing stages, you will receive feedback via email on the status of your application. Thus, it is salient to keep checking your email for notification. Below is an example of the email you will receive when the application is submitted. If you have not seen this email immediately after submitting your application then check your "**Junk**" or "**Spam**" email folder.

June 8, 2023

Dear Moriah Reid, we have received your application for Associate Degree in Computer Studies and processing will commence as soon as we receive all the required documents. Your application number is TAP202300543. Please use your application at all times when making queries.

The following documents are to be submitted:

1. Transcript from high school or college
2. Copy of diploma form high school or college
3. Copy of academic certificates e.g. CXC, GSCE, etc.
4. Copy of birth certificate
5. Passport size photo
6. Copy of passport photo page
7. Proof of BOTC citizenship (where applicable)
8. Proof of immigration status
9. Proof of application fee payment. (The non-refundable Processing fee of USD $25.00 or $50 during late application stage).
10. For B.Ed completion and Post Graduate applicants, transcript must be forwarded to the College from the institution/s previously attended before the application process can be started.

Yours in service,
The Registrar's Office

Lighthouse Road, Grand Turk, Tel: (649) 946-1163, Fax: (649) 946-1661
3 Success Way, Down Town, Providenciales, Tel: (649) 941-3210, Fax: (649) 941-8380

The End!

Thanks for applying to the Turks and Caicos Islands.