

## **PLEASE READ ALL INSTRUCTIONS BEFORE SUBMITTING APPLICATION**

### **PLEASE PROVIDE THE ORIGINAL DOCUMENT AND SIX (6) COPIES IN THE FOLLOWING ORDER AS LISTED BELOW:**

1. Completed application form. Please ensure that one photo is attached to the form in the space provided for the photo prior to photocopying.
2. A valid Police Certificate of Character from the applicant's country of origin **and** from any other country where the applicant lived for six (6) months or more consecutively in the last three (3) years. (*This applies to both Nationals and Non-nationals of Trinidad and Tobago*).
  - Applicants who pursued their degrees at institutions other than their home country (within the last three (3) years) are required to submit Police Certificates of Character from the country in which they did the degree.
  - For the purpose of this process, the Police Certificate of Character remains valid for six (6) months from the date of issue.
3. Valid Passport (for applicant, dependents and spouse) – the pages with biographical details, date of issue and expiry for both nationals and non-nationals should be copied. Non-nationals are also required to provide a copy of the passport page with the Immigration stamp showing approved stay in Trinidad and Tobago.
4. Birth certificate. “A *sworn affidavit is required for applicants who left their country of birth before the age of eighteen (18) years of age.*”
5. Birth certificates of all dependents and spouse.
6. Marriage certificate, Divorce Decree or Deed of Separation where applicable.
7. a] Persons applying as **University Graduates** (holders of a Bachelor's Degree, Master's Degree and/or PhD) are required to provide university degree certificates. For degree certificates, which do not state the major or concentration, a transcript is required. In addition, University Graduates that have acquired international qualifications via local institutions need to submit a status letter from the local institution.
8. Persons applying as **Artist, Musicians, Media Workers, or Sportspersons** are required to submit, in addition to relevant qualifications, the following documents:
  - A letter from the respective National Federation or Ministry which clearly states that the applicant was registered in a particular field of art, music, sports or as a media worker.
  - Letters from previous employers clearly stating the function the applicant was performing.
  - 2 copies of portfolio of work previously done (Where pictures are provided, a brief description is needed); Portfolio would include samples of work. NB: Portfolios are not returned to the applicant.
  - **at least 5** invoices;
  - **at least 3** references which attest to work previously done.

c] Where necessary, applicants must also register with the applicable Professional Body **e.g.** the Medical Board of Trinidad and Tobago (for Doctors), Ministry of Education (for Teachers), and any registered/recognized copyright organization for Artists and Musicians.
9. A Statement on Recognition from the Accreditation Council of Trinidad and Tobago

(ACTT) is required for qualifications obtained from Universities, whether local or foreign institutions.

10. Certified translations of documents in English are required if the original document is not in English.

**Please also provide the following:**

1. Three (3) **identical** passport-sized photographs.
  - (a) All photos should be 31mm wide and 41mm high
  - (b) The chin to crown (crown is the position of the top of the head) should be 70-80% of the vertical height of the picture
  - (c) Portrait should show a close-up of the applicant's head and top of the shoulders.
  - (d) Background **must** be white.

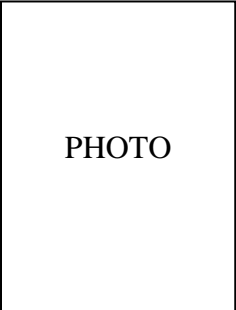
**NOTE:**

**1) Non-nationals of Trinidad and Tobago are advised to apply for the Certificate of Recognition of Caribbean Community Skills Qualification (Skills Certificate) long in advance of the expiration of their immigration stamp and Police Certificates of Character.**

**2) Applicants should note that according to the Immigration (Caribbean Community Skilled Nationals) Act 1996, 2(1), "dependent member of the family" in relation to a person means:**

- (a) **a child or step-child under the age of eighteen years;**
- (b) **a child over the age of eighteen years and wholly dependent on that person for his subsistence;** evidence must be submitted in the form of medical certificates or letter from the university, whichever applicable.
- (c) **a parent and a grandparent wholly dependent on that person for their subsistence;** proof of financial resources must be submitted along with birth certificate and passport of parent or grandparent; Medical Certificates if applicable; sworn affidavit declaring that the parent/grandparent is wholly dependent on applicant for his/her subsistence.

**PLEASE NOTE THAT INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**



**Ministry of Foreign and CARICOM Affairs**

**Republic of Trinidad and Tobago**

**St Clair Circle**

**St. Clair, Port of Spain**

**Phone: (868) 623-6894 / 285-5029 Fax: (868) 623-2170**

**E-mail: [info.csmeunit@foreign.gov.tt](mailto:info.csmeunit@foreign.gov.tt)**

**Website: <https://www.foreign.gov.tt>**

(March, 2021)

**WARNING TO ALL APPLICANTS:**

**ANY SUCH PERSON WHO MAKES A WRITTEN OR ORAL STATEMENT KNOWINGLY TO BE FALSE OR MISLEADING IS GUILTY OF AN OFFENCE AND IS LIABLE TO A FINE AND IMPRISONMENT.**

**PLEASE COMPLETE FORM IN BLOCKCAPITALS**

**APPLICATION FOR CERTIFICATE OF RECOGNITION OF  
CARIBBEAN COMMUNITY SKILLS QUALIFICATION**

**Name:** \_\_\_\_\_  
Last name First name Middle name (s)

**Gender:** Female  Male

**Marital Status:** Single  Married  Divorced  Widowed

**Country of Birth:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Profession:** \_\_\_\_\_

**Category:** University Graduate  Media Worker  Musician   
Artist  Sportsperson

**Qualifications:**

<b><u>Qualification:</u></b>	<b><u>Institution:</u></b> (Name and Address) (if done via distance learning state through which institution)	<b><u>Year</u></b>



**I, the undersigned, do solemnly declare that all statements made in this application are true. I am also aware that if a Certificate of Recognition of Caribbean Community Skills Qualification (Skills Certificate) is issued to me, I am only allowed to work in the category for which it was approved.**

Date \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

**FOR OFFICIAL USE ONLY**

**Recommended for Approval**

**Not Recommended for Approval**

**Comments:**

