





**Office of Admissions**  
University of Belize  
Hummingbird Avenue, P.O. Box 340  
Belmopan, Belize

 (501)822-1000 ext. 471/268  
 admissions@ub.edu.bz

 [www.ub.edu.bz](http://www.ub.edu.bz)  
    

## ***Application for Admission***

### **The University of Belize welcomes your application to one of our 40+ programs!**

Your application is the first step to joining the UB Black Jaguar family. Please take a moment to carefully look over the application form and instructions. It is important that you fill out all areas completely and legibly so that we can properly evaluate your application and send you a response letter in a timely manner. If you have any questions, kindly contact us at the above address.

#### **Application Process<sup>1</sup>**

1. Complete Sections 1-9 of the Application for Admission Form.
2. Use this checklist to prepare the following items to be submitted with the Application for Admission Form.
  - Pay a non-refundable **application fee** of \$30.00. Please do not mail in cash payments. Cash payments must be made at a UB Accounts Receivable Office in Belize City, Belmopan, or Punta Gorda. All cheques must be made payable to the University of Belize. Payments cannot be accepted through the bank at this time.
  - Include two **recommendations** using the forms provided. Please carefully follow the instructions that are on the forms. Applicants who are currently working may have their employer or a supervisor complete the recommendation.
  - Include one **official transcript** from **all** Secondary (high) schools attended (Four years of high school must be accounted for or an Educational Background form must be submitted). Students who are currently in 4th Form must have at least 1 quarter, term or semester of their fourth year of high school accounted for on the transcript provided to the University. Applicants seeking to transfer credits from a Junior College and/or another tertiary level institution into UB should submit **one official transcript** from each of those institutions, in addition to Secondary (high) school transcripts. Students who took courses through UB's ODL/ACE program **MUST** also submit their official grade reports along with their application.
  - Submit one **certified copy** of all **standardized test scores** you might have taken. The University of Belize considers the ATLIB, CXC, SAT, ACT, and GCE test scores.
  - Include one **certified copy** of all **certificates** from academic or professional courses/training you might have taken that you deem relevant to your admission at the University of Belize.
  - Submit a **certified copy** of the bio page (name page) in your passport or other **proof of citizenship**. The University of Belize will accept a birth certificate, passport, social security card or Nationality certificate as proof of citizenship. If you are a permanent resident (PR) of Belize submit a **certified copy** of the **Permanent Resident stamp** in addition to the bio page of your passport.
  - Submit a **certified copy** of your **photo identification (ID)** if you are submitting a proof of citizenship other than your passport. Acceptable photo identifications, other than a passport, include voter's identification or social security card.
  - Submit one recent colour **passport-size picture** with first and last name printed on the back.
3. Once you have completed 1 and 2 above, submit your application package with receipt of payment to the address above. (Please note that incomplete packages will not be accepted. UB does not assume any responsibility for information not disclosed in the application package.)

#### **Application Deadlines:**

Semester 1 (August) - last Friday in January

Semester 2 (January) - last Friday in September

<sup>1</sup> International Students please refer to the Instructions for International Students Sheet

## **Additional Important Information**

**In order to facilitate your successful completion of this process please take note of the following:**

### **Ensure to provide all the required documentation**

• Photocopies of official documents should be certified by the issuing institution, a Justice of the Peace, the Ministry of Education (Belize) or a UB Records and Admissions Office. Please note that all pages in a photocopy must be certified. See suggested wording for certification below:

I certify that this is a true copy of the document produced to me on \_\_\_\_\_.

Signature:

Name:

Authority to sign:

Telephone number:

• Past University of Belize students (from year 2000 – current) do not need to provide their UB transcript. Students from the University College of Belize, Belize Technical College, Belize Teacher's College, Bliss School of Nursing and Belize College of Agriculture must however provide their official transcript of the institution attended. These transcripts can be requested through any UB Records Department.

• The University of Belize's Regional Language Center (RLC) provides document translation services for students who need to submit documents that are in languages other than English. This service is available for Spanish and Mandarin translations only. The Regional Language Center can be reached at [jflores@ub.edu.org](mailto:jflores@ub.edu.org) or visit their website at [www.ub.edu.bz/rlc/](http://www.ub.edu.bz/rlc/)

**Also note the following additional admission requirements:**

### **Placement Tests and interviews may be required**

• The University of Belize uses the ATLIB score to determine the English and Math placement of students who have not yet taken college level courses. If you have not taken a college level English or Math course and have not taken the ATLIB exam, you will be required to sit UB's English and/or Math Placement Test. Students will be informed of test dates and cost before their intake.

• The University of Belize may require an applicant to attend an admissions interview and/or courses at the Center for Open and Distance Learning to be considered for admission. Visit the Center for Open and Distance Learning website at [www.moodle.ub.edu.bz](http://www.moodle.ub.edu.bz) and [www.codl.ub.edu.bz](http://www.codl.ub.edu.bz) for information on courses offered.

• The University may issue acceptance letters to students even before they have graduated from secondary (high) school, that is, while they are still in their 4th year. In this circumstance, the acceptance to the University is not deemed a full acceptance until the **University has received a completed transcript and a certified copy of the diploma.**

• If you are a non-Traditional (Evening Division or Home School) Student or attended a foreign school you are required to submit an **Educational Background** form along with your application to the University of Belize.

### **Deferral of Acceptance**

• Upon acceptance to the University of Belize, you may postpone your entry for up to one year. For example, if you were accepted for August 2017 you may choose not to start at that time but rather to start in January 2018 or August 2018. If you wish to defer your acceptance you will need to submit a **Deferral Form** to the Office of Admissions. Cost of deferring is \$30.00, payable at any UB Accounts Receivables Office. **Deadline to defer your acceptance: June 30 for August intake and November 30 for January intake.**

### **Change of program**

• **Deadline to submit a request to change the program applied for: last Friday in February for August intake.** Change of program requests cannot be accommodated for the January intake. Requests must be submitted using the **Change of Application Information** form. **If submitting by email, to [admissions@ub.edu.bz](mailto:admissions@ub.edu.bz), please ensure you use the email address provided in the application form.** Requests coming from any other email address will not be honored.

### **Credit Transfers**

• Refer to UB's transfer matrix at [www.portal.ub.edu.bz](http://www.portal.ub.edu.bz) for Junior College courses within Belize that are transferrable to UB. International students who want to transfer courses into UB will need to provide the Office of Admissions with an official, sealed copy, of course outline/syllabus for all courses they wish to transfer. Note that course transfers only become official when approved by a UB Dean of Faculty and the Registrar. Additional information regarding the transfer of college courses may be obtained from the **Academic Policy Manual** located on UB's website.

### **Notification on status of application:**

#### **Response letters**

• Applicants will generally receive an admissions response via email by the end of May for the August intake and the end of November for the January intake. **Response letters will only be sent to the email address provided in the application form.**

#### **Change in email contact**

• If you wish to change your email address you will be required to submit, in person, a **Change of Application Information** form along with proof of identity. **Note that it is extremely important that you provide us with a working email address when applying and that you check your email often after you have submitted your application. All correspondence to you will be done through email only. Also be sure to provide us with a cell phone number in the event that we need to send you a text message.**

#### **Incomplete applications**

• The University will not process applications that are incomplete (for those who mailed their application) or applications for persons who have a block on their account. Should you receive a block on your account after the submission of the application, please ensure that you clear the block immediately and also inform the Office of Admissions that you have done so, in order that the processing of your application may proceed. **The Office of Admissions will not be responsible for delays in processing of your application under these circumstances.** Incomplete applications and those with blocks will be destroyed after the last Friday in August for the August intake and the last Friday in January for the January intake.

All forms are located online at [www.ub.edu.bz](http://www.ub.edu.bz). For more information on entry requirements please refer to the **General Program Requirements** sheet.



# Application for Admission

Photo	<p><b>Official Use Only</b></p> <p>Receipt No. _____</p> <p>Signature (Accounts Receivable) _____ mm / dd / yyyy</p> <p>Date _____</p> <p>Signature (Admissions) _____ mm / dd / yyyy</p> <p>Date _____</p> <p>UB ID Number _____</p> <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 100px; height: 100px; margin: 20px auto;">Official Stamp</div>
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### 1. Biographical Information

_____
Last Name
_____
First Name
_____
Middle Name (if any)
_____
Former/Maiden Name (if any)
mm / dd / yyyy
_____
Date of Birth
_____
Age
_____
Gender
_____
Citizenship Status
_____
Ethnicity

### 2. Permanent Home Address

_____
Street Address
_____
Street Address
_____
Village, Town or City
_____
District or State
_____
Zip or Postal Code
_____
Country
_____
Telephone Number
_____
Email Address (required)

### 3. Current Mailing Address

(if different from permanent address)

_____
Street Address
_____
Street Address
_____
Village, Town or City
_____
District or State
_____
Zip or Postal Code
_____
Country
_____
Telephone Number
mm / dd / yyyy
_____
Effective until

### 4. Admission Information

Anticipated Start Year: 20 _____
Semester: <input type="checkbox"/> January <input type="checkbox"/> August
Intended Program (See program sheet on page 4)
_____
Degree Type: <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor
<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma
Status: <input type="checkbox"/> Part time <input type="checkbox"/> Full time
_____
Program Code
_____
Desired Campus (only for those programs offered on multiple campuses)

### 5. Application Type

Traditional Secondary School: You completed a traditional four year Secondary (High) School.

Non-traditional Secondary School: You completed an Evening Division Secondary (High) School or a Home School program.

UB ODL/ACE Pathway: You completed pre-requisite courses at UB's Center for Open and Distance Learning.

UB ID# \_\_\_\_\_

Transfer Student: You completed tertiary (Junior College) level courses or a program at an institution other than UB.

International Student: You are a citizen of a country other than Belize.

Past UB Student: UB ID# \_\_\_\_\_

### 6. Educational Background

List all secondary and tertiary institutions attended beginning with the most recent.		Dates Attended				*Diploma or certificate received or expecting
		From		To		
Name of Institution	City/Country	month	year	month	year	

\*Diploma, Leaving Certificate, CXCs, GCE O-Levels, etc. If none received, write "None."

### 6a. Standardized Exams

<input type="checkbox"/> ATLIB, Year: _____
<input type="checkbox"/> CXC, Year: _____
<input type="checkbox"/> Other: Specify: _____
_____
Year: _____

### 7. Emergency Contact

(International students please provide at least one emergency contact in Belize.)

1

_____
Last Name
_____
First Name
_____
Telephone Number

2

_____
Last Name
_____
First Name
_____
Telephone Number

### 8. Information Release Agreement

Please give us the name(s) of persons to whom confidential information and/or documents may be released. Information will not be released to individuals not listed by you (including parents/guardians).

1

_____
Last Name
_____
First Name

2

_____
Last Name
_____
First Name

### 9. Certification

<p>I certify that all information given is complete and accurate. I understand that withholding information requested or giving false information may make me ineligible for admission and enrollment or subject to withdrawal from courses and/or the University.</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>mm / dd / yyyy</p> <p>Date</p>	<p>_____</p> <p>Parent Signature</p> <p>(Required if applicant under 18 years of age)</p> <p>_____</p> <p>mm / dd / yyyy</p> <p>Date</p>
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## List of Programs

Program	Program Code	Campus Location			
		BZ	BMP	PG	CF
<b>Faculty of Education and Arts (FEA)</b>					
<b>Education Department</b>					
Associate in Primary Education (Full time)	APRE	✓	✓	✓	
Associate in Primary Education (Part time)	APRE	✓	✓	✓	
Certificate in Primary Education	CPED	✓	✓	✓	
Bachelor in Primary Education	BPRE	✓	✓	✓	
Bachelor in Biology Education	BBIE		✓		
Bachelor in Business Education (concentration Management, Accounting or IT)	BBUE		✓		
Bachelor in English Education	BENE		✓		
Bachelor in Math Education	BMAE		✓		
Diploma in Education Methodology	DEDM	✓	✓	✓	
<b>Art Department</b>					
Associate in English	AENG		✓		
Bachelor in English	BENG		✓		
Bachelor in History	BHIS		✓		
<b>Faculty of Management and Social Science (FMSS)</b>					
Associate in Business Science	ABUS	✓	✓	✓	
Associate in Tourism Studies	ATOS	✓			
Bachelor in Accounting	BACC	✓	✓		
Bachelor in Management	BMAN	✓	✓	✓	
Bachelor in Public Sector Management	BPSM	✓			
Bachelor in Tourism Management	BTOM	✓			
<b>Faculty of Nursing, Allied Health and Social Work (FNAHSW)</b>					
<b>Nursing Department</b>					
Certificate in Practical Nursing	CPRN		✓		
Bachelor in Nursing	BNUR		✓		
<b>Allied Health Department</b>					
Bachelor in Medical Laboratory Science	BMLS		✓		
Bachelor in Pharmacy	BPHA		✓		
<b>Social Work Department</b>					
Bachelor in Social Work	BSOW	✓			
<b>Faculty of Science and Technology (FST)</b>					
<b>Agriculture Department</b>					
Associate in Applied Agriculture	AAGR				✓
<b>Engineering Department</b>					
Associate in Architecture	AARC	✓			
Associate in Building & Civil Engineering	ABCE	✓			
Associate in Mechanical & Electrical Engineering	AMEE	✓			
<b>Math, Physics &amp; IT Department</b>					
Associate in Mathematics	AMAT		✓		
Associate in Mathematics & Physics	AM&P		✓		
Associate in Information Technology	AINT		✓		
Bachelor in Mathematics	BMAT		✓		
Bachelor in Information Technology	BINT		✓		
<b>Science Department</b>					
Associate in Biology	ABIO		✓		
Associate in Chemistry	ACHE		✓		
Associate in Biology & Chemistry	ABCB		✓		
Associate in Biology & Mathematics	ABMB		✓		
Associate in Chemistry & Mathematics	ACMB		✓		
Associate in Biology, Chemistry & Mathematics	ABCM		✓		
Associate in Chemistry, Mathematics & Physics	ACMP		✓		
Associate in Biology, Mathematics & Physics	ABMP		✓		
Associate in Marine Biology	AMAB		✓		
Associate in Natural Resource Management	ANRM		✓	✓	
Bachelor in Biology	BBIO		✓		
Bachelor in Natural Resource Management	BRNM		✓		

*BZ=Belize City | BMP=Belmopan | PG=Punta Gorda | CF=Central Farm*



## Recommendation Form

**To the Applicant:** Please fill in your name, address and program of interest on the recommendation forms below. Ask professionals at your current or most recently attended school (counselor, teacher, principal) or your workplace to complete this form and return it to you in an envelope that is sealed and signed. **One recommendation from school management is required for the Certificate in Primary Education students.** Submit the sealed and signed letters of recommendation in your Application Package.

### Applicant Information

Last Name _____	First Name _____	Middle Name _____	Preferred First Name _____
Address _____		City _____	District _____
Street			
Home Phone _____	Work/Cell Phone _____	Email _____	
Academic Program of Interest: _____		Program Code _____	
Program		Program Code	
Expected semester and year of entrance: _____		20 _____	
Semester			

### Recommendation Instructions

The University of Belize appreciates your willingness to evaluate the academic potential of the student named above. Your recommendation is important to the admission process and also will help in advising the applicant. Please complete this form and return it to the student in a sealed and signed/stamped envelope to be submitted with the application by the applicant.

Your name _____	Title/Position _____	Telephone _____
Email address _____		
School/Company Address _____	School/Company Address _____	
How long and in what capacity have you known the applicant? _____		
Is the applicant's academic performance a true reflection of their ability? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please give an example to represent the applicant's personal ethics.		
_____		
_____		
_____		

<p>Please rate the applicant on the following <b>attributes</b>:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 15%;">Excellent (Top 10%)</th> <th style="width: 15%;">Good</th> <th style="width: 15%;">Average</th> <th style="width: 15%;">Below Average</th> </tr> </thead> <tbody> <tr> <td>Motivation</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Leadership</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Written Communication</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Oral Communication</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Intellectual Curiosity</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Excellent (Top 10%)	Good	Average	Below Average	Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oral Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Intellectual Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Final Recommendation</b> (Check <u>one</u> box only):</p> <p><input type="checkbox"/> I highly recommend this applicant for admission to UB.</p> <p><input type="checkbox"/> I recommend that this applicant be given the opportunity to show his or her ability at UB.</p> <p><input type="checkbox"/> I recommend this applicant but I am concerned about their academic ability or personal traits.</p> <p><input type="checkbox"/> I cannot recommend this applicant for admission to UB.</p> <p style="text-align: right;">mm / dd / yyyy</p> <p>Signature _____ Date _____</p>
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Program _____	Program Code _____		
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\_\_\_\_\_  
Your name

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email address

\_\_\_\_\_  
School/Company Address

\_\_\_\_\_  
School/Company Address

How long and in what capacity have you known the applicant? \_\_\_\_\_

Is the applicant's academic performance a true reflection of their ability?  Yes  No

Please give an example to represent the applicant's personal ethics.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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