



University of Belize

Office of Admission

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

(501)822-1000 ext. 1501/1502/1510



admissions@ub.edu.bz



Paper-Based Application for Undergraduate Admission

The University of Belize welcomes your application to one of our 50+ programs! Review our program brochures or visit our website to find one that suits your interest.

Your application is the first step to joining the UB Black Jaguar family. Please take a moment to carefully look over your application form and instructions. It is important that you fill in all areas accurately, completely and legibly for a seamless process and timely admission response. If you have any related questions, kindly contact us at the above telephone numbers or email address.

Equal Opportunity for all Applicants: The University of Belize does not discriminate against applicants based on race, color, language, physical ability, age, marital and family status, gender, sexual orientation, gender identity, health status, place of residence, economic and social situation, religion, political beliefs, nationality, ethnic or social origin.

STEP 1: Complete Your Application Form

1. Undergraduate students may either apply online or submit this paper-based application, **not both**. To apply online, please visit our website at www.ub.edu.bz and follow the instructions. Postgraduate students should request postgraduate application form at admissions@ub.edu.bz
2. International Students are required to visit our University website at www.ub.edu.bz >> [Admission](#) >> [International Students](#) to review the additional admission requirements for foreign students.
3. Applicants who took courses through UB's PUED/ODL/ACE program are required to re-apply for admission by submitting a Readmission Form.
4. All applicants are required to pay a **non-refundable** application fee of **BZ\$30.00 or US\$15.00**. Cash payments cannot be mailed. Your payment receipt will need to be submitted along with your application. Any of these payment methods can be used:
 - a. UB cashier in Belize City, Belmopan, or PG campus
 - b. Persons with an existing UB student ID number can make an online bill payment to the University of Belize Atlantic Bank, Heritage Bank or Belize Bank account. Contact ar@ub.edu.bz for more information.
 - c. Cheques payable to University of Belize
 - d. International Students are required to request the Credit Card Authorization Form to complete payment. Contact ar@ub.edu.bz for more information.

STEP 2: Gather Your Supporting Documents

Kindly review the following list of items required with your application. Select only those applicable to your situation. **“Certified copy” of documents refer to documents that are authenticated by a Justice of the Peace (JP), UB Records & Admissions personnel or Apostilled for International Students.**

- Official Transcript(s): Transcripts *may* be submitted directly from your institution to UB at: etranscripts@ub.edu.bz or you may submit the hardcopy in a sealed envelope from your institution. High School students are required to submit Transcripts from **all** high schools attended – applicants currently enrolled must ensure that Transcripts **include** 1st Term of 4th Year. Transfer Students will submit current Junior College Transcripts.
- Where applicable, one certified copy of any standardized test you have taken: For e.g. ATLIB, CXC, SAT, ACT, and GCE test scores.
- Two (2) completed UB Recommendation Forms – PDF Fillable Recommendation Forms are available on our website and *may* be emailed directly from the Recommenders to UB at: etranscripts@ub.edu.bz or submitted in a sealed envelope.
- Certified copy of High School Diploma or Associate Degree: Applicants who are currently enrolled are required to submit this later.
- One certified copy of your birth certificate or the biometric page in your passport. Applicants with Permanent Resident status must submit a certified copy of the biometric page of the Passport along with the page that bears the Immigration Department PR Stamp.
- Certified copy of your Social Security Card.
- One (1) passport-size photograph. This picture will be used to generate your official UB student ID.
- Complete the **Educational Background Form**: Applicants of Non-traditional Secondary Schools, Homeschooling, Adult Continuing Education program or alternative schooling must complete this Form which is included in the application packet.
- You may include certified copies of other qualifications that may support your application.
- Application fee payment receipt (For Online Payments).

STEP 3: Submit Your Application

Once you have completed the above checklist, you are ready to submit your application package.

1. Please place your application in an envelope addressed to the Admission Office, University of Belize. Please note that incomplete packages may delay your application processing time.
2. Kindly note that the University of Belize cannot assume responsibility for information not disclosed in this application package.

Application Deadlines

- Application for Admission in August (Sem 1):
1) Early Bird – last Wednesday in March **(2) Regular – last Friday in May**
- Application for Admission in January (Sem 2): **last Friday in November**
- Application for Admission in Summer (Sem 3): **last Friday in February**

Note: Deadline for all applications to the Faculty of Health Sciences is the last Wednesday in March. Late applications will be processed upon space availability.

Admissions at The University of Belize

Past UB Students and Transcript Submission

Past University of Belize students (from the 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 Office or email records@ub.edu.bz

UB Regional Language Centre (RLC)

The University of Belize's Regional Language Centre (RLC) offers the Certificate in English as a Second Language (CESL), customized courses for other languages, and language examinations in English and Spanish. The RLC also provides translation services in English, Spanish and Mandarin. The Regional Language Center can be reached at telephone number 822-1000 extensions 1526 or via email at rlc@ub.edu.bz

UB Placement Tests

The University of Belize uses the ATLIB scores to determine the English and Math placement of students who have never taken the related College Level courses. If you applied for an undergraduate degree and have no College Level English or Math background and or you have never taken the ATLIB Exams, you will be required to sit UB's English and/or Math Placement Tests. For further information on registration and Test dates, kindly visit the Open and Distance Learning Unit at www.ubellearn.com or email odl@ub.edu.bz

Admission Interviews

The University of Belize may require an applicant to attend an interview. If an interview is required, the applicant will be notified in advance.

Pre-University Courses Continuing Education

The Open and Distance Learning (ODL) Unit at the University of Belize offers continuing education for personal growth and professional development. You may contact the ODL Unit through email at odl@ub.edu.bz or visit the website at www.ubellearn.com for information on course offerings and custom-built training opportunities.

Undeclared Major

UB offers a Major for students who are undecided about selecting a particular career pathway. In this major, students are allowed to complete the General Education Courses (GECs) then apply for a program change to their specific program of interest. All credits successfully completed in the Undeclared Major are transferred when you select your program of interest- your time and resources are not wasted!

Response to Application (Admission Response Letter)

The University of Belize is committed to responding to all applicants within 15 working days. Response Letters are sent through email to the email address provided on the application. Applicants with invalid or incorrect email addressed might receive a late response. We, therefore, urge applicants to complete the application process accurately and completely and always check their Spam and Junk emails before following up on a response.

The University may issue acceptance letters to students even before they have graduated from high school or Junior College, that is, while they are still in their final year. In this circumstance, the acceptance to the University is conditional pending the successful completion and submission of the completed Transcript and a certified copy of the Diploma or Degree.

To follow up on your application, kindly call the Admissions Office at 822-1000 or email us at admissions@ub.edu.bz

You may present your UB Student ID Number for quicker service.

Deferral of Acceptance

Upon acceptance to the University of Belize, a student may postpone his/her entry for up to one Academic Year. For example, if the student was accepted for August 2024, he/she may choose to defer to January 2025 or August 2025 (if the program is open for admission at that time). To defer, the student is required to complete a **Request for Deferral Form**, pay the processing fee and submit the form along with the payment receipt to the Admissions Office one semester in advance. The processing fee is payable at any UB Accounts Receivables Cashier, Atlantic, Heritage or Belize Bank.

Transfer Students and Credit Transfers

Applicants who have already completed an Associate degree and are transferring into an Undergraduate program may benefit from course transferability. Course(s) that meet transferability standards are added to your electronic student portal and become available to you during registration.

Students from Belizean Junior Colleges may review the University's **Course Transfer Matrix** at portal.ub.edu.bz for tertiary-level course credits within Belize that are transferrable to UB programs.

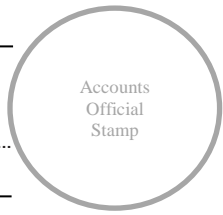
International Students desiring to transfer course credits into UB are required to have their institution provide the University of Belize with the official Course Outlines for the relevant course(s). These Course Outlines must be sent directly from the source institution to admissions@ub.edu.bz

Change in Information on Application

If you wish to change any information on your application, just send us an email at admissions@ub.edu.bz requesting the Change of Student Profile Information Form.

Thank you for applying to the University of Belize!

Photo
*(Do not staple your photo
to the application. Attach
photo using glue)*

Receipt No. _____	
Signature (Accounts Receivable) _____	
dd/mm/yyyy _____ Date	
.....	
Signature (Admissions) _____	
dd/mm/yyyy _____ Date	

Section 1- Biographical information

Full Name: _____

Legal Surname(s)
Legal First Name
Middle Name(s) (if any)

Former/Maiden Name (If any): _____ **Was your Name Changed:** Yes () No ()

Date of Birth: dd/mm/yyyy _____ **Age:** _____ **Gender:** Male / Female _____
(Specific Age requirement for the Faculty of Health Sciences)

Citizenship Status: _____ **Religious Affiliation:** _____

Ethnicity (e.g., African, Asian, Creole, Mestizo etc.): _____ **Other:** _____

Section 2 – Home Address & Contact Information

Permanent Address: _____

Street
Village/Town/City
District or State
Zip/Postal Code
Country

Mailing Address: _____

Street
Village/Town/City
District or State
Zip/Postal Code
Country

Telephone Number(s): _____ **Email Address** _____

I hereby take responsibility for updating the Records Office should my name, address, contact number and details change during my tenure at the University

Section 3 – Emergency Contacts – Mandatory

This information is mandatory in the event there is an emergency situation. All applicants are required to complete this section. International students must provide at least one emergency contact in Belize.

Contact's Full Name: _____ **Relationship:** _____ **Telephone Number:** _____

Contact's Full Name: _____ **Relationship:** _____ **Telephone Number:** _____

Section 4 – Information Release Agreement

Please provide the details 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). **This information is required if applicant is under 18 years of age.**

Full Name: _____ **Telephone Number:** _____

Relationship: _____ **Email Address:** _____

Section 5 – Medical History

The University of Belize expects all applicants to accurately complete this section. It is completely confidential and becomes part of your medical record. UB does not share this information, or any other information about your health, with anyone without your written permission. In circumstances where the student's Professors or Lecturers must be informed, the student will always be consulted prior.

Do you have any pre-existing health/mental condition? Yes No **Specify:** _____

Do you have any disability/condition that we can support you with? Yes No **Specify condition & support needed:** _____

If there is a special need or disability, UB will try to make the necessary accommodations to best assist the student. Please provide medical documentation, if possible.

Section 6 – Admission Information

Anticipated Start Year: 20 _____ Anticipated Start Semester: January August

Intended Program: _____ Status: Part-Time Full-Time
Refer to the Program Listing (Last Page)

Select the Degree Type: Associate Bachelor Certificate Diploma

For programs delivered on multiple campuses or online (Refer to the Program Listing- Last Page), kindly select your desired campus:

Belize City Bmp PG Central Farm Online Other: _____

*Second Choice Program (Optional): _____

*(In instances where there are no spaces available in your Intended Program or you do not meet your program-specific admission requirements, your application will be evaluated for your Second Choice Program)

Section 7 – Application Type

Select the most appropriate 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.
 - 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# _____
 - UB Staff Member: YES NO
- This is my first time applying to UB: YES NO

Section 8 – Educational Background

List <u>all</u> 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."

Section 9 – Standardized Exams

Select the Standardized Exam and write the year when you took or will be taking the Exam(s):

ATLIB, Year: _____ CXC, Year: _____ Other Exam(s), Year: Specify _____

Kindly state CXCs to be taken: _____

Section 10 – Conduct

Have you ever been involved in any disciplinary problems involving educational institutions, employers or the police?
 Yes No

Have you ever committed any academic misconduct at any institution you were enrolled in? Yes No

Section 11 – How Did You Learn About UB

Where did you first learn about the University of Belize?

- High School Recruitment Session
- High School Career Day
- COBEC Fair
- Another UB Student
- Facebook
- Instagram
- UB YouTube Channel
- Belize Agric. & Trade Show
- Radio/TV Ads
- Your Place of Employment
- Other _____

Section 12 – Financing Your Program

The following information is being requested for statistical purposes and to provide appropriate financial guidance where necessary. Kindly complete this section to the best of your knowledge. Be informed that all applicants are protected under our Non-Discrimination Policy and this section will not affect your admission status in any way.

Employment Status: Employed Unemployed Self-employed Full-time Student

Employer's/Company's Name: _____ How long have you been employed at this company? _____

How will you finance your education at UB: Savings Parents Sponsor Loan Salary Deduction

What financial assistance or surety has the sponsor confirmed to date?

Sponsorship Commitment Letter Verbal Agreement Other: _____

Kindly attach supporting agreement from sponsor. This may be in the form of a Letter of Intent to Pay/Affidavit of Support or any other supporting documents confirming the sponsor's intention.

STATISTICAL INFORMATION: (The following information is voluntary and will not affect your admission status.)

HOUSEHOLD ANNUAL INCOME:

- \$0.00-\$5,999
- \$6,000-\$11,999
- \$12,000-\$23,999
- \$24,000- \$35,999
- \$36,000 & above

MODE OF TRANSPORTATION:

- I do not commute
- Private Motor Vehicle
- Public Transportation
- Carpool

HOUSING PLANS:

- Live on Campus
- Rent or Board
- Live at home

Section 13 – Personal Statement

Please assist us in learning more about your personal and professional aspirations. In about 250 to 500 words, kindly write a statement of purpose (essay) outlining your accomplishments, career ambition and professional goals. Please include any extra-curricular involvements or interest you may have. Please continue your essay on the next page, if necessary.

Please assist us in learning more about your personal and professional aspirations. In about 250 to 500 words, kindly write a statement of purpose (essay) outlining your accomplishments, career ambition and professional goals. Please include any extra-curricular involvements or interest you may have.

Section 13 – Personal Statement (Cont.)

[Empty box for writing the personal statement]

Section 14 – Certification & Signature

I certify that all information given in this application is complete, true, and accurate. I understand that withholding or falsifying information may result in a revocation of an admission offer, making me completely ineligible for admission or continuation at the University. I agree that as a student, I will attend the official New Student Orientation, pay my bills, endeavor to excel, and abide by the rules and regulations of the University of Belize.

Applicant's Signature: _____ Date: _____ mm / dd / yyyy

Parent's/Guardian's Signature: _____ Date: _____ mm / dd / yyyy
(Required if the applicant is under 18 years of age)

Parent's/Guardian's email address and phone number: _____
(Required if the applicant is under 18 years of age)

The University of Belize

General Programs of Study & Preliminary Requirements

- FT=Fulltime, PT=Part-time, BC=By Cohort, OL=Online, CGPA=Cumulative GPA/ Overall GPA
- Bachelor programs with ** = Students may enter these programs directly from High School
- CXCs are **ONLY** required for the Bachelors in Nursing program

Program Name	Program Code	Campus or Location	Additional Requirements
Education Department			
Associate in Early Childhood Education (PT only)	AECE	OL	GPA of 2.0 and above in English, Mathematics and CGPA
Associate in Primary Education (FT & PT)	APRE	Bmp, Bz, PG	GPA of 2.0 and above in English, Mathematics and CGPA
Bachelor in Spanish Education (BC) **	BSED	Bmp	GPA of 2.0 and above in English, Mathematics and CGPA. Duration: 4 years
Bachelor in Primary Education (FT & PT)	BPRE	Bmp, Bz, PG, OL	Associate Degree in Primary Education
Bachelor in Biology Education	BBIE	Bmp	Associate in Biology or a Related Field
Bachelor in Business Education (Cognate Accounting)	BBUE	Bmp	Associate in Business a Related Field
Bachelor in Business Education (Cognate IT)	BBUE	Bmp	Associate in Business a Related Field
Bachelor in Business Education (Cognate Management)	BBUE	Bmp	Associate in Business a Related Field
Bachelor in English Education	BENE	Bmp	Associate in English or a Related Field
Bachelor in Math Education	BMAE	Bmp	Associate in Mathematics or Related Field
Diploma in Education Methodology	DEDM	Bmp, Bz, PG	Bachelor Degree & High School Teaching Experience
Master in Educational Leadership	MEDL	OL	Bachelor Degree. Request application and information at admissions@ub.edu.bz Duration: 2.5 years
Arts Department			
Associate in English	AENG	Bmp	GPA of 2.0 and above in English, Mathematics and CGPA
Bachelor in English	BENG	Bmp	Associate in English or a Related Field
Bachelor in History **	BHIS	Bmp	GPA of 2.0 and above in English, Mathematics and CGPA. Duration: 4 years
Regional Language Centre			
Certificate in English as a Second Language **	CESL	Bmp	High School Diploma. Duration:10 months
Business & Tourism Department			
Associate in Business Science (FT & PT)	ABUS	Bmp, Bz, PG, OL for PT	GPA of 2.0 and above in English, Mathematics and CGPA
Associate in Tourism Studies (FT & PT)	ATOS	Bmp, BZ, PG	GPA of 2.0 and above in English, Mathematics and CGPA
Associate in Criminal Justice & Criminology (FT & PT)	ACJC	Bmp, BZ, OL	GPA of 2.0 and above in English, Mathematics and CGPA
Bachelor in Accounting (FT & PT)	BACC	Bmp, BZ	Associate in Business Related Field
Bachelor in Business Administration Major Marketing (FT & PT)	BBMK	BZ, SHJC	Associate in Business Related Field
Bachelor in Business Administration Major Management (FT & PT)	BBMN	Bmp, BZ, PG, SHJC	Associate in Business Related Field
Bachelor in Business Administration Major Finance (FT & PT)	BBFN	Bmp, BZ, SHJC	Associate in Business Related Field
Bachelor in Business Administration Major Entrepreneurship (FT & PT/ BC)	BBEN	BZ	Associate in Business Related Field
Bachelor in Hospitality Management (FT & PT)	BHOM	OL	Associate in Business Related Field
Bachelor in Public Sector Management (FT & PT)	BPSM	OL	Associate in Business Related Field
Bachelor in Tourism Management (FT & PT)	BTOM	OL	Associate in Business Related Field
Bachelor in Criminal Justice & Criminology (FT & PT)	BCJC	Bmp, BZ, OL	Associate in Criminal Justice & Criminology or Related Field
Master in Business Administration (PT)	MBA	OL	Bachelor Degree. Request application and information at admissions@ub.edu.bz Duration: 1.5 years

Faculty of Science & Technology (FST)

Agriculture Department

Associate in Applied Climate Smart Agriculture	ACSA	Central Farm	GPA of 2.0 and above in English, Mathematics, Biology, Chemistry and CGPA. Background in Agriculture is an advantage
Bachelor in Applied Agriculture	BAGR	Central Farm	Associate in Applied Climate Smart Agriculture or related field.

Engineering Department

Associate in Architecture	AARC	Bmp	GPA of 2.5 and above in English, Mathematics, Physics and CGPA. Background in Technical Drawing or a related field is an advantage
Associate in Civil Engineering Technology	ACET	Bmp	GPA of 2.5 and above in English, Mathematics, Physics and CGPA. Background in Technical Drawing or a related field is an advantage
Associate in Mechanical & Electrical Engineering	AMEE	Bmp	GPA of 2.5 and above in Mathematics, English and CGPA. Background in Chemistry is an advantage

Math, Physics & IT Department

Certificate in Geographic Information	CGIS	Bmp	Associate Degree required.
Associate in Information Technology	AINT	Bmp	Minimum GPA of 3.0 in Mathematics, 2.0 in English, 2.5 in Information Technology and 2.5 CGPA
Associate in Mathematics	AMAT	Bmp	Minimum GPA of 2.0 in English, 2.5 in Mathematics and 2.5 CGPA.
Associate in Mathematics & Physics	AM&P	Bmp	Minimum GPA of 2.0 in English, 2.5 in Mathematics, 2.5 in Physics and 2.5 CGPA
Bachelor in Mathematics	BMAT	Bmp	Associate in Mathematics or related field
Bachelor in Information Technology	BINT	Bmp	Associate in Information Technology or related field
Bachelor in Statistics **	BSTA	Bmp	GPA of 2.5 and above in English, Mathematics and CGPA. Duration: 4 years

Science Department

Associate in Biology	ABIO	Bmp	Minimum GPA of 2.5 in Biology ,2.5 in Chemistry, 2.0 in English, 2.0 in Mathematics and 2.0 CGPA
Associate in Biology & Chemistry	ABCB	Bmp	Minimum GPA of 2.5 in Biology, 2.5 in Chemistry, 2.0 in English, 2.0 in Mathematics and 2.0 CGPA
Associate in Pre-Medical Science	APMD	Bmp	GPA of 3.0 and above in Biology, Chemistry, English, Mathematics
Associate in Chemistry	ACHE	Bmp	Minimum GPA of 2.5 in Biology, 2.5 in Chemistry, 2.0 in English, 2.0 in Mathematics and 2.5 CGPA
Associate in Chemistry & Mathematics	ACMB	Bmp	Minimum GPA of 2.5 in Biology, 2.5 in Chemistry, 2.0 in English, 2.0 in Mathematics and 2.0 CGPA
Associate in Natural Resource Management	ANRM	Bmp	Minimum GPA of 2.5 in Biology, 2.5 in Chemistry, 2.0 in English, 2.0 in Mathematics and 2.0 CGPA
Bachelor in Biology	BBIO	Bmp	Associate in Biology or a related field
Bachelor in Chemistry	BCHM	Bmp	Associate in Chemistry or a related field
Bachelor in Marine Biology**	BMAB	Bmp	Minimum GPA of 3.0 in Biology, 3.0 in Chemistry, 2.0 in English, 2.0 in Mathematics and 2.0 CGPA. Duration: 4 years
Bachelor in Natural Resource Management	BNRM	Bmp	Associate in Natural Resource Management or related field

Nursing Department

Bachelor in Nursing ** (For aspiring Registered Nurses)	BNUR	Bmp	Five (5) CXC's grades 1-2 (incl. English, Mathematics, Biology, Chemistry & 1 other) Duration: 4 years <i>-Students applying to this program must be at least 17 years old at the beginning of the academic year of entry.</i>
Certificate in Practical Nursing ** (For aspiring Nurse Assistants)	CPRN	Bmp	GPA of 2.5 and above in Mathematics, English, Biology and CGPA. Duration: 18 months <i>-This program is different from the Bachelor in Nursing and its courses are not transferable to the Bachelor in Nursing program.</i> <i>-Students applying to this program must be at least 17 years old at the beginning of the academic year of entry.</i>

Allied Health Department

Bachelor in Medical Laboratory Science **	BMLS	Bmp	GPA of 2.5 and above in English, Mathematics, Chemistry, Biology and CGPA or an Associate in Medical Lab Technology. Duration: 4 years <i>-CXC's are not required but are an advantage.</i>
Bachelor of Pharmacy **	BPHA	Bmp	GPA of 2.5 and above in English, Mathematics, Chemistry, Biology and CGPA. Duration: 5 years <i>-CXC's are not required but are an advantage.</i>

Social Work Department

Bachelor in Social Work **	BSOW	BZ	GPA of 2.5 and above in English, Mathematics and CGPA. Persons with an Associate in Social Work can also apply. Duration: 4 years
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Faculty of Professional Development

Undeclared Major	PGEC	OL	GPA of 3.0 and above in English, Mathematics and CGPA. <i>-Students are only allowed to remain in this Major for a maximum of 1 year before choosing a program.</i>
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Master in Philosophy (By Research)

Master in Philosophy	MPHIL	Bmp, BZ, PG, OL	Bachelor Degree. Request application and information at admissions@ub.edu.bz Duration: An average of 2 years <i>-MPHIL is offered in a large number of disciplines including but not limited to: Education, Humanities, Social Sciences, Arts, Business, Natural and Environmental sciences, Health Sciences, Engineering and Agriculture.</i>
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Faculty of Health Sciences (FHS)

Other Offerings