



University of Belize

## OFFICE OF ADMISSIONS

Hummingbird Avenue, Belmopan  
P.O. Box 340  
(501) 822-1000 Ext. 1501 | 1502 | 1510  
**WhatsApp:** (501) 635-9804  
**Email:** [admissions@ub.edu.bz](mailto:admissions@ub.edu.bz)  
**Website:** [www.ub.edu.bz](http://www.ub.edu.bz)

## PAPER-BASED UNDERGRADUATE APPLICATION FORM

### Instructions:

- Please fill out this application form completely. *Incomplete applications will not be processed.*
- Attach all required documents listed in the checklist provided below. Use the checklist to ensure that you have included all necessary documents, including those that require JP certification.
- An application fee of **\$30.00 BZD or US \$15.00** is required upon submission.

### Required Documents Checklist:

- Please ensure you attach the following documents to your application:
  - Official Transcript (s) – Hardcopy must be in sealed envelope **OR** submitted directly from your institution to UB at [etranscripts@ub.edu.bz](mailto:etranscripts@ub.edu.bz)
  - Standardized Test Scores (if applicable) – ATLIB, CXC, SAT, ACT and GCE
  - Two UB recommendation forms – can be emailed directly from recommenders to UB
  - Passport-Sized Photo
  - Certified copy of Social Security Card
  - Certified copy of Passport or Birth Certificate – Must be the biometric page in passport
  - Certified copy of high school diploma or associate degree – can be submitted after graduation
  - Application Fee Payment Receipt – Can be paid at any UB cashier **OR** Online (*using ID number*)
  - Any Other Supporting Documents (e.g., certificates, qualifications)

### 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](http://www.ub.edu.bz) and follow the instructions. Postgraduate students should request postgraduate application form at [admissions@ub.edu.bz](mailto:admissions@ub.edu.bz)
2. International Students are required to visit our University website at [www.ub.edu.bz](http://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](mailto: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](mailto:ar@ub.edu.bz) for more information.

### STEP 2: Gather Your Supporting Documents

1. Kindly review the required checklist of documents above. 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.**
2. High School students are required to submit official transcripts from **all** high schools attended – applicants currently enrolled must ensure that Transcripts **include** 1<sup>st</sup> Term of 4<sup>th</sup> Year. Transfer Students will submit current Junior College Transcripts.
3. UB Recommendation forms are available in fillable format on our website and recommenders can email directly to UB at: [etranscripts@ub.edu.bz](mailto:etranscripts@ub.edu.bz) or submitted in sealed envelopes.

### STEP 3: Submit Your Application

1. Once you have completed the above checklist, you are ready to submit your application package.
2. 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.
3. Kindly note that the University of Belize cannot assume responsibility for information not disclosed in this application package.

**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.*

### Application Deadlines

- Application for Admission in August (Sem 1):  
**1) Early Bird – last Friday 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 Friday 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](mailto: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](mailto: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.ubelearn.com](http://www.ubelearn.com) or email [odl@ub.edu.bz](mailto: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](mailto:odl@ub.edu.bz) or visit the website at [www.ubelearn.com](http://www.ubelearn.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](mailto: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](http://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](mailto: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](mailto:admissions@ub.edu.bz) requesting the Change of Student Profile Information Form.

*Thank you for choosing 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 \_\_\_\_\_

Accounts Official Stamp

**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 – Beneficiary Information for Insurance – Mandatory**

All registered students of the University of Belize are covered by an accidental insurance policy. In the event of a fatal incident, the designated beneficiary will be the recipient of any applicable insurance benefits.

**Beneficiary Full Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

By completing this section, I confirm that the information provided is accurate and I authorize the University of Belize and its insurance provider to process any applicable claims in favor of the designated beneficiary.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
dd/mm/yyyy

**Section 5 – 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 6 – 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 7 – Admission Information

Anticipated Start Year: 20 \_\_\_\_\_ Anticipated Start Semester:  January  August

Intended Program: \_\_\_\_\_ Status:  Part-Time  Full-Time  
Refer to the Program Listing

Select the Degree Type:  Associate  Bachelor  Certificate  Diploma

For programs delivered on multiple campuses or online (Refer to the Program Listing), 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 8 – 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 9 – 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, CXC's, GCE O-Levels, etc. If none received, write "None."

## Section 10 – 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 11 – 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 12 – How Did You Learn About UB

Where did you first learn about the University of Belize?

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

## Section 13 – 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 14 – 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.

## Section 14 – Personal Statement (Cont.)

## Section 15 – 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 / www

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)