



University of Belize

OFFICE OF ADMISSIONS

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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
 - 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 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

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** 1st Term of 4th 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 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.*

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, CXCs, 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.)

[Empty box for personal statement]

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)