





**Office of Admissions**  
University of Belize  
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 [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 telephone numbers.

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

1. Complete Sections 1-10 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 and affix organization's stamp or seal of authentication while applicants who are students must have their instructor or principal complete the Form and affix the institution's stamp or seal.
  - 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 one semester of their fourth year of high school accounted for on the transcript provided.
  - Applicants seeking to transfer credits from a Junior College and/or another tertiary level institution into UB must submit one **official transcript** from each of those institutions, in addition to high school transcripts in cases where applicant failed to complete Junior College.
  - Applicants who took courses through UB's ODL/ACE program MUST resubmit an application and indicate accordingly at section #5, "Applicant Type" on the Application Form below for clear identification.
  - Submit one certified copy of your high school Diploma
  - 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 biometric page (profile 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 Record** along with your documents.
  - 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.)

### **ALL APPLICANTS ARE ENCOURAGED TO APPLY AS EARLY AS POSSIBLE**

|                        |                          |
|------------------------|--------------------------|
| Semester 1 (August)    | Last Friday in January   |
| Semester 2 (January)   | Last Friday in September |
| Summer Semester (June) | Last Friday in November  |

<sup>1</sup>International Students, please refer to the Instructions for International Students on the Admissions page of the University's website at [www.ub.edu.bz](http://www.ub.edu.bz)

## ***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.
- 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) 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 822-1000 extensions 165/456 or [jflores@ub.edu.bz](mailto:jflores@ub.edu.bz) and [atzul@ub.edu.bz](mailto:atzul@ub.edu.bz) or visit their website at <https://www.ub.edu.bz/academics/regional-language-center/>

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

### ***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.**

### ***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 receive an admissions response via email within eight (8) weeks after submission. **Response letters will only be sent to the email address provided in the application form.** A timely response is contingent on the correctness of the information provided by the applicant.

#### ***Change in Email Contact and Name***

- If you wish to change your email address you will be required to submit, in person, a Change of Profile Information Form along with proof of identity. If your name has been changed due to Marriage or otherwise, please provide certified copy of ID with the new name. **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 or applications for UB students with financial block on their accounts. Such students must ensure that the block is cleared immediately. After clearance the student must inform the Office of Admissions so their application can be processed. **The Office of Admissions will not be responsible for delays in processing of applications under these circumstances.**



# Instructions

**Calendar Year:**

- On each line write the appropriate calendar year(s) for every school year you attended such as 2005, 2008-2010 etc

**Age:**

- Write your age. If you were 6 years old when you attended school for the first time, write 6 on the first line.
- Write your age for each grade you attended.

**Year in School:**

- These are the actual years you attended school. Your first year in school is number 1, your second year in school is number 2, and so on.
- You must account for every year. If you were out of school for an amount of time it must be noted.
- Allow one line for each year

**Type of School:**

- Write the type of school you attended, such as Kindergarten, Elementary, Grundschule, Volkshule, Mittelschule, Gymnasium, Lycee, Colegio, Ecole Superior, Secondary School, Grammar School, Teacher's College, University etc.
- Use the terminology of the country where the school was located. Do not try to translate into English.

**Full Name of School:**

- Enter the name of each school you attended.

**School Address:**

- Write the city, village, or town and country where each school you have attended is located.

**Language of Instruction:**

- Write the language used in class by your teachers.

**Certificates, Diploma, Degree, Graduation:**

- Write the name of any examination(s) you passed or certificate(s) you obtained at the end of that school year. For example if you completed secondary school at the end of your twelfth year in school, write the name of the final document you received: GCE, Reifezeugnis, Artium, Studentereksamen, Bachillerato, Baccalaureat etc
- Do not try to express the name of any document in terms of what you think the equivalent in Belize is.
- Certified translations into English of supporting documents from the secondary level and above must accompany this form.