



Office of Admission

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



(501)822-1000 ext. 1501/1502/1510
admissions@ub.edu.bz

www.ub.edu.bz



Paper-Based Application for Undergraduate Admission

The University of Belize welcomes your application to one of our 50+ programs!

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](#) [STEP 2: Gather Your Supporting Documents](#) [STEP 3: Submit Your Application](#)

Application Process

1. Kindly use the checklist below to prepare your application package. You may either apply online or paper-based, not both.
2. The following items are required whether you are applying online or paper-based. To apply online, please visit our website at www.ub.edu.bz and follow the instructions.
3. All applicants are required to pay the application fee and submit their supporting documents. Photocopies of all supporting documents must be certified by a Justice of the Peace or Apostilled for International Students. Local Students are required to have a Justice of the Peace or UB Records & Admissions personnel certify all photocopied supporting documents.

Application Checklist: 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).

- Read pages 1 and 2 of this application.
- All undergraduate students are required to complete either this or the online form. Postgraduate students should request postgraduate application form at admissions@ub.edu.bz
- 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 must submit Transcript(s) from **all** high schools attended. Applicants currently enrolled must ensure that their Transcript includes the 1st Term of 4th Year. Transfer Students will submit their Junior College Transcript and final Transcript after graduation.
- 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
- 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.
- Certified copy of one (1) passport-size photograph.
- 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.
- Pay a non-refundable application fee of Bz\$30.00 or US\$15.00: Cash payments cannot be mailed. Payments may be made at any UB cashier in Belize City, Belmopan, or PG campus. Payments may also be made at any Atlantic or Belize Bank. Cheques must be made payable to the University of Belize. International Students are required to request the Credit Card Authorization Form to complete payment. Always present your UB Student ID Number when making a payment.
 - 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.
 - Applicants who took courses through UB's PUED/ODL/ACE program are required to reapply for admission.

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

Kindly note that the University of Belize cannot assume responsibility for information not disclosed in this application package.

ADMISSION DEADLINES

There are three application deadlines: (1) Early Bird – due last Friday in January (2) Regular – due last Friday in February (3) Last Call – due last Friday in May. **Note that all applicants to the Faculty of Health Sciences must apply by the last Friday in March.**

Late applications will attract a late fee and be processed upon space availability.

Application for admission in January (Spring) Semester closes on the **last Friday in September** and Application for the Summer Semester closes the **last Friday in November**.

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 165 or 456 or via email at rlc@ub.edu.bz

UB Placement Tests

The University of Belize uses the ATLIB score 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 <https://www.odlub.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.odl.ub.edu.bz for information on course offerings and custom-built training opportunities.

Response to Application (Admission Response Letter)

The University is committed to responding to all applicants within a reasonable time. Response Letters are sent through email to the address provided on the application. Applicants with invalid or incorrect emails 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.

If you attended a non-traditional (Evening Division or Home School) or foreign institution, you are required to complete and submit the Educational Background Form along with your application to the University of Belize.

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 2017, he/she may choose to defer to August 2018 or January 2018 (if the program is open for admission). 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 Admission Office one semester in advance. The processing fee is payable at any UB Accounts Receivables Cashier, Atlantic, 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. Students from Belizean Junior Colleges may review the University's Course Transfer Matrix at www.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 furnish the University 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

Course(s) that meet transferability standards are added to your electronic student portal and become available to you during registration.

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 Information on the Application Form.

Following Up on Admission Status

To follow up on your application, kindly call the Admission Office at 822-1000 or email us at admissions@ub.edu.bz. You may present your UB Student ID Number for faster service.

Thank you for applying to the University of Belize

| | | | | | | | | | | | | | | |
|---------------------------------|---|-------------|--|---------------------------------|------------|------|-------|--|------------------------|--|------------|--|------|--|
| Photo | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">Receipt No.</td> <td rowspan="4" style="text-align: center; vertical-align: middle;"> <div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto;"> Accounts Official Stamp </div> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature (Accounts Receivable)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">dd/mm/yyyy</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">.....</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature (Admissions)</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">dd/mm/yyyy</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Date</td> <td></td> </tr> </table> | Receipt No. | <div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto;"> Accounts Official Stamp </div> | Signature (Accounts Receivable) | dd/mm/yyyy | Date | | | Signature (Admissions) | | dd/mm/yyyy | | Date | |
| Receipt No. | <div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto;"> Accounts Official Stamp </div> | | | | | | | | | | | | | |
| Signature (Accounts Receivable) | | | | | | | | | | | | | | |
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| Date | | | | | | | | | | | | | | |
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| 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 (For e.g., African, Asian, Creole, Garinagu, Hispanic, Mayan, Mestizo, etc.): _____

Other (please specify): _____ **Email Address:** _____

Section 2 – Home Address & Contact

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 – Admission Information

Anticipated Star Year: 20 _____ **Select your Semester:** **January 20** _____ **August 20** _____

Intended Program: _____ **Status:** Part-Time Full-Time
You may refer to the Program Listing

Select the Degree Type: Associate Bachelor Certificate Diploma

For programs delivered on multiple campuses, kindly select your desired campus:
Bz City **Blmp** **PG** **Central Form** **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 4 – 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.

UB ODL/ACE/PUED Pathway: You completed pre-requisite courses at UB's Centre 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# _____

UB Staff Member: YES NO

Section 5 – Educational Background

This is my first time applying to UB: YES NO

| 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, CXC's, GCE O-Levels, etc. If none received, write "None." | | | | | | |

Section 6 – Standardized Exams

Select the Standardize 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 CXC's to be taken: _____

Section 7 – Financing Your Program

The following information is being requested for statistical purpose 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 or form.

Employment Status: Employed Unemployed Self-employed Student

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

How will you finance your education at UB: Self Parents Sponsor Scholarship

What is the source of finance: Bank Savings Salary Deductions Sale of Assets Loan

If you are being sponsored, does your primary sponsor have other dependents? Yes No Uncertain

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

Sponsorship Commitment Letter Verbal Agreement Other: _____

Kindly provide with your application, proof of support to finance your education. This may be in the form of a Bank Statement, Letter of Intent to Pay/Affidavit of Support or any other supporting documents confirming the sponsor's intention.

Section 8 – 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:** _____

Section 9 – 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).

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

Relationship: _____ **Parent/Guardian Email Address:** _____
(Required if applicant under 18 years of age)

Section 10 – How Did You Learn About UB

Where did you first learn about the University of Belize?

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

Section 11 – 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. Please include any medical information that is pertinent to your ongoing care – particularly around current treatment and prescriptions, as well as your immunization records. 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 a special need? Yes No

If you would like the Admissions committee to consider any additional information or special needs, please provide that information on a separate sheet of paper.

What allergies do you have? Penicillin: Aspirin: Latex: Morphine: Other:

Are you fully vaccinated? Fully Vaccinated Fully Vaccinated Except for COVID-19 Vaccine

Section 12 – 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 reverse side of this page.

Section 13 – Conduct, Certification & Signature

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

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)

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

Section 12 – Personal Statement - Continue

The University of Belize | General Programs of Study & Preliminary Requirements

| Program Name | Program Code | Campus or Location | English | Math | Biology | Chemistry | Additional Requirements |
|---|--------------|--------------------|---------|------|---------|-----------|--|
| Education Department | | | | | | | |
| Associate in Early Childhood Education (Part-Time) | AECE | Bmp, BZ, PG | ✓ | ✓ | - | - | CGPA of 70 and above |
| Associate in Primary Education (Full Time/Part-time) | APRE | Bmp, BZ, PG | ✓ | ✓ | - | - | CGPA of 70 and above |
| Certificate in Primary Education Certificate Early Childhood Education | CPED CECE | Bmp, BZ, PG | - | - | - | - | Associate Degree & Primary School Teaching Experience |
| Bachelor in Spanish Education (By Cohort) | BSED | Bmp | ✓ | ✓ | - | - | CGPA of 70 and above |
| Bachelor in Primary Education (Full Time/Part-Time) | BPRE | Bmp, BZ, PG | - | - | - | - | Associate Degree & Primary School Teaching Experience |
| Bachelor in Biology Education | BBIE | Bmp | - | - | - | - | Associate in Biology or Related Field |
| Bachelor in Business Education (cognate Accounting) | BBUE | Bmp | - | - | - | - | Associate in Business Related Field |
| Bachelor in Business Education (cognate IT) | BBUE | Bmp | - | - | - | - | Associate in Business Related Field |
| Bachelor in Business Education (cognate Management) | BBUE | Bmp | - | - | - | - | Associate in Business Related Field |
| Bachelor in English Education | BENE | Bmp | - | - | - | - | Associate in English or Related Field |
| Bachelor in Math Education | BMAE | Bmp | - | - | - | - | Associate in Mathematics or Related Field |
| Diploma in Education Methodology | DEDM | Bmp, BZ, PG | - | - | - | - | Bachelor's Degree & High School Teaching Experience |
| Arts Department | | | | | | | |
| Associate in English | AENG | Bmp | ✓ | ✓ | - | - | CGPA of 70 and above |
| Bachelor in English | BENG | Bmp | - | - | - | - | Associate in English or Related Field |
| Bachelor in History* | BHIS | Bmp | ✓ | ✓ | - | - | High School Graduates may apply directly to this program |
| Master in Educational Leadership - Request Graduate Students Application admissions@ub.edu.bz | MEDL | Bmp | | | | | Undergraduate Degree |
| Regional Language Centre | | | | | | | |
| Certificate in English as a Second Language* | CESL | Bmp | ✓ | ✓ | - | - | High School Diploma |
| Faculty of Education and Arts (FEA) | | | | | | | |
| Faculty of Management and Social Sciences (FMSS) | | | | | | | |
| Associate in Business Science | ABUS | Bmp, BZ, PG | ✓ | ✓ | - | - | CGPA of 70 and above |
| Associate in Tourism Studies | ATOS | Bmp, BZ, PG | ✓ | ✓ | - | - | CGPA of 70 and above |
| Bachelor in Accounting | BACC | Bmp, BZ | ✓ | ✓ | - | - | Associate in Business Related Field |
| Bachelor in Business Administration with majors in: Marketing Management Finance Entrepreneurship (By Cohort) (Available Full Time or Part-Time) | BBMK | BZ | - | - | - | - | Associate in Business Related Field |
| | BBMN | Bmp, BZ, PG | | | | | |
| | BBFN | Bmp, BZ | | | | | |
| | BBEN | BZ | | | | | |
| Bachelor in Hospitality Management (By Cohort) | BHOM | BZ | - | - | - | - | High School Diploma or Associate in Business Related Field |
| Bachelor in Public Sector Management | BPSM | Bmp, BZ | - | - | - | - | Associate in Business Related Field |
| Bachelor in Tourism Management | BTOM | BZ | - | - | - | - | Associate in Business Related Field |
| Master in Business Administration - Request Graduate Students Application Form at admissions@ub.edu.bz | MBA | BZ | | | | | Undergraduate Degree |
| Nursing Department | | | | | | | |
| Bachelor in Nursing* (For aspiring Registered Nurses) | BNUR | Bmp | ✓ | ✓ | ✓ | ✓ | Five (5) CXC grades 1-2 (incl. English, Math, Biology, Chemistry & 1 other) |
| Certificate in Practical Nursing (For aspiring Nurse Assistants or Auxiliary Nurses) | CPRN | Bmp | ✓ | ✓ | ✓ | - | Math, English, Biology – this program is different from the Bachelor in Nursing and its courses are not transferable to the Bachelor in Nursing program. |
| Allied Health Department | | | | | | | |
| Bachelor in Medical Laboratory Science * | BMLS | Bmp | ✓ | ✓ | ✓ | ✓ | Five (5) CXC grades 1-2 (incl. English, Math, Biology, Chemistry & 1 other) or Associate in Medical Lab Technology |
| Bachelor in Pharmacy* | BPHA | Bmp | ✓ | ✓ | ✓ | ✓ | Five (5) CXC grades 1-2 (incl. English, Math, Biology, Chemistry & 1 other) or Associate in Pharmacy |
| Social Work Department | | | | | | | |
| Bachelor in Social Work * | BSOW | BZ | ✓ | ✓ | - | - | Persons with an Associate in Social Work can also apply. |
| Agriculture Department | | | | | | | |
| Associate in Applied Agriculture | AAGR | Central Farm | ✓ | ✓ | ✓ | ✓ | Background in Agriculture is an advantage |
| Bachelor in Applied Agriculture | BAGR | Central Farm | - | - | - | - | Associate in Applied Agriculture or related field. |
| Engineering Department | | | | | | | |
| Associate in Architecture | AARC | BZ | ✓ | ✓ | - | - | Background in Technical Drawing or related field an advantage |
| Associate in Building & Civil Engineering | ABCE | BZ | ✓ | ✓ | - | - | Background in Technical Drawing or related field an advantage |
| Associate in Mechanical & Electrical Engineering | AMEE | BZ | ✓ | ✓ | - | - | Background in Chemistry and Physics, an advantage |
| Math, Physics & IT Department | | | | | | | |
| Certificate in Geographic Information System | CGIS | Bmp | | | | | Associate Degree required. |
| Associate in Information Technology | AINT | Bmp | ✓ | ✓ | - | - | Information Technology required - CGPA of 75 and above |
| Associate in Mathematics | AMAT | Bmp | ✓ | ✓ | - | - | CGPA of 75 and above |
| Associate in Mathematics & Physics | AM&P | Bmp | ✓ | ✓ | - | - | Physics required - CGPA of 75 and above |
| 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 | ✓ | ✓ | - | - | High School students or persons with an Associate Degree in Statistics or Related Field may apply |
| Science Department | | | | | | | |
| Associate in Biology | ABIO | Bmp | ✓ | ✓ | ✓ | ✓ | CGPA of 75 and above |
| Associate in Biology & Chemistry | ABCB | Bmp | ✓ | ✓ | ✓ | ✓ | CGPA of 75 and above |
| Associate in Chemistry | ACHE | Bmp | ✓ | ✓ | - | ✓ | CGPA of 75 and above |
| Faculty of Science and Technology (FST) | | | | | | | |

The University of Belize | General Programs of Study & Preliminary Requirements

| | | | | | | | |
|--|------|---------|---|---|---|---|--|
| Associate in Chemistry & Mathematics | ACMB | Bmp | ✓ | ✓ | - | ✓ | CGPA of 75 and above |
| Associate in Natural Resource Management | ANRM | Bmp, PG | ✓ | ✓ | ✓ | ✓ | CGPA of 75 and above |
| Bachelor in Biology | BBIO | Bmp | - | - | - | - | Associate in Biology or related field |
| Bachelor in Chemistry | BCHM | Bmp | - | - | - | - | Associate in Chemistry or related field |
| Bachelor in Marine Biology* | BMAB | Bmp | ✓ | ✓ | ✓ | ✓ | CGPA of 80 and above |
| Bachelor in Natural Resource Management | BNRM | Bmp | ✓ | ✓ | ✓ | ✓ | Associate in Natural Resource Mgmt. or related field |

* Students may enter these programs directly from Fourth Form.

Checkmarks (✓) indicate the subject areas required for the specified programs of study.

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, Volksschule, 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.



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

(501) 822-1000 ext. 1501/1502/1510
admissions@ub.edu.bz

New Students Recommendation Form #1

The University of Belize appreciates your willingness to evaluate the academic potential, ethical behavior, and or professional attitude of the applicant. Your recommendation is important to the admission process and will help in advising the applicant. Please complete and return this form to the University of Belize at etranscripts@ub.edu.bz. If you are unable to email the form, kindly place same in a sealed and signed envelope and return it to the applicant for submission with the admissions package.

This form must be completed by a school counselor, teacher, or principal at the applicant's current or most recent institution or the Manager or Supervisor at the applicant's place of employment. **One recommendation from school management is required for applicants to the Certificate in Primary Education program.**

| | | |
|------------------------------|------------------------------|-------------------------|
| Applicant's Name | Applicant's Email Address | Applicant's Institution |
| Applicant's Program of Study | Applicant's Contact Number | Recommender's Name |
| Recommender's Email Address | Recommender's Contact Number | |

I have known the applicant for _____ years and _____ months.

In what capacity have you known the applicant? _____

How best would you describe the applicant's fitness, capability, aptitude and maturity to engage higher level studies at UB?

Is the applicant's academic performance a true reflection of his/her ability? Yes _____ No _____

Please note any extra-curricular activities, positions held or achievements of the applicant:

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

Please rate the applicant on the following **attributes**:

| | 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"/> |

Final Recommendation (Check one box only):



- I highly recommend this applicant for admission to UB.
- I recommend that this applicant be given the opportunity to show his or her ability at UB.
- I recommend this applicant but I am concerned about their academic ability or personal traits.
- I cannot recommend this applicant for admission to UB.

 Signature

 mm/dd/yyyy
 Date



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 P.O. Box 340

 (501) 822-1000 ext. 1501/1502/1510
 admissions@ub.edu.bz

New Students Recommendation Form #2

The University of Belize appreciates your willingness to evaluate the academic potential, ethical behavior, and or professional attitude of the applicant. Your recommendation is important to the admission process and will help in advising the applicant. Please complete and return this form to the University of Belize at etranscripts@ub.edu.bz. If you are unable to email the form, kindly place same in a sealed and signed envelope and return it to the applicant for submission with the admissions package.

This form must be completed by a school counselor, teacher, or principal at the applicant's current or most recent institution or the Manager or Supervisor at the applicant's place of employment. **One recommendation from school management is required for applicants to the Certificate in Primary Education program.**

| | | |
|------------------------------|------------------------------|-------------------------|
| Applicant's Name | Applicant's Email Address | Applicant's Institution |
| Applicant's Program of Study | Applicant's Contact Number | Recommender's Name |
| Recommender's Email Address | Recommender's Contact Number | |

I have known the applicant for: _____ years and _____ months

In what capacity have you known the applicant? I have known the applicant in the capacity of:

How best would you describe the applicant's fitness, capability, aptitude and maturity to engage in higher level studies at UB?

Is the applicant's academic performance a true reflection of his/her ability? Yes _____ No _____

Please note any extra-curricular activities, positions held or achievements of the applicant:

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

Please rate the applicant on the following **attributes**:

| | 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"/> |

Final Recommendation (Check one box only):

- I highly recommend this applicant for admission to UB.
- I recommend that this applicant be given the opportunity to show his or her ability at UB.
- I recommend this applicant but I am concerned about their academic ability or personal traits.
- I cannot recommend this applicant for admission to UB.

 Signature mm/dd/yyyy
 Date