



Office of Admission

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

www.ub.edu.bz

(501) 822-1000 ext 471/268
admissions@ub.edu.bz

Application for Graduate Programs

The University of Belize welcomes your application to UB's graduate studies program. Your application is the first step to joining the UB Black Jaguar Family.

This is an electronic fillable form, kindly complete and return through email to admissions@ub.edu.bz then gather your supporting documents and submit them to the UB campus nearest to you. UB is located in Belize City, Belmopan and Punta Gorda. If you have any related questions or concerns, kindly contact us at the above telephone number or email address.

All applicants are treated fairly. 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.

Kindly use the following checklist as a guide when compiling your application package for submission:

- Application Form and Fee:** The application processing fee is \$100.00 BZD or \$50.00 USD. Processing fee may be paid at any UB Accounts Office, Atlantic Bank or Belize Bank. We kindly request that all cheques be made payable to the University of Belize. Cash payments must not be mailed to the University. International students may pay the processing fee using a postal money order or credit cards. Kindly contact the University for further information at accountsreceivables@ub.edu.bz Kindly use your UB Student ID Number as the payee when making bank or online payments.
- Two (2) Recommendations:** The Recommendation Forms are attached
- Official Academic Transcript(s):** Transcripts are required from all applicants. Past students of UB are not required to submit a transcript.
- Copy of Applicant's Resume or Curriculum Vitae (CV).**
- Certified Copy of Applicant's Passport or Birth Certificate:** Either one of the two, not both.
- Certified copy of Social Security Card.**
- One (1) recent passport size photograph.**
- Job Letter from current employer.**
- Personal Statement (Statement of Purpose):** Describe succinctly, your academic and professional interests, preparation for this field of study, and how you will add value to the graduate program. You may include other aspects of your background that could help the Admissions Committee in evaluating your aptitude and motivation for graduate studies.

International Students are required to submit the following additional documents:

- Proof of competency in the English Language:** This is applicable to non-native English speakers. The University accepts Language Exams of TOEFL (with a minimum score of 87) or IELTS (with a minimum score of 5).
- Credential Assessment Report:** The University accepts evaluations from Josef Silny & Associates or World Education Services.

NB. All photocopied documents must be certified by a Justice of the Peace.

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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: **Age:** **Gender:**

Citizenship Status: **Religious Affiliation:**

Ethnicity: **Other (please specify):**

Section 2 – Home Address & Contact

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

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

Telephone Number(s): **Mailing address valid from** **to**

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 Start Year: **Select your semester:** **January** **August**

Intended Program:

For programs delivered on multiple campuses, select your desired campus:

Section 4 – Application Type

Select the most appropriate application type:

Past UB Student: Please provide your UB ID#

Transfer Student: You completed tertiary-level courses or a program at an institution other than UB.

International Student: You are a citizen of a country other than Belize

Transfer Student: You completed tertiary (Junior College) level courses or a program at an institution other than UB.

UB Staff Member: Yes No

This is my first time applying to UB: Yes No

Section 5 – Standardized Exams

If applicable, kindly indicate and provide supporting documents accordingly for any standardized exam you have take.

GRE English Proficiency Test: Other:

Section 6 – Educational Background

Kindly list the tertiary institutions you attended, starting with the most recent institution.				
Institution Name	Address	Year Attended (from – to)	Degree Conferred	Major

Section 7 – 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.

Applicant's Employment Status:

Employer's/Company's Name:

How long have you been employed at this company?

How will you finance your education at UB

What is your 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

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

1. Contact's Full Name: **Relationship:** **Telephone Number:**

2. Contact's Full Name: **Relationship:** **Telephone Number:**

Section 10 – How Did You Learn About UB

Where did you first learn about the University of Belize?

Through a Recruitment Session Radio/TV Ads UB YouTube Channel

- Professional Development Seminar 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

Personal Statement (Statement of Purpose): Describe succinctly, your academic and professional interests, preparation for this field of study, and how you will add value to this graduate program. You may include other aspects of your background that may help the Admissions Committee in evaluating your aptitude and motivation for graduate studies.

Kindly attach your Personal Statement in a separate file.

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: