THE UNIVERSITY OF BELIZE
OFFICE OF ADMISSIONS

APPLICATION FOR MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAM

1. The University of Belize welcomes your application for the MBA program. Kindly complete this form carefully and legibly to enable our evaluation and timely response.

2. Please use this checklist along with the additional requirements listed in Section “I” on page 4 to prepare your Application Package:
   - Application Fee – the application costs BZ$100.00 or US$50.00. Please do not mail cash payments. Payments should be made in person at UB’s Accounts Office. All cheques must be made payable to the University of Belize.
   - Recommendations – Two (2) Recommendation Forms are included for completion by individuals with firsthand knowledge of your Academic abilities and character.
   - Academic Records – Include one (1) Official Transcript (in a sealed envelope) from the institution that you completed your Bachelor degree program. Applicants are required to have a GPA of 3.0 or above in completed undergraduate degree program.
   - Certified Copy of Proof of Citizenship – Passport or Birth Certificate along with Photo ID
   - Photograph – One (1) recent passport-size picture with first and last name printed on the back for easy identification.
   - Other Qualifications – this includes certified copies of other official certificates indicating additional academic courses or training received.
   - Important Note: Please review the UB Admissions Criteria Section at the end of this Application Form. The Office of Admissions processes only completed application packages. Packages deemed incomplete are placed on hold until all requirements are met.

3. Submit all of the above listed documents with the completed Application Form to:
   The Office of Admissions
   UNIVERSITY OF BELIZE
   Hummingbird Avenue
   P.O. Box 340, Belmopan, Cayo District
   Belize, Central America

4. Further inquiries can be made to The Dean’s Office, Faculty of Management and Social Sciences, Belize City at:

   Tel: 501-223-0256  Dean: Dr. Bernard Watler
   Email: bwatler@ub.edu.bz

Receipt # ____________________
A. BIOGRAPHICAL INFORMATION

1. Name ____________________________________________________________
   Last Name    First Name    Middle Name

2. Home Address ______________________________________________________
   Street         City/Town      District

3. Mailing Address ____________________________________________________
   Street         City/Town      District

4. Home Phone __________  5. Other Phone(s) __________  6. Email ______________

7. Citizenship Status:
   □ Belizean               □ Permanent Resident (submit documents)  □ Foreign National Country ______________

8. Ethnicity: □ Asian        □ Creole        □ Caucasian       □ East Indian    □ Garifuna   □ Maya        □ Mestizo
   □ Mennonite              □ Other/Specify ______________________________

9. Date of Birth __/__/_____ (DD/MM/YYYY)  10. Gender: □ Male □ Female

B. ENROLLMENT INFORMATION

1. Semester to begin: ______________________________

2. You are applying for admission to UB at: □ Belize City Campus  □ Belmopan Campus
   □ Punta Gorda Campus  □ Other: ______

3. You plan to enroll at UB: □ Part-time □ Full-time

4. Have you ever applied or attended UB before? □ Yes □ No

5. If applicable, please state your UB ID number: ________________________

C. EDUCATIONAL BACKGROUND

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Location (Country)</th>
<th>Years Attended</th>
<th>Degree Conferred</th>
<th>Major</th>
<th>Grade Point Average (GPA)</th>
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List, with the most recent first, all universities and schools you have attended.
D. EMPLOYMENT INFORMATION
1. Are you employed? □ Yes □ No
2. How do you plan to finance your studies? □ Scholarship □ Self □ Loan □ Other
3. Are you an employee of UB? □ Yes □ No
4. Are you a dependent of a UB employee? □ Yes □ No

E. EMERGENCY CONTACT INFORMATION
Please complete the following for two different emergency contacts.

□ Mother □ Father □ Spouse □ Other: ____________ □ Mother □ Father □ Spouse □ Other: ____________
Name: ____________________________ Name: ____________________________
Address: __________________________ Address: __________________________
Home Phone: ____________ Work/Cell: ____________ Home Phone: ____________ Work/Cell: ____________

F. RECOMMENDATIONS
You are required to submit two references; one academic, the other character. This form can be found on the UB Website.

G. ADDITIONAL INFORMATION
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.

Have you ever been involved in any disciplinary problems involving educational institutions, employers, immigration or the police? □ Yes □ No If yes, please provide details on a separate sheet of paper.

H. I certify that all statements made on this application are accurate, complete and true to the best of my knowledge. I understand that the University of Belize has the authority to verify all documents and information submitted, and my knowingly withholding or falsifying information may make me ineligible for admission to/or continuation at the University of Belize. I agree that as a student I will attend the official student orientation and abide by the rules and regulations of the University of Belize.

Signature ____________________________ Date ____________________________
I. UB ADMISSIONS CRITERIA SECTION

In addition to submitting a completed and signed application form, successful UB applicants will meet the following criteria:

- Cumulative GPA of 3.0 or above on a 4.0 scale or at least upper second-class honors on a US/UK/UWI scale.
- Applicant may be required to sit an interview before a final decision is made
- Acceptable recommendations
- A recent Resume/Curriculum Vitae
- Job Letter
- Personal Statement (Statement of Purpose) - maximum 1000 words.

ADDITIONAL REQUIREMENTS FOR INTERNATIONAL STUDENTS

- Proof of Competence in English Language for applicants who are not from English speaking countries (TOEFL, IELTS with a score of 87 and above for TOEFL or 5 for IELTS or its equivalent.
- Official Report from reputable Credential Evaluation Services organization (UB only accepts Josef Silny (www.jsilny.com) and World Education Services (www.wes.org)
- Required to pay first trimester’s tuition and fees in full
<table>
<thead>
<tr>
<th>Application Receipt (Receiving Office)</th>
<th>Application Evaluation Date (Program Office)</th>
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</thead>
<tbody>
<tr>
<td>Name of Applicant ____________________</td>
<td>Name of Evaluator __________________________</td>
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<tr>
<td>Date evaluated __________________________</td>
<td>Admissions Status</td>
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<tr>
<td>Program __________________________</td>
<td>□ Accepted □ Not Accepted</td>
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<td>Date application received __________ (DD/MM/YYYY)</td>
<td>Comments about Admissions Status</td>
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<td>Application Fee Receipt Number _________</td>
<td>__________________________</td>
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<td>Name of person who dropped off application</td>
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<td>Authorized Signature</td>
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<td>Name of person who dropped off application</td>
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<td>Number of Recommendations received (2) □</td>
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<tr>
<td>Number of Transcript received (1) □</td>
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<tr>
<td>Proof of Citizenship received (1) □</td>
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<tr>
<td>All sections of Application Complete □ Yes □ No</td>
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<tr>
<td>Is Application Signed? □ Yes □ No</td>
<td>__________________________</td>
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