



THE UNIVERSITY OF BELIZE

OFFICE OF ADMISSIONS

APPLICATION FOR MASTER IN EDUCATIONAL LEADERSHIP PROGRAM

1. The University of Belize welcomes your application to the MEDL program. Kindly complete this application form carefully and legibly to enable our evaluation and timely response.
2. **Use this checklist along with the additional requirements listed in Section “1” to prepare your Admissions Application Package:**
 - ❑ **Application Fee.** Application fee of BZ\$100.00 or US\$50.00. Please do not mail cash payments. Payments can be made in person at any UB Accounts Office or Atlantic, Scotia or Belize Bank. All cheques must be payable to the University of Belize.
 - ❑ **Recommendations.** Include recommendations on the forms provided from two (2) individuals with firsthand knowledge of your Academic abilities and character.
 - ❑ **Academic Records.** Include one (1) Official Transcript (in a sealed envelope) from your institution that you completed your Bachelor degree program (not applicable to UB past students). 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 (Passport preferred)
 - ❑ **Photograph.** One (1) recent passport-size picture with first and last name printed on the back for easy identification.
 - ❑ **Other Qualifications.** Include 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 will not process any Application for Admission unless all required documents listed above are submitted with a completed and signed Application Form.

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

Receipt # _____

4. Further inquiries can be made to The Dean's Office, Faculty of Education and Arts, Belmopan at:

Name of Dean: Dr. Nestor Chan

Tel: 501-822-1000 Extn 350

Email: nchan@ub.edu.bz

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 _____ / _____ / _____
Day Month Year

10. Gender: Male Female

B. ENROLLMENT INFORMATION

1. Semester to begin: August _____ January _____ Other _____

2. You are applying for admission to UB at: Belize City Campus Belmopan Campus PG Campus Orange Walk Site

3. You plan to enroll at UB: Part-time 4. Have you ever applied or attended UB before? Yes No ID# _____

C. EDUCATIONAL BACKGROUND - List the most recent first

Name of Institution	Location (Country)	Years Attended	Degree Conferred	Major	Grade Point Average (GPA)

D. EMPLOYMENT INFORMATION

1. Are you employed? Yes No

2. How will you 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: _____
Name _____
Address _____

Home Phone _____
Work/Cell Phone _____

Mother Father Spouse Other: _____
Name _____
Address _____

Home Phone _____
Work/Cell Phone _____

F. RECOMMENDATIONS

You are required to submit two references; one academic, the other character. See Recommendation Forms attached.

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 in 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.

Please Sign & 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)

Describe succinctly, your reasons for applying to the Masters in Educational Leadership, your preparation for this field of study and how it will improve your future career plans. Include other aspects of your background as well as interests which may aid the Admissions Committee in evaluating your aptitude and motivation for graduate study.

Your statement should be two pages in length and typed using the APA Format

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 or semester tuition and fees in full

FOR UB OFFICIAL USE ONLY

<u>Application Receipt</u> (Receiving Office)	<u>Application Evaluation Date:</u> (Program Office)
Name of Applicant _____	
Date evaluated _____	
Program _____	
Date application received _____ Month/Day/Year	Name of Evaluator _____
Application Fee Receipt Number: _____	<input type="checkbox"/> Other/Specify _____
Name of person who dropped off application _____	_____
Authorized signature: _____	
Name of UB staff recipient: _____	
Number of Recommendations received (2) _____	Admissions Status
Number of Transcript received (1) _____	<input type="checkbox"/> Accepted
Proof of Citizenship received (1) _____	<input type="checkbox"/> Not Accepted
Are all sections of Application Complete? _____	Comments about Admissions Status _____
Is Application Signed? _____	_____