

ST. JOHN'S COLLEGE UNIVERSITY

APPLICATION FOR AUGUST 2025 ADMISSION

Instructions:

- 1. Log in to sjconnect.sjc.edu.bz/sjc to create your SJC portal account and password.**
A verification email is automatically sent by the portal to the personal email address used to create the account. (*Check your spam or junk folder, if not visible in your Inbox.*) Click on the verification link and then LOGIN to the portal with the password you created. You **MUST** use the verification link to successfully complete the application process.
- 2. Complete ALL sections of the Online Application for Admission.**
- 3. After submitting your online application, print a copy of the Application Confirmation Letter and obtain all necessary signatures.**
- 4. Locate the templates for recommendation forms.**
Complete Section I of each Recommendation Form before forwarding to the relevant recommender for completion, as follows:
 - a. Recommendation Form #1 to the Dean of your tertiary institution or to a current supervisor/employer, as applicable
 - b. Recommendation Form #2 to a present or past teacher or professional contact within your community
- 5. Prepare a one-page personal statement of your career goal/s and anticipated contribution to your Belizean community.**
- 6. Obtain official transcripts from ALL tertiary level institutions attended.**
(*Each transcript must bear the institution's official seal and be submitted in a sealed envelope.*)
- 7. Obtain a copy of each of the following:**
 - birth certificate
 - social security card
 - certified copy of your Associate Degree (stamped and signed by a Justice of the Peace)
- 8. Pay a \$100.00 application fee.**
Payment can be made using one of the following options:
 - a. At the college's Finance Office—cash, debit or credit card accepted (*Opening hours of the office are Monday through Friday, 8:00 am to 3:30 pm.*)
 - b. In-person or by online transfer at any branch of Atlantic Bank or Belize Bank countrywide:
Atlantic Bank: Account 210 873 161
Belize Bank: Account #1359 0701 01 20001
- 9. Place all documents from #s 3-7 above and a copy of your application fee payment receipt in a legal-sized manila envelope.** (*Please note that incomplete applications will not be accepted.*)
- 10. Deliver the completed package to the Office of Admissions and Enrollment, Dieckman Hall, on the college campus by May 16, 2025, for August 2025 admission.**

Direct inquiries to:

Telephone 223-3731; Email: admissions@sjc.edu.bz