

## **Application for Regional Language Center Admission**

The University of Belize's Regional Language Centre (RLC) offers Certificates in English as a Second Language (CESL), customized courses for other languages, and language examinations in English and Spanish.

### **Admission Requirements:**

- **Complete application** - Ensure all fields are filled out accurately.  
(Incomplete applications will not be accepted)
- **Official Transcript** - Must be apostilled and sourced from your most recent academic qualification
- **Copy of Diploma** - Must be apostilled and sourced from your most recent academic qualification
- **Copy of Birth Certificate** - Must be notarized and submitted in English
- **Copy of Passport** - Must be notarized
- **Recommendation Letter** - One letter from an academic referee or employer (previous or current)
- **Curriculum Vitae** - Updated and must include a colored photograph
- **English Background** - Have a basic to Intermediate competence in English
- **Overall CGPA** - Must have a minimum **2.5 CGPA** from most recent academic qualification
- **Commitment** - Must be able to fully commit to the 10-month program in Belize.
- **UB placement exam** - Applicants must sit the placement exam for English.

**Note:** Any document not in English must be translated to English and notarized or apostilled in order to be considered. Illegible submissions will not be accepted.

### **Submission of Application:**

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

1. Gather all required documents listed in the application checklist.
2. Ensure all documents are properly scanned and saved in PDF format.
3. Sign in to your Google account or create one if you don't have it already. Then go to Google Drive and create a new folder.
4. Name the folder following the specified format - FirstLastName\_RLCApplicant2024
5. Upload all the documents into this folder you just created and renamed.
6. Ensure all documents are clearly labeled with appropriate names.
7. Right-click on the folder in Google drive and select "Get shareable link". Copy the shareable link provided. (Ensure it is public and anyone with the link can "view")
8. Now, click on "gmail" button and compose a new email.
9. Address the email to [admissions@ub.edu.bz](mailto:admissions@ub.edu.bz) and [rlcinfo@ub.edu.bz](mailto:rlcinfo@ub.edu.bz)
10. Use the subject line "RLC Application Package Submission - Your Full Name"
11. In the body of the email, introduce yourself briefly and state that you are submitting your application package.
12. Paste the copied link into the body of the email below your introduction.
13. Clearly indicate that the attached documents are also accessible via the shared Google Drive Folder.
14. Review the email to ensure all necessary information is included and attachments are correct.
15. Await confirmation receipt, if you do not receive confirmation within 15 days, consider following up to ensure your application was received.

**Office of Admissions**

Email: [admissions@ub.edu.bz](mailto:admissions@ub.edu.bz) Tel: (501) 822-1000 Ext. 1501 | 1502 | 1510

**RLC Office**

Email: [rlcinfo@ub.edu.bz](mailto:rlcinfo@ub.edu.bz) Tel: (501) 822-1000 Ext. 1526



## **Section 1- Biographical information**

Full Name: \_\_\_\_\_  
Surname (s) First Name Middle Name

Date of Birth: \_\_\_\_\_ (dd/mm/yyyy) Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Common-law

Country of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

## **Section 2 – Home Address & Contact Information**

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

Mobile Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **Section 3 – Emergency Contacts – Mandatory**

*This information is mandatory in the event there is an emergency situation. All applicants are required to complete this section.*

1. Contact's Full Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Relationship: ☐ Mother ☐ Father ☐ Spouse ☐ Sibling ☐ Other

2. Contact's Full Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Relationship: ☐ Mother ☐ Father ☐ Spouse ☐ Sibling ☐ Other

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## Section 4 - Educational Background

| List all secondary and tertiary institutions attended, beginning with the most recent. |                     | Dates Attended |             |              |             | Diploma or certificate received or expected. |
|----------------------------------------------------------------------------------------|---------------------|----------------|-------------|--------------|-------------|----------------------------------------------|
|                                                                                        |                     | From           |             | To           |             |                                              |
| <u>Name of Institution</u>                                                             | <u>City/Country</u> | <u>month</u>   | <u>year</u> | <u>month</u> | <u>year</u> |                                              |
|                                                                                        |                     |                |             |              |             |                                              |
|                                                                                        |                     |                |             |              |             |                                              |
|                                                                                        |                     |                |             |              |             |                                              |
|                                                                                        |                     |                |             |              |             |                                              |

| Other Qualifications: (External Exams, certificates, awards) |                     | Dates Attended |             |              |             | Description Or Comments |
|--------------------------------------------------------------|---------------------|----------------|-------------|--------------|-------------|-------------------------|
|                                                              |                     | From           |             | To           |             |                         |
| <u>Qualifications</u>                                        | <u>City/Country</u> | <u>month</u>   | <u>year</u> | <u>month</u> | <u>year</u> |                         |
|                                                              |                     |                |             |              |             |                         |
|                                                              |                     |                |             |              |             |                         |
|                                                              |                     |                |             |              |             |                         |
|                                                              |                     |                |             |              |             |                         |



## **Section 5 - Language Background**

First Language: ☐ English ☐ Spanish ☐ Mandarin ☐ Korean ☐ Japanese ☐ Other: \_\_\_\_\_

Other Spoken Language (s):

1. \_\_\_\_\_ Level in Writing: ☐ Basic ☐ Average ☐ Above Average ☐ Proficient  
Level in Speaking: ☐ Basic ☐ Average ☐ Above Average ☐ Proficient
2. \_\_\_\_\_ Level in Writing: ☐ Basic ☐ Average ☐ Above Average ☐ Proficient  
Level in Speaking: ☐ Basic ☐ Average ☐ Above Average ☐ Proficient
3. \_\_\_\_\_ Level in Writing: ☐ Basic ☐ Average ☐ Above Average ☐ Proficient  
Level in Speaking: ☐ Basic ☐ Average ☐ Above Average ☐ Proficient

## **Section 6 - RLC & Programme Type**

How did you find out about The University of Belize's Regional Language Centre (RLC)?

☐ Email ☐ Facebook ☐ Friend ☐ Past RLC Student ☐ Your Embassy  
☐ Other: \_\_\_\_\_

Indicate below which Academic Programme you are applying for:

1. English as a Second/Foreign Language (ESL/EFL) ☐
2. Spanish as a Second/Foreign Language (SSL/SFL) ☐

## **Section 7 – Certification & Signature**

I certify that all statements in this application are true and accurate to the best of my knowledge. I agree to abide by the rules and regulations of the Regional Language Center and the University of Belize. I understand that the institution has the authority to verify the school records that have been submitted.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ (dd/mm/yyyy)

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## For Official Use Only

### Application Evaluation (RLC Office)

Program: ESL/EFL ☐ SSL/SFL ☐

Date evaluated: \_\_\_\_\_ (dd/mm/yyyy)

Name of Evaluator: \_\_\_\_\_

Evaluator's signature: \_\_\_\_\_

#### Admissions Status:

- ☐ Unconditional Acceptance
- ☐ Conditional/Probationary Acceptance
- ☐ Not Accepted

Admission Type: Scholarship: ☐ Private: ☐

Comments about Admissions Status:

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