



St. John's College

Junior College

APPLICATION FORM

Give Yourself a Bright Future

FACEBOOK

Friend us (Sjc JC) or like us at:
www.facebook.com/SJCJC

TELEPHONE

223-3733

WEBSITE

www.sjc.edu.bz

EMAIL

admissions@jc.sjc.edu.bz



Men and Women for Others





ST. JOHN'S COLLEGE JUNIOR COLLEGE APPLICATION FOR ADMISSION



This application packet contains an Application for Admission Form and two (2) Recommendation Forms.

Instructions:

- 1. Complete Sections I through V of the Application for Admission Form.**
- 2. Complete Section I on each of the Recommendation Forms and submit the forms to two recommenders as follows:**
 - a. If you are a high school applicant or recent graduate, give Recommendation Form #1 to a teacher who taught you a subject related to your proposed program of study and give Recommendation Form #2 to the Principal of your high school.
 - b. If you are currently employed or graduated from high school three or more years ago, give Recommendation Form #1 to a teacher or administrator from any high school or post-secondary school that you attended and give Recommendation Form #2 to a current or former supervisor or employer.
- 3. Obtain official transcripts from all secondary and post-secondary institutions attended.** *(Each transcript must bear the institution's official seal and be submitted in a sealed envelope.)*
- 4. Pay the \$25.00 application fee to the Finance Office of St. John's College.** *(The opening hours of the Finance Office are Monday to Friday from 8:00 a.m. to 4:30 p.m. Please do not send cash through the mail.)*
- 5. After payment, deliver the receipt of payment and the completed Application for Admission Form, recommendations and transcripts to the Office of Admissions and Enrollment at SJC Junior College.** *(Applicants will usually receive a decision in writing within one month of the receipt of the complete application package. Please note that applications will not be processed unless all required documents are received.)*

Additional Information

Application Deadlines:

- ✓ **February 8, 2013 for August Admission**
- ✓ **November 1, 2013 for January Admission**

Additional Documents: Admitted students are required to submit certified copies of their high school diploma or GED certificate prior to registration. *(A certified copy is a photocopy which is stamped and signed by the appropriate school administrator or notarized by a notary public.)* **Students who qualify for CSEC scholarships must also submit their preliminary results slip to the Finance Office by the end of September of the year of admission.**

Additional Requirements: In some cases applicants may be required to attend an *admission interview*. Some applicants may also gain admission which is *conditional* upon successfully completing remedial courses.

Direct inquiries to:

Office of Admissions & Enrollment
Tel # 223-3648 or 223-3731
Email: admissions@jc.sjc.edu.bz

SECTION I: PERSONAL DATA

1. Name: _____
Last name First name Middle Name

2. Home Address: _____
Street City/Town District

3. Telephone #: _____ / _____ 4. Email Address: _____
(Home) (Cell, if available) (if available)

5. Age: _____ 6. Date of Birth: _____ / _____ / _____ 7. Country of Birth: _____
Month Day Year

8. Gender: ☐ Male ☐ Female Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed

9. Citizenship: ☐ Belizean National ☐ Permanent Resident ☐ Other (Please specify) _____

10. Religion: ☐ Adventist ☐ Anglican ☐ Baptist ☐ Catholic ☐ Methodist ☐ Presbyterian ☐ Other _____

11. Mailing Address for report cards/refunds/letters etc. (if different from above):

Name of Recipient: _____

Recipient's Address: _____
Street City/Town District

12. Parents, Guardians, or Emergency Contacts:

Name: _____ Relationship to Applicant: _____

Telephone #: _____ / _____ / _____ Email Address: _____
(Home) (Work) (Cell) (if available)

Home Address: _____
Street City/Town District

Name: _____ Relationship to Applicant: _____

Telephone #: _____ / _____ / _____ Email Address: _____
(Home) (Work) (Cell) (if available)

Home Address: _____
Street City/Town District

SECTION II: EDUCATIONAL BACKGROUND

1. List all primary, secondary and post-secondary institutions previously attended, beginning with the most recent.

Name of Institution	Dates Attended (mm,yy)	Date of Graduation/Withdrawal (mm,yy)

2. Have you previously applied to or attended SJC Junior College? ☐ Yes ☐ No

If yes, state _____
(date(s) previously applied/attended) (division previously applied to/attended) (any degree/certificate awarded)

3. List the external exams you plan to take this year or have already taken.

(for CSEC use G for General Proficiency and B for Basic Proficiency)

Exam	Subject	Proficiency	Date	Grade

Note: Applicants who are accepted will be required to submit copies of their CSEC results to the Office of the Registrar and Finance Office.

4. Have you registered for or already taken the ATLIB examination? ☐ Yes ☐ No

SECTION III: STUDENT PROFILE

1. Have you received any demerits or disciplinary letters in the last 12 months?

☐ Yes

☐ No

If **YES**, please give details on a separate sheet of paper and attach to your application form.

2. Have you ever been suspended or dismissed from school or work?

☐ Yes

☐ No

If **YES**, please give details on a separate sheet of paper and attach to your application form.

3. Have you ever been charged with an offense?

☐ Yes

☐ No

If **YES**, please give details on a separate sheet of paper and attach to your application form.

SECTION IV: PLAN OF STUDY

1. When are you planning to begin your studies?

☐ August _____

☐ January _____

2. How do you plan to study? (answer both sections a and b)

A. ☐ full-time (12 or more hours per week)

☐ part-time (fewer than 12 hours per week)

B. ☐ day-time only

☐ evenings only

☐ combined day-time and evenings

3. Please indicate the area or areas of study into which you wish to be admitted. Place # 1 for first interest, # 2 for second interest, # 3 for third interest in the boxes below.

(Students will have the opportunity to choose specific programs and majors or make changes after admission and academic advising.)

A. Business Studies

Business Management Track ☐
 +Business Management
 Business Management w/ Accounting
 Business Management w/ Economics
 Business Management w/Tourism

B. Education

Early Childhood Education Track ☐
 *Early Childhood Education

Primary Education Track ☐
 *Primary Education

C. Humanities and Social Sciences

Art or Graphic Design Track ☐
 Commercial Arts
 Fine Arts
 General Studies w/ Graphic Design

English, History, Literature Track ☐
 Literature and History
 General Studies w/ English
 General Studies w/ Literature

Criminal Justice Track ☐
 *Criminal Justice

Economics, History, Sociology, Psychology Track ☐
 Sociology and Economics
 History and Economics
 Psychology and Sociology
 General Studies w/ Economics
 General Studies w/ Psychology
 General Studies w/ History
 General Studies w/ Sociology

General Studies Track ☐
 General Studies w/ Accounting
 General Studies w/ Tourism
 General Studies w/ No Major

D. Math and Sciences

Biology, Chemistry Track ☐
 Biology and Chemistry
 Biology & Chemistry w/ Math
 Environmental Science
 General Studies w/ Biology
 General Studies w/ Chemistry

Math, Physics Track ☐
 Physics and Math
 Physics and Math w/ Chemistry
 General Studies w/ Math

Computer Sciences Track ☐
 +Computer Information Systems
 Computer Networking
 Computer Science w/ Math

** Offered full and part time only in the evenings; classes start at 4:00pm
 + Offered full and part time both day and evening*



ST. JOHN'S COLLEGE JUNIOR COLLEGE

RECOMMENDATION FORM #1

Educator Recommendation



INSTRUCTIONS FOR THE APPLICANT:

Please complete Section I then give the form to the educator who will offer a recommendation on your behalf. If you are currently in high school or recently graduated from high school, this form must be completed by a teacher who taught you a subject related to your proposed program of study. Other applicants may give this form to any educator who knows the applicant well enough to complete the recommendation.

SECTION I (to be completed by applicant)

Name of Applicant: _____
Last Name First Name Middle Name

Proposed Program: _____ Applicant's Signature: _____

SECTION II (to be completed by the recommender)

Please complete and return this form to the applicant **in a sealed envelope with your signature or stamp across the flap** or mail it directly to the Office of Admissions and Enrollment, St. John's College Junior College, P.O. Box 548, Princess Margaret Drive, Belize City.

Name: _____ Position/Title: _____

School/ Organization: _____ How long have you known the applicant? _____

May we contact you regarding this applicant? ☐ Yes ☐ No Email or telephone number: _____

Based on your knowledge of the applicant, how would you rate him/her on the following criteria? (Please place a check mark (✓) in the appropriate box to indicate your rating.)

Rating Scale:

- 5 – Excellent
- 4 – Above Average
- 3 – Average
- 2 – Below Average
- 1 – Poor
- U – Unable to Assess

CRITERIA	5	4	3	2	1	U
Analytical ability						
Verbal expression skills						
Written expression skills						
Background knowledge in proposed program						
Ethical standards/Integrity						
Maturity/ Responsibility						
Perseverance/ Adaptability						
Respect/ Concern for others						
Leadership/ Teamwork						
Involvement in School/ Community						

Kindly comment on the applicant's greatest strengths and weaknesses.

What is your overall recommendation for this applicant?

- ☐ Recommend Strongly ☐ Recommend ☐ Recommend with Reservations ☐ Do Not Recommend

Signature: _____

Date: _____



ST. JOHN'S COLLEGE JUNIOR COLLEGE
RECOMMENDATION FORM #2
Principal (high school applicants) or Employer (working applicants)



INSTRUCTIONS FOR THE APPLICANT:

Please complete Section I then give the form to the principal, employer or supervisor who will offer a recommendation on your behalf. If you are currently in high school or recently graduated from high school, this form must be completed by the principal or vice-principal of the high school you attend. Other applicants may give this form to a current or former employer or supervisor.

SECTION I (to be completed by applicant)

Name of Applicant: _____
Last Name First Name Middle Name

Proposed Program: _____ Applicant's Signature: _____

INSTRUCTIONS FOR THE RECOMMENDER:

Please complete and return this form to the applicant in a sealed envelope with your signature or stamp across the flap or mail it directly to the Office of Admissions and Enrollment, St. John's College Junior College, P.O. Box 548, Princess Margaret Drive, Belize City.

SECTION II (to be completed by the recommender)

Name: _____ Position/Title: _____

School/ Organization: _____ How long have you known the applicant? _____

May we contact you regarding this applicant? ☐ Yes ☐ No
Email or telephone number: _____

To the best of your knowledge, has this applicant received any notable awards? ☐ Yes ☐ No

If yes, please describe: _____

To the best of your knowledge, has this applicant ever been in any significant trouble with the school/ organization or with the law (e.g. suspension, expulsion, arrest)? ☐ Yes ☐ No

If yes, please explain: _____

Compared to other students/employees at your school/organization, how would you rate the applicant based on the following criteria? (Please place a check mark (✓) in the appropriate box to indicate your rating.)

CRITERIA	Above Average (better than most)	Average (similar to most)	Below Average (worse than most)
Level of discipline/professionalism			
Level of participation/ contribution			
Potential for success at tertiary level			

What is your overall recommendation for this applicant?

☐ Recommend Strongly ☐ Recommend ☐ Recommend with Reservations ☐ Do Not Recommend

Comments (if applicable): _____

Signature: _____ Date: _____

Thank you for completing this recommendation form. We greatly appreciate your assistance.

SECTION V: ESSAY

This section gives the admissions committee an opportunity to get to know you better and could impact the final decision on whether or not you are admitted into the College or into the program of your choice. Please write a short essay of approximately 200-250 words describing your personal characteristics, interests, career goals, and what you hope to bring to the SJCJC learning community. Use of correct standard English is important. (*You may use the space provided below or attach a separate page, if necessary. Remember to sign at the end of this sheet.*)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SIGNATURE

My signature below indicates that all the information contained in this application package is complete, factually correct, and honestly presented; I understand that my admission and subsequent registration may be canceled if this information is found to be false or intentionally omitted, or if I fail to earn a high school diploma (or its equivalent). I also agree that, if I am admitted, I will abide by the policies and regulations of St. John's College Junior College.

Applicant's Signature: _____

Date: _____

Parent's/ Guardian's Signature: _____ (if under 18 yrs.)

Before you send in your application, fill out the following checklist to ensure your application is complete:

- ☐ I have completed all five sections of the application form.
- ☐ I have indicated my proposed study track.
- ☐ I have written my essay.
- ☐ I have obtained recommendations from my principal or employer and an educator.
- ☐ I have obtained transcripts from all secondary and post-secondary institutions that I attended.
- ☐ I have signed the application form.
- ☐ I have paid my \$25.00 application fee.

THANK YOU FOR CHOOSING ST. JOHN'S COLLEGE!

STUDENT CLUBS AND ORGANIZATIONS

CLUBS

Newspaper Club
La Ruta Maya Club
Travel Club
Dance Club
Music Club

GECO
STARS
BIONIC
ARMED

GROUPS

Peer Ministry
Global Minds
Wavemakers
Youth Voices
Nation Builders

ORGANIZATIONS

BUSINESS STUDIES

Accounting
Economics
Management
Tourism

HUMANITIES, SOCIAL SCIENCE AND EDUCATION

Fine Art
Commercial Graphic Design
Criminal Justice
Early Childhood Education
English
History
Literature
Primary Education
Psychology
Sociology

MATHEMATICS, SCIENCE AND COMPUTER TECHNOLOGY

Biology
Chemistry
Computer Information Systems
Computer Networking
Environmental Science
Mathematics
Physics

**Jesuit
Scholarship
Opportunities**



CHAPEL



LIBRARY

**Free
Wi-Fi**



STUDENT LOUNGE



COMPUTER LAB