

## ST. JOHN'S COLLEGE JUNIOR COLLEGE APPLICATION FOR ADMISSION 2021-2022

### Instructions:

1. **Log in to <https://sjcconnect.sjc.edu.bz/> to create your SJCJC portal account.**  
A verification email with a link is sent to the email address used to create the account. (*Check your spam or junk folder if not visible in your Inbox.*) Clicking on the link directs you back to the portal to create your password. You **MUST** use the verification link to successfully create your account.
2. **Complete ALL sections of the Online Application for Admission.**
3. **After submitting your online application, print from your portal account a copy of the Application Confirmation Letter.**
4. **Locate the templates for recommendation forms.**  
Complete Section I of each Recommendation Form before emailing to the relevant recommender for completion, as follows:
  - a. Recommendation Form #1 to a present or past teacher of a subject related to your proposed program of study
  - b. Recommendation Form #2 to the principal of your high school or to a current supervisor/employer, as applicable
5. **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.*)
6. **Obtain a photocopy of your birth certificate and of your Social Security card.**
7. **Pay a \$30.00 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 Thursday from 8:00 am to 5:00 pm and on Friday from 8:00 am to 4:00 pm.*)
  - b. In person or by online transfer at any branch of Atlantic Bank or Belize Bank countrywide:  
Atlantic Bank: Account 210873161  
Belize Bank: Account #135907010120001
8. **Place all documents, including Application Confirmation Letter, principal recommendation, teacher recommendation, copy of birth certificate, copy of social security card, and copy of application fee payment receipt, in a legal-size manila envelope.** (*Please note that incomplete applications will not be processed until all required documents are received.*)
9. **Deliver the completed package to the Office of Admissions and Enrollment, Yorke Hall, on the college campus.** (*Applicants will usually receive a response letter within one month of receipt of the completed application package.*)  
✓ October 7, 2021 for January 2022 admission

**Additional Requirements:** Some applicants may be required to attend an admission interview; others may gain admission only after successfully completing developmental courses.

**Direct inquiries to:**  
Office of Admissions and Enrollment  
Telephone 223-3648; Email: [admissions@jc.sjc.edu.bz](mailto:admissions@jc.sjc.edu.bz)