



St. John's College University

Application Instructions – January 2026 Admissions



1

Create Your SJC Portal Account

- Go to sjconnect.sjc.edu.bz to create your account and password. (ensure to use a personal email address when applying)
- A verification email will be sent to the email address you used. (Check your spam/junk folder if not in your inbox.)
- Click the verification link to activate your account, then log in using the password you created.

2

Complete the Online Application

- Fill in all sections of the Online Application for Admission on the SJC Connect portal.
- Applicants who have recently graduated within the past year from SJCJC are not required to submit a transcript, birth certificate, Recommendation Letters, or a personal statement.

3

Upload Required Digital Documents

- The following documents must be uploaded to your online application before submission:
 1. Application Letter
 2. Two (2) Recommendation Letters (done online on the portal by recommenders)
 3. Personal Statement
 4. Copy of your payment receipt for the \$100.00 application fee
- Payment options:
 1. At the SJC Finance Office (cash, debit, or credit card)
Opening Hours: Mon to Thurs – 8AM to 4PM, Fridays – 8AM to 3PM
 2. Online transfer or in-person deposit at Belize Bank
Account Name: St. John's College
Account #135907010120003

4

Prepare Physical Documents for Submission

- Official Sealed Transcripts from all post-secondary institutions attended (must bear the institution's seal and be in sealed envelopes).
- Copy of Birth Certificate.

5

Submit Physical Documents to the Admissions Office

- Submit Physical Documents to the Admissions Office
- Deliver your sealed transcripts and birth certificate to the **Office of Admissions and Records Management**, Dieckman Hall, SJC campus no later than **December 2nd, 2025**.
- Incomplete applications will not be accepted.