



# St. John's College Junior College

Application Instructions – January 2026 Admissions



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## Create Your SJCJC Portal Account

- Go to [sjconnect.sjc.edu.bz](http://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.

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## Complete the Online Application

- Fill in all sections of the Online Application for Admission on the SJC Connect portal.

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## Upload Required Digital Documents

- The following documents must be uploaded to your online application before submission:
  1. Application Letter
  2. Copy of a valid Social Security Card or Passport
  3. Two (2) Recommendation Letters (completed online by the recommenders)
  4. Copy of your payment receipt for the \$50.00 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 #1359 0701 01 20001

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## Prepare Physical Documents for Submission

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

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## 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 **October 6<sup>th</sup>, 2025**.
- Incomplete applications will not be accepted.

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## Additional Requirements

- Some applicants may be required to attend an admissions interview.
- Others may gain admission only after successfully completing developmental courses.