



# Galen University

• Mile 62.5 George Price Highway • P.O. Box 94 • Cayo District • Belize, C.A. • +501-824-3226

## Graduate Application Form

Galen University provides market driven, transformative, experiential education for personal and social development. The University upholds the highest standards of human rights and does not discriminate against individuals on the basis of race, color, sexual orientation, gender, religion, ability, age, nationality or ethnicity in the administration of its admission and academic policies and all university programs and activities.

### ADMISSION REQUIREMENTS

Only applicants who meet all the following requirements are usually considered for admission. Candidates who fall **just short** of these requirements may appeal to the Admissions Board via [admissions@galen.edu.bz](mailto:admissions@galen.edu.bz) for consideration.

- A willingness to work hard, expand academic skills, strengthen character, respect others, keep abreast of social issues, analyze social problems, work in interdisciplinary groups and apply knowledge and skills acquired to solve social problems
- A commitment to high standards of personal ethics in all human interaction at Galen University
- A Cumulative GPA of at least 3.00 on a 0.00 – 4.00 Grade Point Scale from your feeder institution
- The production and submission of an original essay of 500 words that responds to the following instruction.
  - Describe with specific examples how you plan to meet the demands of a graduate program of study. Your response should demonstrate your understanding of the **purpose** and **academic rigor** of graduate level studies and your personal plan to excel in Galen's graduate program.

*Sign your essay to confirm that it is your work and it is a true reflection of your thoughts and writing skills.*

*Any evidenced conclusion that your submission is not your own work will be grounds for denial of admission into Galen.*

### APPLICATION PACKAGE

**Submit an application package including the documents listed below.**

- Completed application form
- Original essay described above
- \$60.00 Application Fee (non-refundable)
- One (1) official University transcript
- One (1) copy of transcript
- One (1) copy of diploma
- Two (2) character references that speak from experience that you are currently prepared to undertake the academic rigor and responsibility needed to excel in a Graduate program
- One (1) curriculum vitae
- One (1) copy of Social Security Card or Passport
- One (1) recent photograph (passport-sized)

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## DETAILS OF APPLICATION

Semester of intended entry (Check one):  August  January Year: \_\_\_\_\_

Academic Program Code: (See Academic Program codes on rear of form)

MED majors, choose an area of concentration: (See Concentration codes on rear of form)

Have you previously applied to or attended Galen University?  Yes  No

If yes, when did you last apply and/or enroll?

Year applied: \_\_\_\_\_ Last semester/year enrolled: \_\_\_\_\_ Student ID #: \_\_\_\_\_

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## DEMOGRAPHIC INFORMATION

Legal Name

(Please enter your name as it appears on your passport and/or other official documents.)

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

Middle

\_\_\_\_\_

Suffix (Jr., Sr. (if applicable))

Previous last name(s) if applicable: \_\_\_\_\_

Social Security Number

Birthdate

MO

DA

YR

Gender (Check one):

Male

Female

Nationality: \_\_\_\_\_

Country of Origin: \_\_\_\_\_

Permanent Address:

\_\_\_\_\_

Street Address

\_\_\_\_\_

City/Town/Village

\_\_\_\_\_

District

(If different from above, please give your current mailing address for all admission correspondence.)

Current Mailing Address:

\_\_\_\_\_

Street Address

\_\_\_\_\_

City/Town/Village

\_\_\_\_\_

District

Permanent Email: \_\_\_\_\_ Cell #: \_\_\_\_\_ Home #: \_\_\_\_\_

Do you have any learning disabilities? If yes, kindly share: \_\_\_\_\_

Do you have any medical conditions that may create an emergency on campus or on a University trip (e.g. allergies, diseases, etc.)? If yes, kindly share: \_\_\_\_\_

\_\_\_\_\_

Blood type: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Emergency Contact Email: \_\_\_\_\_

Emergency Contact Cell #: \_\_\_\_\_

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## ACADEMIC INFORMATION

Tertiary School completed: \_\_\_\_\_

Degree(s) earned: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

Major/Concentrations: \_\_\_\_\_

Year(s) Graduated: \_\_\_\_\_

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## CERTIFICATION

(Please print your name, sign and date in the spaces below to confirm the submission of your application.)

I, \_\_\_\_\_ certify that the information in this application and support materials are current, complete and accurate to the best of my knowledge. I understand that withholding information requested in the application or giving false information may take me ineligible for admission to or continuation at Galen University.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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## PAYMENT INFORMATION

I am paying my application fee of \$60.00 by: (check one)

Deposit at bank (proof of deposit must be included in application package)

Payments can be made into one of the following **Atlantic Bank** accounts:

- Account #: **100 166 491** OR **100 203 076**

Credit card type: (please check an option below and fill in the section hereunder)

MasterCard       Visa

Name on the card: \_\_\_\_\_

Card Number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiry Date: \_\_\_\_\_/\_\_\_\_\_

Signature of the card holder: \_\_\_\_\_ Date: \_\_\_\_\_

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Thank you for applying to join the Galen Community!

Please ensure that all supporting documentation is included and all sections of this application are complete before making your submission. Kindly submit your completed application package to:

Galen University Office of Admissions  
GALEN UNIVERSITY  
P.O. Box 94  
San Ignacio, Cayo District  
Belize, Central America

You may also drop off your application package at any of Galen's Centers across the country. The locations of the Centers are provided on the rear of this form.

For more admissions information contact us at [admissions@galen.edu.bz](mailto:admissions@galen.edu.bz) or by telephone at (501) 824-3226.

### OFFICIAL USE ONLY

Date Application received: \_\_\_\_\_ Received by: \_\_\_\_\_

Application Status:  Complete       Incomplete

Missing requirements: \_\_\_\_\_

Date Entered in Financial Records: \_\_\_\_\_ Entered by: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Admission Decision:  Unconditional Acceptance       Conditional Acceptance

Acceptance on Probation       Denied

Dean's Signature: \_\_\_\_\_ Date of Decision: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Student Email Address: \_\_\_\_\_

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## GRADUATE ACADEMIC PROGRAM CODES

- **AUDT** – Auditing student (For applicants who are not interested in taking exams or getting grades. The intention is to observe courses for personal enrichment.)
- **CONT** – Continuing student (For applicants with a degree and are not interested in another but only want to take a few courses for personal enrichment.)
- **MBA** – Master of Business Administration
- **MED** – Master of Education in Secondary Education  
**Concentration Codes for MED majors:**  
Choose a concentration from the following list and use the corresponding number to indicate your choice in the Details of Application section.
  1. English
  2. Educational Leadership
  3. Mathematics
  4. Natural Science
- **MSA** – Master of Science in Accountancy

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## GALEN UNIVERSITY CENTERS ACROSS THE COUNTRY

### **Belize District:**

- 2622 Mercy Lane, Unit 1, Belize City
- Caye Caulker Roman Catholic Primary School, Caye Caulker Village
- San Pedro High School, Lagoon Street, San Pedro Town

### **Cayo District:**

- 2<sup>nd</sup> Floor Habet Building, Constitution Drive, Belmopan City
- Mile 62 ½ George Price Highway, Central Farm Village

### **Corozal District:**

- Centro Escolar Mexico Junior College, San Roman Village

### **Orange Walk District:**

- Muffles College, San Andres Street, Orange Walk Town

### **Stann Creek District:**

- Ecumenical Junior College, Ecumenical Drive, Dangriga Town
- Independence Junior College, Savannah Road, Independence Village

### **Toledo District:**

- 42 Jose Maria Nunez Street, Punta Gorda Town

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[www.galen.edu.bz](http://www.galen.edu.bz)

