

AUD
AMERICAN
UNIVERSITY
IN DUBAI



**APPLICATION KIT
STUDY ABROAD/VISITING STUDENTS**

MESSAGE FROM THE DIRECTOR OF ADMISSIONS



Dear Student,

We are excited that the American University in Dubai (AUD) is one of your university choices in the region. We are an institution that delivers excellence in teaching and personal and professional development, serving a diverse and global society.

AUD is internationally and locally accredited. It is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), one of six regional accreditation organizations recognized by the United States Department of Education and the Council for Higher Education Accreditation. AUD is also recognized by the UAE Ministry of Education - Higher Education Affairs (MOE-HEA), providing quality education and promoting continuous institutional improvement in an American educational model.

Students choosing AUD will find that it is committed to fostering intercultural understanding, demonstrated through its courses, its worldwide exchange programs, and the many activities and organizations that promote appreciation for cultural diversity. AUD is located in Dubai Media City, a business hub for advertising, communication, media, and marketing companies, which makes it a popular and desirable place.

We hope this kit serves as a guide to help you with the application process. Our Admissions team understands students' educational goals and facilitates the admissions process by answering your questions, ensuring you have a smooth process, and then reviewing your application in a timely manner.

Best wishes,

Carol A. Maalouf
Director of Admissions

FACTS ABOUT THE UNIVERSITY

The American University in Dubai is a private, non-sectarian institution of higher learning founded in 1995.

Over one hundred nationalities are represented in the AUD student body of approximately 2,500.

AUD offers both undergraduate and graduate degrees and Certificates in Middle Eastern Studies and Professional Teaching.

AUD is American not only in name but also in substance, as it places emphasis on the educational, professional and personal growth of each student.

LANGUAGE OF INSTRUCTION English

AUD MASCOT



ACADEMIC YEAR

Fall Semester: September – December

Spring Semester: January – May

Summer I Session: May – June

Summer II Session: July – August

STUDENT LIFE & THE CAMPUS

There are 50 student clubs and numerous annual events including a Week of Welcome, AUD Desert Safari, International Night, Ramadan Tent, AUD Gala Dinner and Award Ceremony, Winter Ball, Thanksgiving Day and UAE National Day.

The **Student Center** houses indoor sports facilities, a barber shop, a beauty salon, a travel agency, a bank, a copy center, a bookstore, a supermarket, and a food court.

Athletic facilities include a 1,300ft track, an 82ft pool, a soccer pitch, three tennis courts, and two basketball/volleyball courts. The soccer field has an outdoor spectators' gallery that accommodates 300 spectators.

The **AUD Knights Arena**, a central indoor stadium, is designed so that it can be divided into two separate courts used for indoor soccer, handball, basketball, or volleyball.

The stadium has a capacity of 2,500 spectators.

Separately, there are two squash courts and a 1,600sqft gymnasium and an aerobics/dancing/music room.

AUD LIBRARY

The AUD Library provides a rich collection of print and electronic resources supporting the academic programs. These resources include: access to over 300,000 books; subscriptions to core academic print and online journals, as well as newspapers and periodicals magazines; and a robust collection of academic and professional online databases. The Library supports course-related information literacy instruction and promotes a communitywide reading culture with a growing collection of literary works including prize-winning titles.

ADMISSIONS OFFICE ONLY - FOR OFFICIAL USE - DO NOT FILL IN THIS PART.

Student ID # _____

Photo

Status _____

Finance Stamp

SAP/VISITING APPLICANT INFORMATION

Family Name (as per passport)

First Name (as per passport)

Gender Male Female

Marital Status Single Married

Date of Birth (mm/dd/yy)

Citizenship (as per passport)

Country of birth

College/University

Country

Program/Major

CGPA

Permanent Mailing Address

Transcript Mailing Address

Street _____ P. O. Box _____

Study Abroad Advisor / Office Name _____

City _____

Street _____ P. O. Box _____

State/Country _____ Zip _____

City _____

Permanent Phone (____) _____

State/Country _____ Zip _____

Current Phone (____) _____

Tel _____

Email _____

Email _____

Mobile Phone _____

Application Details

1. Have you applied to AUD before? No Yes When? _____

2. When do you plan to join AUD? *(Please check only one and fill in the year)*

Fall 20 _____ Spring 20 _____ Summer (I) 20 _____

(Sept-Dec) (Jan-Apr) (May-Jun)

Summer(II) 20 _____

(Jul-Aug)

3. I am applying as

Visiting Exchange (from one of AUD's partner universities)

4. I wish to enroll in the following program

Certificate in Middle Eastern Studies I will register for specific courses

5. How many semesters are you planning on attending AUD? One Two

6. Do you need a student visa? No Yes *(Please refer to visa information in this kit for further details about how to apply for a student visa.)*

7. Do you require housing accommodation? No Yes *(Please refer to the housing information in this Kit for further details about how to apply for accommodation.) Securing housing on campus is contingent on payment of the non-refundable reservation deposit and the housing reservation fee.*

8. **Optional: Do you have a physical, perceptual, psychological or learning disability?** ___ No ___ Yes

Special services may be available.

In case of an emergency, please notify:

Name _____ Relation to Applicant _____

Phone _____ Email _____

9. How did you find out about AUD's Study Abroad Program?

- Home Institution AUD website Professor/Academic Advisor
 Classroom Presentation Referral Other (please specify) _____
 Social Media Study Abroad Fair

10. Please list any friends or classmates who might be interested in attending a semester abroad at AUD.

| Name | Interested | Email Address | CellPhone # |
|------|------------|---------------|-------------|
| | | | |
| | | | |

LETTER OF INTENT

As part of your acceptance process, the *Letter of Intent* will be reviewed along with your completed application in the Acceptance Meeting. (Please focus and put all of your thoughts into the answer to the following question:)

All AUD students have to be committed to attending class and doing their very best in order to enhance the overall study abroad experience. Why are you committed to attending AUD, and why should you be accepted?

Please answer on a separate sheet, and attach it to your application.



The American University in Dubai evaluates all applications, makes all admission decisions, and treats all students without discrimination regarding race, sex, color, age, religion, national origin, or handicap.

WAIVER AND RELEASE

This form must be submitted along with the application for admission.

Must be signed by the applicant

I, the undersigned, for and in consideration of my enrollment in programs at The American University in Dubai (AUD), hereby release and forever discharge AUD and all of its agents, officers, directors and employees from any and all manner of claims, causes of action, losses, or liability which I now have or may ever have at any time in the future against AUD, its agents, officers, directors, or employees, arising out of or pertaining to any injury, loss, damage, or harm of any kind which has, will, or may happen to me while I am enrolled in programs at AUD, whether or not on the property of AUD.

I hereby assume all risks for any damage, loss, injury, or harm which may occur to me in going to or from AUD or any travelling in which I may engage while enrolled at AUD.

In addition to the above and for the same consideration previously stated, I hereby agree to indemnify, defend, protect, and hold harmless AUD and its agents, officers, directors, and employees from and against any and all manner of claims, causes of action, losses or liability arising out of any accident, injury, or damage to me occurring while I am enrolled in programs at AUD or travelling to or from the University.

This *Waiver and Release* shall remain in full force and effect so long as I am enrolled in programs at AUD or during travels to or from AUD.

I have executed this Waiver and Release and have agreed to the terms of this instrument having carefully read it in full, this _____ day of _____ 20 ____ .

Name of Applicant & Signature

Date (dd/mm/yy)

CONSENT TO RELEASE EDUCATION RECORDS

Must be signed by the applicant

The American University in Dubai classifies **Directory Information** as the following:

Student name, address(es), telephone number(s), e-mail address(es), birth date and place, program of study, dates of attendance, and credentials awarded. Any other education record is classified as non-directory information and can not be disclosed to any party without the student's consent.

Choose One

I **AUTHORIZE** the release of my education records (e.g., grades, GPA, ID, schedule, statement of fees) to the following:

| | |
|--|---------------------|
| <input type="checkbox"/> Parent(s) | Father's Name _____ |
| | Mother's Name _____ |
| <input type="checkbox"/> Financial Sponsor | |
| <input type="checkbox"/> Guardian | |
| <input type="checkbox"/> University | Address _____ |
| | Tel _____ - _____ |

I **DO NOT AUTHORIZE** the release of non-directory education records.

Name of Applicant & Signature

Date (dd/mm/yy)

AUD

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IN DUBAI

DECLARATION

MUST BE SIGNED BY THE APPLICANT

If I am accepted by The American University in Dubai (AUD), I agree to abide by the regulations and policies set forth in the University's *Undergraduate Catalog, Student Handbook, Schedule of Tuition Fees, and Enrollment Agreement*, and as stated in this application and online.

I certify that the information that I have provided in this application is true and complete to the best of my knowledge. I fully realize that omissions or falsification of information will be sufficient reason for rejection or dismissal.

Important Notices

Students should be aware that all records, letters, and other documents provided in the original to AUD as part of the admissions process will remain University property. The University reserves the right to evaluate the adequacy of all credentials submitted for admission.

Students who are not granted admission to AUD or who withdraw their applications should collect their documents within two (2) years; otherwise, their physical records will be destroyed.

Name (please write your full name here)

Signature

Date (dd/mm/yy)

ACKNOWLEDGEMENT

MUST BE SIGNED BY THE APPLICANT

Insurance Coverage while at AUD

It is mandatory for all visiting students to apply for a Student Residence Visa from AUD (except for UAE and GCC nationals). The health insurance is covered as part of the visa process.

Housing Security Deposit

In order to receive the keys to the shared dorm room for check-in, a housing security deposit payment of AED 1,000 is required prior to check in. This amount is fully refunded once the student returns the keys to the Housing Manager, and the dorm room is deemed free of any damage.

Withdrawal from Courses

The Admissions Office reserves the right to inform the home institution, when requested, that the Study Abroad/Visiting student has withdrawn from courses at AUD.

I, the undersigned, acknowledge the above policies, and accept to make the appropriate payments within the deadlines as mentioned in the *AUD Academic Calendar* online.

Name (please write your full name here)

Signature

Date (dd/mm/yy)

AMERICAN UNIVERSITY IN DUBAI

RESERVATION AND ENROLLMENT AGREEMENT & TERMS

- I agree to accept the rules, regulations and fees of the American University in Dubai as stated in the current *Catalog* (which may be modified from time to time) and on the website, and agree to the terms and conditions as stated in the *Visiting Application for Admission*, which I acknowledge receiving.
- I understand that the academic year consists of two semesters – fall and spring – and is defined as the period of time beginning with the fall semester in September and extending through the end of the spring semester May. In addition to the academic year, the University conducts two summer sessions, which students may choose to attend.
- I understand that fees, as listed in the *Schedule of Tuition, Fees and Expenses*, are payable in advance. I further understand that all fees must be current before students can begin or continue attendance or receive any University services. All financial obligations to the University must be discharged before grades, transcripts, etc., can be issued or a degree conferred.
- I understand the refund policy is as follows:

(1) Tuition - All refund requests will be processed within 30 days. Refunds are governed by the following regulations:

| Withdrawal/dismissal from all classes | | Withdrawal from partial classes | |
|---------------------------------------|--------|---------------------------------|--------|
| Schedule | Refund | Schedule | Refund |
| During Drop/Add* | 100% | Until end of Drop/Add* | 100% |
| Until the end of the second week** | 50% | After Drop/Add | 0% |
| Until the end of the third week | 25% | | |
| After the third week | 0% | | |

*For students in the first semester of attendance 100% refund with the exception of the reservation and enrollment deposit of AED5,000 (for undergraduate) which is nonrefundable. See the AUD Academic Calendar for dates of Drop/Add.

**Sunday-Thursday - The refund amount will be a credit to the student's account and carried forward to the following semester. Non-returning students will receive a refund within 30 days of submitting a request form.

(2) Housing Fees and Charges - The one-time housing security deposit is refundable at the end of the semester if no housing damage has occurred. The housing reservation fee is non-refundable and non-transferable unless the student's application for admission is denied, or the student cancels his/her admission (including conditional) one month prior to the start of the semester for which he or she has paid.

Note: AUD has a Refund Policy specific to legal residents of the U.S. State of Georgia. This Policy has been written to be in compliance with Standard Nine of Georgia's Minimum Standards and Criteria for NPEC Institutions. The existence of this Policy is announced during Student Orientation and referenced at the time of exit from AUD (during the account settlement process) of any Georgia resident who requests a refund. A copy of this Policy is available in the Finance Office, the Registrar's Office, and the Office of Institutional Effectiveness.

- I understand that degrees are conferred by the American University in Dubai as explained in the *Catalog* and on the website. I understand that as a student, I must fulfill all requirements for academic credit and residency before a degree is awarded. I have read the *Catalog* online and have reviewed it, and acknowledge that the information is readily available online. I have been given an opportunity or opportunities to ask questions about the *Catalog* and all other materials I have reviewed. I am satisfied with the information I have received as well as the opportunity to receive additional information as requested.
- As a student of the University, I pledge that all tests taken by me and that all work submitted by me will be original and solely the result of my own efforts.
- I understand that all costs of student supplies are borne by the student, parent, and/or guardian and that the supplies will remain the property of the student.
- I understand that all students, while enrolled at AUD are required to have and maintain private health insurance covering all UAE care on a continual basis and are responsible for all charges related to their medical care. AUD-sponsored students are automatically enrolled in the AUD-sponsored health insurance plan and charged a non-refundable fee on their fall semester bill covering the period September 1 through August 31. AUD non-sponsored students can join the AUD-sponsored health insurance plan at the beginning of each semester, subject to approval from the insurance company.
- I understand the University makes reasonable efforts to provide a safe and secure environment, including making arrangements for transportation, food, housing, recreation, sightseeing, and other services in connection with all trips organized for students. I acknowledge that the University does not assume any liability nor shall it be liable for any injury, damage, loss, accident, or delay for any reason other than its own gross negligence with regard to the foregoing. Therefore, I hereby waive and release any and all claims against the University, its faculty and staff, and their successors and assign any legal representatives for any injury, loss, accident, damage, delay, or expense for any and all injuries suffered by me arising out of the foregoing.
- I agree that the University may use students' pictures, statements, and names for news items, advertising, and publicity for the University.

The UAE Ministry of Education – Higher Education Affairs (MOE-HEA) has officially licensed the American University in Dubai and accredited all of its programs. AUD is also accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Bachelor's and Master's degrees.

Name _____ Signature: _____ Date: _____

VISITING/EXCHANGE PROGRAM COURSE APPROVAL FORM

| | |
|--|---|
| First Name _____ Middle Name _____ Family Name _____ | Home Institution Address |
| How many classes will you be taking while enrolled at AUD? Fall _____ Spring _____ Summer I _____ Summer II _____ | SEMESTER ATTENDING AT AUD _____ Are you planning on staying for more than one semester? __ Yes __ No |

The following courses have been approved for transfer credit to my home institution (list the courses in order of preference).

| HOME INSTITUTION | | | AUD EQUIVALENT | | |
|------------------|--------------|--------------|----------------|--------------|--------------|
| Course Code | Course Title | Credit Hours | Course Code | Course Title | Credit Hours |
| | | | | | |
| | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |

This student has completed equivalent AUD pre-requisite(s) for the courses listed above and will receive transferable credits upon evaluation of the student's AUD transcript.

SIGNATURE OF DEAN/DEPARTMENT HEAD

DATE

IMPORTANT NOTE

This form is official if signed and has the original stamp of the appropriate department at the home institution. The form is also accepted by e-mail if sent directly from the home institution.

STAMP

OUR GLOBAL INCOMING STUDENTS



AUSTRALIA

Florida Institute of Technology
University of New South Wales
University of Wollongong



AUSTRIA

University of Vienna



CANADA

Algonquin College
Cape Breton University
Capillano University
Carleton University
Concordia University
McGill University
McMaster University
Ryerson University
The University of Western Ontario
University of Manitoba
University of Ottawa
University of Toronto
University of Western Ontario
Wilfrid Laurier University
York University



CHINA

The University of Hong Kong



COLOMBIA

University of Missouri



CZECH REPUBLIC

University of New York In Prague



DENMARK

University of Copenhagen



EGYPT

Alexandria University
American University in Cairo



FRANCE

American University of Paris
Paris School of Business
Sciences Po
The American Business School of Paris



GERMANY

Cologne Business School
Eichstatt Ingolstadt Universitat
Fachhochschule Munster University of Applied Sciences
Free University Berlin
International Business School Nurnberg
International School of Management
ISM International School of Management
Karlsruhochschule International University
Karlsruhe Institute of Technology

Ludwig-Maximilians University
Ostbayerische Technische Hochschule Amberg-Weiden
Rwth Aachen University
University of Applied Sciences - Dresden
University of Applied Sciences - Munich Business School
University of Bamberg
University of Bayreuth
University of Passau
Witten / Herdecke University



ITALY

Bocconi University
Ca' Foscari University
John Cabot University
The American University of Rome



LEBANON

American University of Beirut
American University of Science and Technology



NIGERIA

American University of Nigeria



NORWAY

Norwegian University of Life Sciences
Norwegian University of Science and Technology



QATAR

Carnegie Mellon University
Qatar University



SAUDI ARABIA

Al Faisal University
Effat University
Prince Sultan University



SPAIN

Saint Louis University
Universidad Europea Madrid



SWEDEN

Stockholm University



SWITZERLAND

Franklin College
Franklin University
University of St.gallen



THAILAND

Webster University



UKRAINE

National University of Kyiv-Mohyla Academy



UNITED ARAB EMIRATES

Ajman University
Al Ghurair University
American College of Dubai
Canadian University Dubai
International Horizons College
Khalifa University
Michigan State University
Middlesex University
Rochester Institute of Technology
United Arab Emirates University
University of Dubai
University of Wollongong
Zayed University



UNITED KINGDOM

AIU London
Hult University
Regents American College London
Regent's University London
University of East London
University of Westminster



UNITED STATES OF AMERICA

Albright College
American Intercontinental University
American Military University
American University of Washington
Appalachian University
Arizona State University
Auburn University
Augsburg College
Baruch College
Bentley University - Boston
Bergen Community College
Berry College
Binghamton University
Boston College
Boston University
Brandeis University
Brigham Young University
Brown University
Bucknell University
California State Polytechnic University, Pomona
California State University
Calvin College
Capital University
Carnegie Mellon University
Chapman University
Chatham University
Clemson University - South Carolina
Cleveland State University
College at Oneonta State University of New York
College of Charleston
Cornell University
Dallas County Community College
Dartmouth College
Davidson College
DePaul University
Diablo Valley College

Drake University
Drexel University
Duke University
Elon University
Embry-Riddle Aeronautical University
Farmingdale State College
Ferris State University
Fisher College
Florida Agricultural and Mechanical University
Florida International University
Florida State University
Folsom Lake College
George Mason University
George Town University
George Washington University
Georgia Institute of Technology
Gonzaga University
Goucher College
Grand Valley State University
Harvard University
Hofstra University
Houston Community College
Hunter College- The City University of New York
Illinois Wesleyan University
Indiana University
International Academy of Design and Technology Orlando
Iowa State University
Ithaca College
James Madison University
Knox College
Le Moyne
Linfield College
Long Island University
Loyola University Maryland
Marymount University
McDaniel College
Mercer University
Merrimack College
Miami University of Ohio
Miami-Dade Community College
Michigan State University
Middle Tennessee State University
Missouri University of Science and Technology
Montclair State University
Morehouse College
New York Institute of Technology
New York University
Northeastern University
Northern Arizona University
Northern Kentucky University
Northern Virginia Community College
Ohio University
Oklahoma State University
Pennsylvania State University
Pepperdine University
Pratt Institute
Purdue University
Quinnipac University
Richmond University
Rochester Institute of Technology

Roger Williams University
Rutgers University
Saginaw Valley State University
Saint Anselm College
Saint Vincent College
San Diego Community College
San Diego State University
Scottsdale Community College
Seton Hall University
Siena Heights University
Simmons College
Southeastern Louisiana University
St. Edward's University
St. Francis College
St. Thomas University
St. Xavier University
Stanford University
State University of New York at Oswego
State University of New York at Stony Brook
State University of New York Maritime College
Stony Brook University
Strayer University
Suffolk University
SUNY Fredonia
Syracuse University
Tarrant County College
Tennessee Technological University
Texas A&M University
Texas Christian University
Texas Tech University
The Catholic University of America
The College of New Jersey
The College of William and Mary
The New School University
The Ohio State University
The University of Arizona
The University of North Carolina at Chapel Hill
The University of North Carolina at Wilmington
The University of Oklahoma
The University of Texas at Dallas
The University of Texas at Tyler
Trinity College
Troy University
Tufts University
University at Albany
University of Alabama at Birmingham
University of Arizona
University of Arkansas
University of Bridgeport
University of Buffalo
University of California, Los Angeles
University of California, Berkeley
University of California, Riverside
University of California, San Diego
University of Cincinnati
University of Colorado
University of Delaware
University of Evansville
University of Florida

University of Houston
University of Illinois at Urbana - Champaign
University of Kansas
University of Kentucky
University of Maryland
University of Maryland University College
University of Massachusetts, Amherst
University of Massachusetts, Boston
University of Miami
University of Michigan
University of Minnesota
University of Missouri
University of Nebraska at Omaha
University of New Hampshire
University of North Carolina at Charlotte
University of Northern Iowa
University of Pennsylvania
University of San Diego
University of South Alabama
University of South Carolina
University of South Florida
University of Southern California
University of St. Thomas
University of Tampa
University of Virginia
University of Windsor
University of Wisconsin - Madison
University of Wisconsin- Whitewater
Vanderbilt University
Villanova University
Virginia Commonwealth University
Virginia State University
Virginia Tech.
Wake Forest University
Washington and Lee University
Wayne State University
Wesleyan University
West Virginia University
Western Kentucky University
Westminster College
William & Mary
Wilmington University
Woodbury University
Yale University

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AUD HEALTH SERVICES

Dear incoming student,

AUD prides itself on offering quality health services. To maintain our standards and fully address the health and medical needs of our students, the AUD Health Center requires that all AUD students submit the Student Health History Form, **endorsed by a physician**, to the AUD Admissions Office, or to the AUD Health Center.

All health information is confidential. Only the following staff members can discuss the content of medical documents, with the health professionals (as needed): President, Vice President, Provost, Dean of Student Services, Director of Student retention and success, and Housing Manager (for dorm students). All student medical records are kept under a locked filing system; they are not released to others without the written consent (Authorization of Health Information Release) of the student or his/her parents. The AUD Health Center personnel are available 24 hours a day to answer any health-related questions and concerns.

Student Health Insurance

Private health insurance covering care in the UAE is mandatory for all AUD sponsored students. Health insurance fees are payable at the time of visa application. (Kindly check fees with Finance).

AUD non-sponsored students are required to have and maintain private health insurance covering all UAE care. They can join the AUD-sponsored health insurance plan at the beginning of each semester subject to approval from the insurance company. Insurance fees are subject to change.

Students with Special Medical Condition: Students of Determination

The American University in Dubai aims to guarantee an integrated and inclusive learning experience for students with special needs. It is committed to providing students of determinations with reasonable accommodations and equal access to university programs and activities. Special needs comprise disabilities that limit one or more major life activities and medical issues requiring special and immediate intervention.

Special Needs cases could be Physical, Mental, or related to Learning disorders.

The Health Center welcomes and encourages students with special needs to identify themselves and to seek the needed support.

Kindly send this form, the completed Health History Form(below), and copy of your medical insurance card, valid in UAE, to the Health Center on: healthcenter@aud.edu

Best wishes for a healthy educational experience at AUD

Nelly Halabi
Health Center Director

AUTHORIZATION FOR DISCLOSURE OF HEALTH HISTORY INFORMATION

By signing this form, I give permission to the AUD Health Center Director to disclose the content of my health history form. I understand that I have the right to revoke this consent at any time by notifying the University Health Center in writing.

Failure to sign this form constitutes non-authorization.

Signature

Date (dd/mm/yy)

HEALTH HISTORY FORM

In order for the Health History Form to be approved, it is mandatory that the questionnaire be completed and stamped by a physician and that all immunizations are current. This form is to be submitted during registration.

To the examining physician: Thank you for completing this form.

| | | | |
|-------------------------------------|------------------|---------------------------------|--------------------|
| Student Name | | ID # | Semester |
| Gender | Male Female | Date of Birth (mm/dd/yy) | Nationality |
| In Case of Emergency Contact | | | Blood Group |
| Contact Name 1 | | Contact Name 2 | |
| Mobile # | | Mobile # | |
| E-mail Address | | E-mail Address | |

Please indicate if the student has any of the following illnesses or conditions. List any medicine the student is currently taking for the condition.

| | | | |
|---|--------|----|--|
| Migraine | __ Yes | No | Medication _____ |
| Back Problems | __ Yes | No | Medication _____ |
| Blood Pressure | __ Yes | No | Medication _____ |
| Psychological Problems: ADD, ADHD, Depression, etc... | __ Yes | No | Medication _____ |
| Learning Disorder: Dyslexia, Dyscalculia, etc... | __ Yes | No | Medication _____ |
| Neurological Problems | __ Yes | No | Medication _____ |
| Anxiety Problems | __ Yes | No | Medication _____ |
| Anemia | __ Yes | No | Medication _____ |
| Kidney Problems | __ Yes | No | Medication _____ |
| Diabetes | __ Yes | No | Medication _____ |
| Chest Problems: Asthma | __ Yes | No | Medication _____ |
| Jaundice | __ Yes | No | Medication _____ |
| Stomach/Gastric Problems | __ Yes | No | Medication _____ |
| Heart Problems | __ Yes | No | Medication _____ |
| Malaria | __ Yes | No | Medication _____ |
| Epilepsy | __ Yes | No | Medication _____ |
| Chickenpox | __ Yes | No | If yes, please state date _____ |
| Vision Disorder | __ Yes | No | If yes, please state _____ |
| Hearing Problem | __ Yes | No | If yes, please state _____ |
| Past surgeries | __ Yes | No | If yes, please state date, name and reason _____ |
| Medication Allergies | __ Yes | No | If yes, please state name and type of reaction _____ |
| | | | Medication _____ |
| Food allergies | __ Yes | No | If yes, please state name and type of reaction _____ |
| | | | Medication _____ |
| Environmental allergies <i>i.e. wasp stings, bites, dust, pollen</i> | __ Yes | No | If yes, please state name and type of reaction _____ |
| | | | Medication _____ |

Is the applicant on a long-term treatment for any medical condition? Yes No If yes, please state _____

Is the applicant suffering from any other illnesses, not listed above? Yes No If yes, please state _____

Is the applicant current with immunizations? __ Yes __ No If yes, please state last booster:

| | | | |
|------------|------------|------------------------|------------|
| DT, Polio | Date _____ | MMR | Date _____ |
| Hep. A | Date _____ | Hep. B | Date _____ |
| Meningitis | Date _____ | Varicella (Chickenpox) | Date _____ |

Physician Name, Signature & Stamp **Date (dd/mm/yy)**

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FINANCIAL INFORMATION

TUITION AND FEES (Visit the financial information page on AUD website)

University institutional policy requires all students to pay tuition and fees in advance. A student whose account is delinquent will not be allowed to register for the subsequent semester until the balance is paid in full.

The University evaluates institutional tuition and fee rates in the second semester of each academic year, and rates may be subject to change at the beginning of the following academic year. In the recent past, when implemented, tuition increases have been in the range of 4-5% per annum. Any future hikes in tuition are expected to be within this range.

Visiting students from one of AUD's partner exchange institutions need to refer to the study abroad/international office of their home institution for guidelines regarding payment procedures.

REFUNDS

All refund requests will be processed within 30 days. Refunds are governed by the following regulations:

| Withdrawal/dismissal from all classes | | Withdrawal from partial classes | |
|---------------------------------------|--------|---------------------------------|--------|
| Schedule | Refund | Schedule | Refund |
| During Drop/Add* | 100% | Until end of Drop/Add* | 100% |
| Until the end of the second week** | 50% | After Drop/Add | 0% |
| Until the end of the third week | 25% | | |
| After the third week | 0% | | |

* For students in the first semester of attendance 100% refund with the exception of the reservation/enrollment deposit of AED5,000, which is nonrefundable.

** Sunday-Thursday

AUD has a Refund Policy specific to legal residents of the U.S. State of Georgia. This Policy has been written to be in compliance with Standard Nine of Georgia's Minimum Standards and Criteria for NPEC Institutions. The existence of this Policy is announced during Student Orientation and referenced at the time of exit from AUD (during the account settlement process) of any Georgia resident who requests a refund. A copy of this Policy is available in the Finance Office, the Registrar's Office, and the Office of the Director of Institutional Effectiveness. The standard academic year is comprised of the fall (September) and spring (January) semesters. There are two summer sessions (May and July).

HOUSING ACCOMMODATION INFORMATION

AUD's student housing consists of four residential buildings and four residence halls, separate for women and men. All residence halls are located in the northwest corner of the AUD campus within 2-5 minute walk to the academic buildings, library, computer labs, cafeteria, small grocery shop, and the indoor and outdoor sports facilities that include basketball, tennis and volleyball courts; a soccer field; and a swimming pool.

Each residence hall has a laundry room, a study area, a TV lounge, and a fully equipped kitchen and dining room. Campus satellite television service is provided in each lounge. High-speed Internet connections are also provided in each room of all four residence halls. Separate women's and men's gyms are available for use by housing residents. This complete fitness facility is provided free of charge to students living in the residence halls.

All rooms are double occupancy. However, there may be single occupancy rooms available in summer sessions at additional cost. Students will be notified of this availability by the Housing Manager. Each dorm room is furnished with two single beds, two wardrobes, two desks, two chairs, and two bedside tables. Each dorm room has a private bathroom. Students are responsible for supplying their own bed linen, towels, toiletries, and eating utensils.

Housing Application Procedure

- Students who have settled the admission fees are eligible to apply for student housing by paying a housing reservation deposit of AED2,500 during the admissions process. The remaining housing fees must be paid one month prior to the beginning of each semester. In addition, students are required to pay a refundable security deposit of AED1,000.
- Upon paying the housing deposit, students are placed on a waiting list. Students should contact the Housing Manager for room booking confirmation. New applicants are assigned rooms on a first-pay, first-assigned basis.
- Students are then requested to submit the following forms to the Housing Manager: 1) Student Housing Agreement Form, 2) Dormitory Computer Network Use Agreement, and 3) Curfew Extension Form. These forms are available in the Housing Kit and on the website: www.aud.edu

Housing Check-in

Check-in/out dates are stated on the AUD website, and in the Housing Kit. Check-in takes place from 8:00am – 5:00pm Sunday through Thursday in the Housing Office in the Student Center - room 330. Students who arrive on check-in dates prior to or after office hours should go directly to the Student Housing gate. The security guard is available 24/7. He will call the Housing Controller or the Resident Assistant who will escort the students to their rooms and give them the keys.

Contacts

If you need any help or if you have any questions, please contact Housing Manager, Ms. Rayya Al Barazi via ralbarazi@aud.edu.

For additional information about housing policies, check-in/out dates, fees and deadlines, please browse online:

www.aud.edu --> Admissions --> Student Housing

VISA INFORMATION FOR VISITING STUDENTS

It is **mandatory** for all **visiting students** to apply for a Student Residence Visa from AUD (except for UAE and GCC nationals).

Students should apply for the visa 2 months prior to the start of the semester by contacting the Admissions Office at admissions@aud.edu.

As part of the visa process, students **have to enroll in** the AUD-sponsored health insurance plan. The Residence Visa is valid for one year.

Required Documents and Process:

- The *Visa Application Form* duly filled and returned [click here](#)
- Colored photocopy of the passport with validity page (min. 6 months validity)
- 1 passport-size photo
- Copy of current visa, if applicable
- Copy of tenancy contract (Ejari). *Waived for those living in AUD Housing.*

Additional Charges: These are applicable only to those students who enter the UAE with another type of visa (tourist etc.) and apply for an AUD Student Residence Visa while they are in the UAE.

- Change of visa status AED600
- Issue visa while in country AED700

Visa processing usually takes 3 to 4 working days. Delays may occur at the Department of Naturalization and Residency Dubai (DNRD).

Visa Fees:

Residency fees for visiting students coming for one semester:

Visa fee: **AED 1,000**

Passport deposit: **AED 1,000**

Health insurance: **AED 1,200**

Blood test: **AED 400**

Total per semester: AED 3,600

Residency fees for visiting students coming for two consecutive semesters or extended another semester:

Visa fee: AED 1,000

Passport deposit: AED 1,000

Health insurance: **AED 2,400***

Blood test: AED 400

Total per 2 semesters: 4,800

*the rate may vary, therefore the annual rate will be applied

Cancellation Fee - **AED200** *(These fees are subject to change without notice by the UAE government authorities)*

AUD-sponsored students who complete their semester(s) at AUD must contact the Visa Officer to process their visa cancellation two weeks before returning to their home country.

Students sponsored by AUD for a student resident visa, who fail to comply with the AUD visa regulations, or who exit the country without going through the proper channels and cancellation procedures will not be entitled to re-apply for an AUD-sponsored residence visa. Accordingly, the students will forfeit their Passport Security Deposit.

AUD

AMERICAN
UNIVERSITY
IN DUBAI

ADMISSIONS CHECKLIST

AUD reserves the right to evaluate the adequacy of all credentials submitted for admission. Furthermore, students are reminded that omission or falsification of information constitutes sufficient reason for rejection or dismissal. This dismissal, requiring the President's approval, may occur at any time during a student's residence at AUD; i.e., upon discovery of the omission/falsification.

Students joining AUD for one semester or more with the intention of transferring credits to their home institution should submit the following documents:

Your admission will depend on the receipt of all required documents throughout the review of your application.

___ Completed **Admissions Application for Study Abroad/Visiting Students**

___ **Official College Transcript (sealed)**. A minimum CGPA of 2.0 on a 4.0 scale or the equivalent of good academic standing is required.

___ **Test Score** if available at the time of submission.

AUD's international code for TOEFL® is 0063; results should be sent directly to the AUD Admissions Office. This requirement may be waived for students who are studying at English medium institutions.

___ **International TOEFL®** or ___ **IELTS™**

| TOEFL® | Score | IELTS™ | Score |
|----------------------|---------|---------|-------|
| Internet-Based | min. 79 | Overall | 6.5 |
| Writing Skills range | min. 24 | Writing | 6.5 |

___ Completed **Course Approval Form** from the student's university for the courses to be taken at AUD and are targeted for transfer to the student's program at the home institution.

___ Completed **Reservation & Enrollment Agreement Terms Form**

___ Completed and signed by the student: **(1) Waiver and Release, (2) Consent to Release Education Records, (3) Declaration, and (4) Acknowledgment**

___ **Two recent passport-size photographs** ___ **Passport photocopy with validity page**

___ **Non-refundable application fee of AED420/US\$115**. A reservation deposit (non-refundable) of AED5,000/US\$1,370, which is fully applied toward tuition, is required upon acceptance for admission.

Visiting students from one of AUD's partner exchange institutions are exempt from these fees. The list of approved institutions is available on the website: www.aud.edu

___ Completed **Health History Form**. This form must be signed and stamped by a physician.

___ Copy of Health insurance card (both sides) valid in UAE.



AUD

OFFICE OF ADMISSIONS

ADMISSIONS AT AUD

The mission of the Office of Admissions is to admit to AUD's degree programs students who possess appropriate credentials and the demonstrated capacity and potential to successfully complete the educational programs provided by the university and meaningfully participate in the total educational experience offered by AUD.

The Admissions Office consists of a professional team that assists prospective students gain accessibility to opportunities in higher education. The Admissions team is held to a high level of integrity and is charged with providing quality service and accurate information to all students.

AUD Admissions Office
P. O. Box 28282, Dubai, UAE
T. +971 4 399 9000
E. admissions@aud.edu
www.aud.edu

For specific admissions requirements, please consult the *AUD Undergraduate Catalog* or the website.



IN THE UAE & THE USA

The UAE Ministry of Education - Higher Education Affairs (MOE-HEA). has licensed the American University in Dubai and accredited all of its programs. The university is also accredited in the USA by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Bachelor's and Master's degrees.