ADMISSIONS CHECKLIST

The university 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. Official English translations of all supporting educational documents must be submitted. Translations must be literal (i.e., word-for-word).

The below checklist will help you determine what documents are needed to complete your application. Copies of the required documents will be accepted for preliminary evaluation; however, originals should be submitted prior to the semester start date.

APPLICATION, GRADES AND DEGREES

__ Completed *Application for Graduate Admissions*

__ A **3.00 GPA** (on a 4.00 scale) or better in undergraduate study. *For students with undergraduate credits earned at more than one institution, a separate GPA is calculated.*

__ **Undergraduate/Graduate Records**: Official (sealed) transcripts from all universities, colleges, or other institutions of higher learning at which the applicant completed undergraduate and graduate studies.

__ Completed *Confirmation of University Records Form. (Enclosed)*

__ **Undergraduate/Graduate Diplomas** – *Photocopy of diplomas with the originals required for verification.*

__ **Profile** and/or __ **Grading system** of universities/colleges previously attended.

ATTESTATIONS AND EQUIVALENCIES

__ **Transcripts and Diplomas Attestation**
   • Transcripts should be attested by the appropriate higher education authority in the country in which the degree was granted, and must be translated into English if they are issued in a language other than English.
   • Applicants with degrees granted outside the UAE., should obtain attestation from (1) the Ministry of Higher Education of the country of study, (2) the Ministry of Foreign Affairs in that country, and (3) the UAE embassy in that country or the embassy of the country of study in the UAE and the UAE Ministry of Foreign Affairs.

__ **Equivalency letter** is required from the UAE Ministry of Education - Higher Education Affairs (MOE-HEA) in the UAE

TEST SCORE if available at the time of submission or the scheduled test date.

AUD's code for TOEFL® is C005; AUD's code for GRE® is 7493; results should be sent directly to the AUD Admissions Office.

__ **International TOEFL®** or __ **Academic IELTS™** or **EMSAT** __ **GMAT®** *(for M.B.A. applicants)* __ **GRE®** *(for M.S.C.M. applicants)*

TOEFL®	Score	Academic IELTS™	Score	EMSAT	GRE	Score
Internet Based	79-80	Overall	6.5	1550-1650	M.S.C.M.	min. 148 in the quantitative section
*Paper Based	550					

* Accepted only from authorized and approved centers in UAE.

PERSONAL INFO

__ Two **(2)** **Official letters of recommendation** Two referees, either educators or professionals, who are in a position to assess the academic performance and potential success of the applicant, should complete the *Reference Forms*. The two completed *Reference Forms* should be sent directly to the Admissions Office. (Enclosed)

__ **CV/Resumé**; Candidates who have a minimum of two (2) years of work experience will be given preference for admission to the M.A., M.B.A. and M.Ed. Programs; a minimum of three (3) years of work experience as a field or design engineer is recommended for the M.S.C.M. Program.

__ **Statement of Career Goals** reflecting the rationale for the application to the graduate program.

__ Two **(2)** **recent passport-size photographs** *2 x 2 inches in size, with full face, front view with a plain white background.*
__ **Passport photocopy with validity page** __ photocopy **UAE Residency Visa** __ photocopy **Emirates ID**
__ **Army Exemption Letter** (for all UAE nationals)

__ Completed *Health History Form.* This form must be signed and stamped by a Physician. (Enclosed)

FINANCIAL REQUIREMENTS

__ Non-refundable **application fee of AED 420.** A reservation deposit (non-refundable) of AED 2,000, which is fully applied toward tuition, is required upon acceptance for admission.