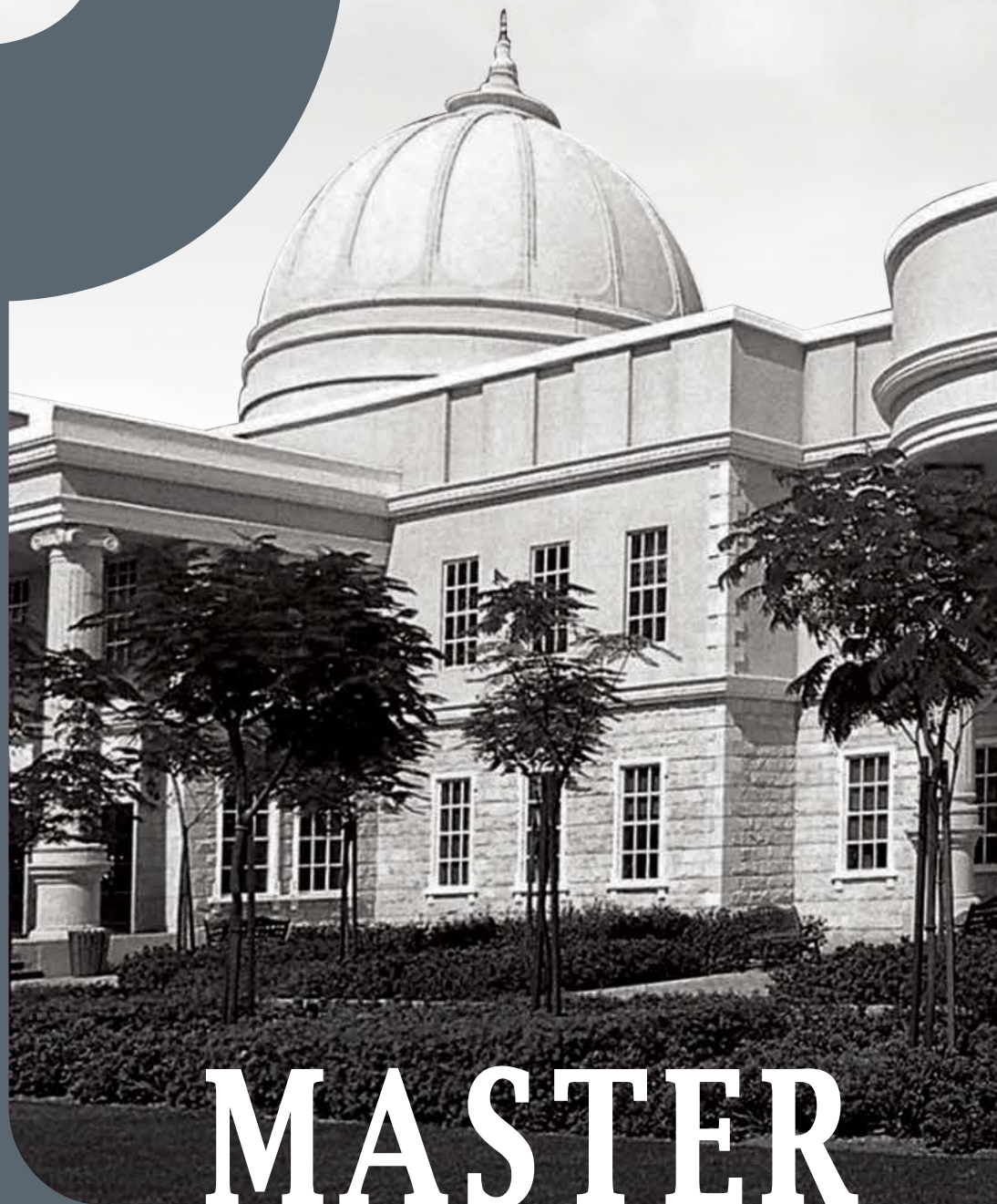


**AUD**

AMERICAN  
UNIVERSITY  
IN DUBAI



**MASTER**

**APPLICATION KIT  
GRADUATE ADMISSIONS**

# 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 (MOE), 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, 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 #** \_\_\_\_\_

**Status** \_\_\_\_\_

Photo

Finance Stamp

## GRADUATE APPLICANT INFORMATION

**First Name (as per passport)** \_\_\_\_\_

**Middle Name (as per passport)** \_\_\_\_\_

**Family Name (as per passport)** \_\_\_\_\_

**Gender** ☐ Male ☐ Female **Marital Status** ☐ Single ☐ Married

**Date of Birth (mm/dd/yy)** \_\_\_\_\_

**Nationality (as per passport)** \_\_\_\_\_

**Country of birth** \_\_\_\_\_

(\_\_\_\_\_) -  
Code **Telephone #** \_\_\_\_\_

(\_\_\_\_\_) -  
Code **Mobile #** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**Mailing Address (to be used for all Admissions correspondences)**

**Street** \_\_\_\_\_ **Bldg./House** \_\_\_\_\_ **Floor** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**P.O.Box** \_\_\_\_\_ **City/State** \_\_\_\_\_ **Country** \_\_\_\_\_

### PROGRAM DETAILS

**1. Have you applied to AUD before?** ☐ No ☐ Yes When? \_\_\_\_\_

**2. When do you plan to join AUD?** ☐ Fall 20\_\_\_\_ ☐ Spring 20\_\_\_\_ ☐ Summer (I) 20\_\_\_\_  
(Please check only one and fill in the year.) (Sept-Dec) (Jan-Apr) (May-Jun)

**3. I am applying as** ☐ First year ☐ Transfer ☐ Visiting ☐ Audit ☐ Other \_\_\_\_\_

**4. What is your program of choice? Please check only one**

#### BUSINESS ADMINISTRATION (M.B.A.)

- ☐ General
- ☐ Finance Concentration
- ☐ Management Concentration
- ☐ Marketing Concentration

#### ☐ INTELLECTUAL PROPERTY AND INNOVATION MANAGEMENT (M.A.I.P.I.M)

#### ☐ CONSTRUCTION MANAGEMENT (M.S.C.M.)

#### EDUCATION (M.ED.)

- ☐ Elementary Track
- ☐ Secondary Track

#### ☐ PROFESSIONAL TEACHING CERTIFICATE (P.T.C.)

#### ☐ LEADERSHIP AND INNOVATION IN CONTEMPORARY MEDIA (M.A.L.I.C.M.)

**5. Funding.** Is your graduate study at the American University in Dubai being funded by any company or institution?  
☐ No ☐ Yes, If yes, please state details.

**6. Do you need a student visa?** ☐ No ☐ Yes

**7. Do you require housing accommodation?** ☐ No ☐ Yes

## APPLICATION DETAILS

8. Optional: Do you have a physical, perceptual, psychological or learning disability? ☐ No ☐ Yes (Special services may be available.)

9. Please list any siblings/relatives who either are attending, have attended, or work at AUD.

Relation	Name	Attending AUD	Graduated from AUD	Working at AUD

10. Are you applying to other universities? ☐ No ☐ Yes, which one (s)? \_\_\_\_\_

11. How did you find out about AUD? Please give details.

☐ Referral ☐ GETEX Exhibition ☐ NAJAH Exhibiton ☐ Sharjah Expo  
☐ AUD Campus Visit ☐ Graduate Open House ☐ Social Media  
☐ AUD Website ☐ AUD Alumni ☐ Other (please specify) \_\_\_\_\_

## STATEMENT OF CAREER GOALS - Please attach

This *Statement of Career Goals* is a requirement and represents an important opportunity for you to outline those aspects of your background which may not appear on your application or your official documents. The statement should explain your personal and career goals and offer an explanation as to why you should be admitted to AUD.

## DISTINCTIONS & AWARDS

Please describe or list any academic distinctions, awards, or accolades you have received. (You may attach a separate sheet.)

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**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.**



## ACADEMIC & EMPLOYMENT INFORMATION

You must submit all official academic records (transcripts, mark sheets, certificates, diplomas, degrees) of all secondary and post-secondary educational experiences. Official documents are those mailed directly or submitted in a sealed and stamped envelope to AUD by an educational institution you previously attended. **Official English translations of all supporting educational documents must be submitted.** Translations must be literal (i.e., word-for-word). Educational documents must be complete records of courses completed thus far. Partial records or excerpts are not acceptable. AUD may require final grades, marks, exams certificates, etc. prior to determining admission. **Failure to declare prior attendance at an educational institution is considered a serious infringement.**

## COLLEGE/UNIVERSITY INFORMATION

Please complete the following table in chronological order of your college/university records starting with the most recent university you have attended:

Colleges/Universities attended	Academic year <small>(Please specify last term)</small>	City/Country	Degree Earned

## TEST SCORES

TOEFL®		Academic IELTS™		EMSAT	
Exam Date	Score	Exam Date	Score	Exam Date	Score
Registration No		TRF No		Username	Password
<b>GMAT®</b> (for MBA applicants)		<b>GRE®</b> (for MSCM applicants)			
Exam Date	Score	Exam Date	Score	Please note that verification of your scores can only be done once you authorize the testing institution to make scores available to AUD	

## EMPLOYMENT HISTORY

**Along with completing this section, you must submit a curriculum vitae, a résumé, or other documents outlining your employment history - please attach.**

List in reverse chronological order (most recent first):

Company Name	Position	City/Country	Dates of Employment

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

___ Parent(s)	Father's Name _____
	Mother's Name _____
___ Financial Sponsor	
___ Guardian	
___ University	Address _____
	Tel _____ - _____

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

---

Signature

Date (dd/mm/yy)

## 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 *Graduate 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 falsifications of information will be sufficient reason for rejection or dismissal.

### ***IMPORTANT NOTICES***

I understand that it is my responsibility to consult with the UAE Ministry of Education (MOE) for the requirements of diploma equivalency prior to commencing studies at AUD. Upon my graduation from AUD, attestation of my degree will be linked to the equivalency. I understand that a letter of equivalency is required from the UAE Ministry of Education (MOE).

For transfer students who desire UAE attestation for their AUD degree, records of prior universities attended should be validated by the UAE Ministry of Education (MOE). Application for transfer credit, accompanied by all required documentation (course syllabi) must be submitted during a student's first semester of residence. All transfer credit files (including official transcripts) must be completed during that time. In no case will transfer credit be granted following the one year (calendar) anniversary of the beginning of a student's residence at AUD.

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 to all credentials submitted for admissions.

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

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Name (please write full name here)

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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 *Graduate 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 one summer session, 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 AED2,000 which is non-refundable. See the AUD Academic Calendar for dates of Drop/Add.

\*\* Sunday-Thursdays - 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 (MOE) 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: \_\_\_\_\_

AUD

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UNIVERSITY  
IN DUBAI



## 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.

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.*

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Signature

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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.*

<b>Student Name</b>		<b>ID #</b>	<b>Semester</b>
<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female		<b>Date of Birth (mm/dd/yy)</b>	<b>Nationality</b>
<b>In Case of Emergency Contact</b>		<b>Blood Group</b>	
<b>Contact Name 1</b>		<b>Contact Name 2</b>	
<b>Mobile #</b>		<b>Mobile #</b>	
<b>E-mail Address</b>		<b>E-mail Address</b>	
<i>Please indicate if the student has any of the following illnesses or conditions. List any medicine the student is currently taking for the condition.</i>			
Migraine	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication	
Back Problems	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication	
Blood Pressure	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication	
Psychological Problems: ADD, ADHD, Depression, etc...	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication	
Learning Disorder: Dyslexia, Dyscalculia, etc...	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication	
Neurological Problems	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication	
Anxiety Problems	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication	
Anemia	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication	
Kidney Problems	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication	
Diabetes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication	
Chest Problems: Asthma	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication	
Jaundice	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication	
Stomach/Gastric Problems	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication	
Heart Problems	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication	
Malaria	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication	
Epilepsy	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication	
Chickenpox	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state date	
Vision Disorder	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state	
Hearing Problem	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state	
Past surgeries	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state date, name and reason	
Medication Allergies	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state name and type of reaction	
		Medication	
Food allergies	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state name and type of reaction	
		Medication	
Environmental allergies <i>i.e. wasp stings, bites, dust, pollen</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state name and type of reaction	
		Medication	
Is the applicant on a long-term treatment for any medical condition?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state
Is the applicant suffering from any other illnesses, not listed above?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state
Is the applicant current with immunizations		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state last booster:
DT, Polio	Date	MMR	Date
Hep.A	Date	Hep. B	Date
Meningitis	Date	Varicella (Chickenpox)	Date
<b>Physician Name, Signature &amp; Stamp</b>		<b>Date (dd/mm/yy)</b>	

# RECOMMENDATION FORM

Name of Applicant \_\_\_\_\_

**1. How long have you known the applicant and in what context?**

\_\_\_ 0-6 months \_\_\_ 6-12 months \_\_\_ 1-2 years \_\_\_ 2 or more years

\_\_\_ Supervisor \_\_\_ Colleague \_\_\_ Other \_\_\_\_\_

**2. Ratings: Compared to other employees, how do you rate this applicant in the following areas:**

Unable to Judge	Criteria	Below Average	Average	Good (Above average)	Very Good	Excellent (Top 10%)	Outstanding (Top 5 %)	Exceptional (Top 1%)
	Intellectual ability							
	Analytical ability							
	Leadership potential							
	Teamwork skills							
	Planning skills							
	Communication skills							
	Overall							

**3. Please mention any behavior traits that you have observed that best represent this applicant's personality and ability to perform in a graduate program** *(You may attach a separate sheet.)*

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**Additional Comments**

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\_\_\_ I wish to discuss this applicant over the phone with an AUD Admissions Representative.

Evaluator Name \_\_\_\_\_

Title/Position \_\_\_\_\_

Company \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return to: Admissions Office, The American University in Dubai, P.O. Box 28282, Dubai, UAE.**

**Important note**

Use of this form is not mandatory. **Evaluators may choose to use their own stationery; however, official letters must be on letterhead, stamped, and sealed.** Recommendations may also be sent by email from the evaluator's official company email to admissions@aud.edu.

AUD

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IN DUBAI

# RECOMMENDATION FORM

Name of Applicant \_\_\_\_\_

1. How long have you known the applicant and in what context?

\_\_\_ 0-6 months \_\_\_ 6-12 months \_\_\_ 1-2 years \_\_\_ 2 or more years

\_\_\_ Supervisor \_\_\_ Colleague \_\_\_ Other \_\_\_\_\_

2. Ratings: Compared to other employees, how do you rate this applicant in the following areas:

Unable to Judge	Criteria	Below Average	Average	Good (Above average)	Very Good	Excellent (Top 10%)	Outstanding (Top 5 %)	Exceptional (Top 1%)
	Intellectual ability							
	Analytical ability							
	Leadership potential							
	Teamwork skills							
	Planning skills							
	Communication skills							
	Overall							

3. Please mention any behavior traits that you have observed that best represent this applicant's personality and ability to perform in a graduate program. (You may attach a separate sheet.)

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Additional Comments

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\_\_\_ I wish to discuss this applicant over the phone with an AUD Admissions Representative.

Evaluator Name

Title/Position

Company

Signature

Date

Please return to: Admissions Office, The American University in Dubai, P.O. Box 28282, Dubai, UAE.

## Important note

Use of this form is not mandatory. **Evaluators may choose to use their own stationery; however, official letters must be on letterhead, stamped, and sealed.** Recommendations may also be sent by email from the evaluator's official company email to admissions@aud.edu.



## GRADUATE CONFIRMATION OF UNIVERSITY RECORDS

*This is required from every university attended by the student before joining AUD.*

***The form should be completed and signed by the Registrar's Office and emailed directly to the AUD Admissions Office at [admissions@aud.edu](mailto:admissions@aud.edu) from that university's official e-mail (personal emails not accepted).***

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**Student Name**

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**University Name**

---

**First Semester and Year of Attendance**

**Final Semester and Year of Attendance**

---

**Final CGPA/Average (out of total)**

---

**Country of Attendance**

☐ Full-time

☐ Part-time

**COURSES WERE COMPLETED THROUGH**

☐ Regular Attendance ☐ On-Line ☐ Distant Learning

☐ Main Campus

OR

☐ Attendance at university affiliated to institution granting the degrees

If other, please specify below:

---

**We, the above mentioned university, confirm the information provided in this form as being accurate.**

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**Registrar's Name**

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**Registrar's Email**

**Registrar's Telephone Number**

---

**Registrar's Signature**

**Stamp Date**



# 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 (MOE).

**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.



# 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  
[admissions@aud.edu](mailto:admissions@aud.edu)  
[www.aud.edu](http://www.aud.edu)

For specific admissions requirements, please check the *AUD Graduate Catalog* on our website or contact the Admissions Office.



### IN THE UAE & THE USA

AUD is officially licensed by the UAE Ministry of Education (MOE). The Ministry has accredited the university's undergraduate and graduate programs, in addition to Certificate programs in Middle Eastern Studies and Professional Teaching. 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.