

# GRADUATE 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).

Please make sure that the following items are included with your application, your admission will depend on the receipt of all necessary documents that are required throughout the review of your application.

## 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.** Can be obtained from the Admissions Office or on the AUD website.

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

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

## ATTESTATIONS & 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 U.A.E., 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 U.A.E. Embassy in that country or the Embassy of the country of study in the U.A.E. and the U.A.E. Ministry of Foreign Affairs.

**Equivalency letter** is required from the Ministry of Higher Education and Scientific Research in the UAE

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

AUD's code for TOEFL® is 0063; AUD's code for GRE® is 7493; results should be sent directly to the AUD Admissions Office.

**International TOEFL®** or  **IELTS™**  **GMAT®** (for M.B.A. applicants)  **GRE®** (for M.S.C.M. applicants)  **GRE®** or **Praxis®** (for M.Ed. applicants)

TOEFL®	Score	IELTS™	Score
Internet Based	79-80	Sum	6.5
Paper Based*	550		

GRE	Score
M.S.C.M.	min. 148 in the quantitative section

\* 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* prescribed by the university. The two completed *Reference Forms* should be sent directly to the Office of Admissions. (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 **U.A.E. Residency Visa**  photocopy **U.A.E. ID**

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

## FINANCIAL REQUIREMENTS

Non-refundable **application fee of AED 200.** A reservation deposit (non-refundable) of AED 2,000, which is fully applied toward tuition, is required upon acceptance for admission.