



APPLICATION INSTRUCTION GUIDE

2011 - 2012 ACADEMIC YEAR

Welcome to the first phase of admission into the American University of Kuwait. For supplemental information on AUK's admissions process and requirements, please refer to the Admissions section on the AUK website (www.auk.edu.kw).

Applicants can also apply online at:
<http://www.auk.edu.kw/admissions/apply.jsp>

APPLICANT TYPE:

As you begin your application process, you must first determine your applicant status: First Year, Transfer, Visiting, or Pre-University Intensive English Program Applicant.

A **FIRST YEAR** applicant is an undergraduate applicant who has graduated or will graduate from high school before attending AUK, and who has not attended a university or college. First Year students are required to meet the English competency requirement.

A **TRANSFER** applicant is an undergraduate applicant who graduated from high school, attended another college-level institution, and attempted one or more courses irrespective of credits earned. If you are a Transfer applicant from an English speaking institution who has earned fewer than 24 semester hours (36 quarter hours) of college-level coursework with a minimum grade of "C" or its equivalent, you must also meet the English competency requirement.

A **VISITING** applicant is an undergraduate applicant who is currently enrolled at another institution and intends to earn a degree from that institution but wishes to take courses at the American University of Kuwait. Students may be on visiting status at AUK for up to one year and may take AUK courses in the Fall, Spring and/or Summer. Visiting students must certify that they are currently enrolled at another institution, are academically eligible to return to their home institution and/or on leave of absence, and are eligible to take courses at AUK.

A **PRE-UNIVERSITY INTENSIVE ENGLISH PROGRAM** applicant is a student who lacks the English Language skills required for study at the Undergraduate level in the American University of Kuwait. Pre-University students are required to take between one and three semesters of Intensive English courses. The duration of the program will be determined by the AUK Language Placement Test.

Students admitted into the Pre-University Intensive English Program (IEP) are not guaranteed admission into the Undergraduate Program. Students graduating from IEP, and who wish to continue at the Undergraduate level, must apply through the Office of Admissions and must satisfy the Undergraduate admission requirements for the intended semester of admission.

UNDERGRADUATE APPLICATION REQUIREMENTS:

Below you will find a checklist of the items you must submit with your Application Packet, determined by your applicant type. More details on each of the application materials listed below can be found inside this Application Instruction Guide.

FIRST YEAR APPLICANT

- ❑ Complete Application Form with a non-refundable KD 35 application fee.
- ❑ Official high school transcripts complete up to the time of application certified by the Kuwait Ministry of Education
- ❑ High School Equivalency certified by the Kuwait Ministry of Education for graduates from private schools.
- ❑ Results of the Test of English as a Foreign Language (TOEFL) or IELTS or verification of English proficiency.
- ❑ Official scores from any accelerated programs, such as International Baccalaureate (IB) or Advanced Placement (AP).
- ❑ Typed Personal essay composed by the applicant.
- ❑ Copy of Civil ID and Passport (*photo and signature page*).

TRANSFER APPLICANT

- ❑ Complete Application Form with a non-refundable KD 35 application fee.
- ❑ Official transcript of college-level courses attempted for each college/university attended. If courses are in progress at the time of application, a final and official college/university transcript must be sent to the Office of Admissions upon completion.



- ❑ Official final high school transcript certified by the Kuwait Ministry of Education.
- ❑ High School Equivalency certified by the Kuwait Ministry of Education for graduates from private schools.
- ❑ Results of the Test of English as a Foreign Language (TOEFL) or IELTS or verification of English proficiency for all applicants who have not successfully completed a minimum of 24 credit hours of coursework with a minimum grade of “C” from a post-secondary institution accredited by the Kuwait Ministry of Higher Education and where English is the language of instruction. The Office of Admissions may require individual transfer applicants who have successfully completed 24 credit hours of coursework at a non-English instruction institution to also submit TOEFL results.
- ❑ Typed Personal essay composed by the applicant.
- ❑ Copy of Civil ID and Passport (*photo and signature page*).

VISITING APPLICANT

- ❑ Complete Application Form with a non-refundable KD 35 application fee.
- ❑ Official transcript of college-level courses attempted for each college/university attended. If courses are in progress at the time of application, a final and official college/university transcript must be sent to the Office of Admissions upon completion.
- ❑ Results of the Test of English as a Foreign Language (TOEFL), or IELTS, or AUK Language Placement Test for all applicants who have not successfully completed a minimum of 24 credit hours of coursework with a minimum grade of “C” from a post-secondary institution accredited by the Kuwaiti Ministry of Higher Education and where English is the language of instruction.

The Office of Admissions may require individual visiting applicants who have successfully completed 24 credit hours of coursework at a non-English instruction institution to also submit TOEFL results, or take AUK Language Placement Test.

- ❑ Typed Personal essay composed by the applicant.
- ❑ Copy of Civil ID and Passport (*photo and signature page*).

PRE-UNIVERSITY INTENSIVE ENGLISH PROGRAM APPLICANT

- ❑ Complete Application Form with a non-refundable KD 35 application fee.

- ❑ Official high school and/or university-level transcripts complete up to the time of application.
- ❑ High School Equivalency certified by the Kuwait Ministry of Education.
- ❑ Typed Personal essay composed by the applicant.
- ❑ Copy of Civil ID and Passport (*photo and signature page*).

ADDITIONAL INFORMATION:

To be considered as a candidate for admission, an applicant must submit a complete Application Packet. It is the responsibility of each applicant to ensure that all required information is completed and sent directly to the Office of Admissions. All application materials must be submitted to AUK by the relevant application deadlines in order to be considered for admission. For more information on the deadline dates, please refer to the Admissions Brochure or to the Information for Applicants in the admissions section of the AUK website.

Depending on your applicant type, the following materials must be submitted as part of your complete Application Packet:

1) AUK APPLICATION FORM

The AUK Application may be completed online or downloaded from the AUK Office of Admissions website at <http://www.auk.edu.kw>. The Application Form must be completed in full and signed by the applicant, verifying that all information provided is complete, truthful and accurate. Submission of inaccurate and/or intentionally misleading information on the admissions application may result in disciplinary action or the student’s acceptance into AUK being revoked.

2) HIGH SCHOOL TRANSCRIPT

Two official and sealed copies of an applicant’s high school transcript must be submitted with the Application Packet, which should list the subjects studied, grades earned, and diploma awarded. Unofficial or unsealed copies of transcripts will not be accepted in lieu of official documents. If the transcript is in a language other than Arabic or English, the transcripts should be accompanied by a certified English translation.

If an applicant is still in the final year of high school at the time of submission of an application, the transcript should include his/her GPA up until the end of the first semester of that year. It is possible to accept applicants provisionally based upon nearly complete documentation. However, students who are provisionally accepted into AUK must submit an official final transcript from their high school. The Office of Admissions reserves the right to adjust the admission status

or deny admission to a provisionally accepted applicant if the GPA on their official final high school transcript differs significantly from their incomplete transcript.

If an applicant has already graduated from high school, the transcript must be an official final transcript received upon graduation from high school. Applicants who have completed their high school education in Kuwait must have the transcript certified and stamped by the Kuwait Ministry of Education. International students graduating from high schools outside of Kuwait must submit their final official transcripts and admissions application by the International Student Application deadline (see **page 12** in this Application Packet). International high school applicants are responsible for securing the high school equivalency certification through the Kuwait Ministry of Education.

3) HIGH SCHOOL EQUIVALENCY

All AUK applicants are required to provide a high school equivalency certified by the Kuwait Ministry of Education. AUK will not accept responsibility for securing high school equivalency certifications.

Private and International High School Graduates within Kuwait:

For more information and inquiries on certification, please contact the *Private Education Department* at the **Ministry of Education – State of Kuwait:**
<http://www.moe.edu.kw>

High School Graduates outside of Kuwait:

Submit the official high school transcript that includes at a minimum the official transcripts for the last two years that proceed the year of graduation to the Private Education Department at the Ministry of Education – State of Kuwait (see contact information above) after being certified by:

- 1) The Ministry of Education for the country where the high school is located.
- 2) Ministry of Exterior for the country where the high school is located.
- 3) The Kuwait Embassy in the country where the high school is located.

Graduates from Public high schools inside the **Gulf Cooperation Council (G.C.C.)** are exempt from the aforementioned certification process. However, applicants are required to receive certification from the Ministry of Education for the country where the high school is located.

4) PRIOR UNIVERSITY/COLLEGE TRANSCRIPT AND COURSE DESCRIPTIONS

Applicants interested in having previous coursework transferred to AUK must submit course descriptions of all coursework earned with a minimum grade of “C” and above for evaluation.

The undergraduate admission decision for transferring applicants is based upon cumulative transfer GPA and earned credit from all prior undergraduate coursework. Consequently, all coursework taken prior to the semester of admission to AUK must be evaluated for possible transfer credit as part of the admission process.

The Ministry of Higher Education (MOHE) in the State of Kuwait requires that students wishing to transfer coursework from prior colleges/universities to a university in Kuwait must first ensure that their prior college/university is certified by the Ministry of Higher Education, State of Kuwait. For further information please contact MOHE at Info_EvaluationDept@mohe.edu.kw.

5) PERSONAL ESSAY

Students must submit a **typed** Personal Essay written in English with the Application Packet. More information on the topic and format of the essay is provided on the Application Form. As pertaining to every other portion of the Application Packet, the Personal Essay is considered confidential, and will only be read by the AUK Admissions Committee.

6) APPLICATION FEE

All students must submit a non-refundable application-processing fee of **KD 35** with the Application Packet. Packets received without the fee will not be processed or reviewed. Only fees paid by check or money order, made payable to the American University of Kuwait, may be sent inside the Application Packet envelope. If students wish to pay cash or KNET, they do so at the AUK Finance Department and then submit a copy of their cash receipt with the Application Packet. **Government Scholarship students are also required to pay the Admissions Application fee.**

7) TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

As instruction at AUK is conducted in English, evidence of English competency is a requirement. Some undergraduate applicants may be eligible for exemption from the TOEFL pre-requisite if they have fulfilled one of the exemption requirements. For more information, please refer to the English proficiency section of the brochure or the Admissions page on the website.

TOEFL scores should be no more than two years old at the date of application, and an official score report must be



submitted to complete the Application Packet.

To have an official TOEFL score report sent to the Office of Admissions, AUK's official Designated Institution (DI) Code (8444) must be included in the appropriate place on the TOEFL exam paper. Official scores take anywhere between four and six weeks to reach AUK from the Educational Testing Services (ETS).

Please submit all application materials in a sealed envelope to:

AMERICAN UNIVERSITY *of* KUWAIT

OFFICE OF ADMISSIONS

Salem Al-Mubarak and Amro Ibn Al-'Asse Streets
Salmiya.

For questions, please contact:

Tel: 1-802040 / (+965) 2-224-8399 Ext. 206

Fax: (+965) 2-572-4947

E-mail: admissions@auk.edu.kw