APPLICATION FOR ADMISSION TO UNDERGRADUATE STUDY 2015 - 2016 ACADEMIC YEAR

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Fax: (+965) 2224-8379
E-mail: admissions@auk.edu.kw
www.auk.edu.kw

LEARN • THINK • BECOME
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.

Please read the information provided in this instruction guide before you proceed with your application.

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

APPLICANT TYPE AND GPA REQUIREMENTS:

A Freshmen 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. A freshmen applicant must have a minimum High School GPA of 2.00. This category includes those who earned college credit from IB, A-levels, French Baccalaureate, etc.

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. This category is divided into three groups as follows:

1) Students transferring with fewer than 24 Credit Hours must have a minimum cumulative transfer GPA of 2.00 from all prior institutions and a minimum high school GPA of 2.00.

2) Students transferring with 24 Credit Hours or more must have a minimum cumulative transfer GPA of 2.00 from all prior institutions and must have successfully completed High School.

3) Students transferring with a College Diploma (ALL Types of 2-year College Diplomas), must have a college diploma with a minimum GPA of 2.67 and must have successfully completed high school.

PROGRAM-SPECIFIC REQUIREMENTS FOR ALL APPLICANTS:

Admission to AUK does not guarantee admission to specific programs. Certain academic programs require specific types of secondary school certificates. This rule applies to all categories of applicants. Please see the table below for program specific admissions requirements.

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<tr>
<th>MAJOR</th>
<th>TYPE OF HIGH SCHOOL</th>
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<tbody>
<tr>
<td>B.S. in Computer Science</td>
<td>Scientific</td>
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<tr>
<td>B.E. in Electrical Engineering</td>
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<tr>
<td>B.E. in Computer Engineering</td>
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</table>
ENGLISH PROFICIENCY REQUIREMENTS:

As instruction at the American University of Kuwait is in English, evidence of English proficiency is required of all undergraduate applicants for admission purposes.

- A composite score of 70 or above on the TOEFL Internet-Based (IBT) with a minimum score of 15 on reading and 17 on writing.
- IELTS (Academic) score of Band 6.0 or higher.
- Completion of the UG Accuplacer with a minimum score of 51 on Reading and 4 on Writing.
- Successful completion of Level 3 in AUK’s Intensive English Program (IEP).

Applicants who do not meet the English Proficiency requirements for undergraduate admissions may be considered for admission to the Intensive English Program.

UNDERGRADUATE APPLICATION REQUIREMENTS:

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 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 the 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 16 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.
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 visit: http://www.mohe.edu.kw/ equivalencynew/Home_BK.aspx

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 Office of Admissions.

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) MEDICAL DISCLOSURE FORM

ALL students must complete the Medical Disclosure Form attached to this application. Failure to comply with disclosure requirements waives the student's right for evaluation of need for reasonable accommodations. For questions regarding accommodation services, please contact the AUK Career Services and Wellness Center at: 1802040 / (+965) 2224-8399 Ext. 3232
APPLICATION FOR ADMISSION TO UNDERGRADUATE STUDY
2015 - 2016 ACADEMIC YEAR

FOR OFFICE USE ONLY:
Student ID Number: ____________________

APPLICANT TYPE:

I am applying for admission as:  
☐ Full-Time (minimum 12 credits)  ☐ Part-Time

for the:
☐ Fall semester  20______
☐ Spring semester  20______
☐ Summer semester  20______

As a:  ☐ First Year Student  ☐ Transfer Student

INTENDED MAJOR:

Choosing an intended major does not mean major declaration. Students formally choose and declare a major no later than the end of their second year or upon completion of 60 credit hours (whichever comes first) by submitting the Major Declaration Form to the Academic Advising Center (AAC) at AUK. Upon admissions to the university, students are strongly advised to consult regularly with the AAC advisor, and seek approval for their planned academic programs.

I plan on majoring in:
☐ B.A. in Communications & Media
☐ B.A. in English
☐ B.A. in Graphic Design
☐ B.A. in International Relations
☐ B.A. in Social & Behavioral Sciences – Anthropology
☐ B.A.A. in Accounting
☐ B.B.A. in Economics
☐ B.B.A. in Finance
☐ B.B.A. in Marketing
☐ B.B.A. in Management
☐ B.S. in Computer Science (Only for Scientific High School)
☐ B.S. in Information Systems
☐ B.E. in Electrical Engineering (Only for Scientific High School)
☐ B.E. in Computer Engineering (Only for Scientific High School)
☐ Undecided

FOR OFFICE USE ONLY:

ENGLISH LANGUAGE PROFICIENCY TESTS

LPT:  | Date:  
TOEFL:  | Date:  
IELTS:  | Date:  

ADMISSION CATEGORY:
☐ IEP  ☐ Freshman  ☐ Transfer < 24  ☐ Transfer > 24  ☐ Diploma
PERSONAL INFORMATION:

1. Full Name: (Mr./Ms.): ________________________________________________
   Last (Family) First Middle

2. Civil ID/Passport Number (if applicable): ________________________________

3. Date of Birth (dd/mm/yyyy): ______________________________

4. Gender: ☐ Female / ☐ Male

5. Nationality: ____________________________________________


    Please indicate if you need a student visa: ☐ Yes ☐ No

If you need help applying for a Student Residency Visa, please contact our Visa 
& Residency Consultant in the AUK Office of Corporate Relations via e-mail: nbadran@auk.edu.kw

7. Residential Address Information

   Kuwait Address: ______________________________________________________

   International Address: __________________________________________________

   Block ______ Street ___________________________ P.O. Box or Street Address

   House or Building # _________ Apt # ____________

   Area/District: ______________________________________________________

   City Postal Code

   Country

8. Telephone Number(s): Home (______)_______________________
   Mobile: (______)_______________________

9. E-Mail Address: ______________________________________________________

   E-mails are considered as the official means of communication at AUK

FAMILY INFORMATION:

10. Father's Full Name: ________________________________________________
    Last (Family) First Middle

    Education: ______________________________________________________
    Highest Degree Earned Institution Name

    Occupation: ______________________________________________________
    Telephone Number: ______________________________________________

11. Mother's Full Name: ________________________________________________
    Last (Family) First Middle

    Education: ______________________________________________________
    Highest Degree Earned Institution Name

    Occupation: ______________________________________________________
    Telephone Number: ______________________________________________
12. How do you expect to meet the cost of tuition and other expenses? Check all that apply.

- Parents
- PUC Scholarship
- Other ________________________________________

Specify

It is the responsibility of the applicant to apply for any type of scholarship.

HIGH SCHOOL / SECONDARY SCHOOL INFORMATION:

13. List the name(s) of high schools or secondary schools at which you studied your first, second, third and fourth (depending on the school type):

<table>
<thead>
<tr>
<th>Name of HIGH SCHOOL</th>
<th>Location (City and Country)</th>
<th>Dates of Attendance</th>
<th>Date of Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From (mm/yyyy)</td>
<td>To (mm/yyyy)</td>
</tr>
</tbody>
</table>

14. Enter the name and telephone number of the guidance counselor or principle of the school from which you are graduating or have graduated.

Name: __________________________________________ Title: ________________________________

Telephone Number: ____________________________________

15. If Advanced Level GCE, IB, or Advanced Placement, please specify subjects passed (or expected to be passed) and level:

____________________________________________________________________________________
____________________________________________________________________________________

16. List the name(s) of universities/colleges attended:

<table>
<thead>
<tr>
<th>Name of UNIVERSITY/COLLEGE</th>
<th>Location (City and Country)</th>
<th>Dates of Attendance</th>
<th>Date of Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From (mm/yyyy)</td>
<td>To (mm/yyyy)</td>
</tr>
</tbody>
</table>

17. If you are not enrolled in an academic institution this year, how are you spending the year? ________________________________

18. Have you ever been subject to academic or disciplinary action (i.e. probation, suspension, dismissal) from any institution attended?

- Yes – If yes, please provide a statement detailing dates and circumstances.
- No
STANDARDIZED TEST SCORES:

19. Please indicate the date(s) you have taken or plan to take any of the following examinations, and indicate your scores. Official score reports must be sent directly to AUK from the testing agency.

<table>
<thead>
<tr>
<th></th>
<th>Dates(s)</th>
<th>Score(s)</th>
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<tbody>
<tr>
<td>TOEFL</td>
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<tr>
<td>IELTS</td>
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<tr>
<td>Other (Please Specify): ____________________________</td>
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ADDITIONAL INFORMATION:

20. ACTIVITIES: Please list in the space below your school, community, athletic, or other activities. Attach an extra sheet if necessary.
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

21. EMPLOYMENT: Please list any part-time or full-time jobs you have held in the past 3 years, including the name of the organization/employer, position(s) held, and the time period. Attach an extra sheet if necessary.
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

22. To what other colleges or universities are you applying or will you apply, either inside or outside Kuwait? (Your answer will not influence our admission decision).
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

23. How did you hear about AUK? Check all that apply.

- Advertisement in (please specify) ___________________________________________________________________
- School Visit
- College Fair / Exhibition (please specify location): __________________________________________________
- Information Booth (please specify location): __________________________________________________________
- Current AUK Student
- Friend
- Internet
- Social Media (please specify): ______________________________________________________________________
- Other (Please Specify) ____________________________________________________________________________
PERSONAL ESSAY:

The essay question is used to determine serious interest in attending AUK and to learn more about our applicants. We seek to admit students who have a strong commitment to being a member of our University community. The Admissions Committee will also use your essay to determine your ability to organize your thoughts and express yourself clearly.

Compose in English (must be typed) and attach your essay on the topic given below (no more than 500 words). No hand written essays will be accepted. Intensive English applicants should try to answer the question in English to the best of their ability.

24. ESSAY TOPIC:

Describe what motivated you to apply to AUK, how you feel your academic career here will help you achieve your future goals, and in what ways you think your presence will benefit and enhance AUK’s community. Feel free to include any additional information about yourself that may not have been adequately addressed in any section of your application, and that you consider to be important.

I declare that I have read and understood the requirements and regulations stated in the University Catalog and that I will comply herewith.

I understand that my admission to the American University of Kuwait is conditional, that I am responsible for satisfying all AUK admission requirements, and that I must provide my final high school transcript certified by the Kuwait Ministry of Education before my admission to the American University of Kuwait can be completed.

I agree to complete all admission requirements before the end of my first semester. I understand that failure to satisfy these requirements will result in cancellation of my admission to the American University of Kuwait.

The information provided in this application is complete and accurate to the best of my knowledge. I realize that withholding information or providing false information, forged documents or false representation of information is in violation of institutional standards of behavior and may result in the rejection of my application, my admission being rescinded, disciplinary action and dismissal from the University. I understand that all credentials submitted in support of this application become the property of the University and are not returnable.

Student Name: ______________________________________________________________________________

Civil ID Number: ______________________________________________________________________________

Signature: _____________________________________________________________________________________

Date: _________________________________________________________________________________________

If you have any final records, which remain outstanding, you should make arrangements to have these sent to the Office of Admissions as soon as possible. Should you have any questions, please do not hesitate to contact the Office of Admissions at AUK by telephone at: 1802040 or (+965) 2224-8399 Ext: 3148 or via e-mail at: admissions@auk.edu.kw.
All information is CONFIDENTIAL. This form must be submitted to the Office of Admissions with the application.

AUK evaluates any requests for accommodation and access to university programs on a case-by-case basis. Students with disabilities who are requesting accommodations must declare this in the relevant section of their admission application and provide specific verifiable documentation. The Career Services and Wellness Center at AUK will review the documentation and determine the eligibility to cope with program requirements of qualified students with disabilities who are able to learn through “reasonable accommodations” without compromising the integrity of AUK academic programs.

Failure to comply with disclosure requirements waives the student's right for evaluation of need for reasonable accommodations. For questions regarding accommodation services, please contact the AUK Career Services and Wellness Center at ext. 3232.

Please indicate if you have a documented disability.

STUDENT INFORMATION:

Full Name: (Mr./Ms.): ________________________________________________________________

Last (Family)                                 First    Middle

E-Mail: ______________________________________________________          Phone ___________________________

Student ID Number: ________________________________

DISABILITIES: By checking the applicable box(es) below, I acknowledge to the university the following:

☐ Learning Disability
  Please Specify: ____________________________________________________________________

☐ Mental Health Disability
  Please Specify: ____________________________________________________________________

☐ Physical Disability
  Please Specify: ____________________________________________________________________

MEDICAL CONDITION: By checking the applicable box(es) below, I acknowledge to the university the following:

☐ Anemia                                      ☐ Diabetes                                      ☐ Digestive Disorders
☐ Asthma                                      ☐ Epilepsy                                      ☐ Respiratory Ailment
☐ Blood Pressure Problems                     ☐ Heart Disease                                  ☐ Other _______________________________________

Notes/Details: ____________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________
**IN CASE OF AN EMERGENCY, PLEASE NOTIFY:**

<table>
<thead>
<tr>
<th>Last Name (Family)</th>
<th>First Name</th>
<th>Relationship to Student</th>
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<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Mobile Phone</th>
<th>Work Phone</th>
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**STUDENT VERIFICATION:**  
*Please check only ONE of the following boxes*

- [ ] **I AUTHORIZE** the University to share my information with those university officials responsible for providing assistance to students with special needs. Furthermore, I agree that the above information is accurate and complete to the best of my knowledge and recognize that withholding or providing false information may result in the rejection of my admission application.

- [ ] **I DECLINE** to complete this form and do not wish to share any medical information with the American University of Kuwait. I understand that by doing so, it is not the university’s responsibility to provide any assistance that might be required due to any existing disability and/or medical condition.

Students requesting reasonable accommodations must provide detailed documentation from a licensed psychologist, psychiatrist, or physician verifying the diagnosis, nature, effect, and limitations of the condition. In addition, the documentation should be no less than three years old and provide a recommendation of accommodation to meet the student's learning needs. The information must include the evaluator’s name and title, testing dates, and student’s age at time of evaluation.

I understand that failure to comply with disclosure requirements waives my right for evaluation of need for reasonable accommodations.

For questions regarding accommodation services, please contact the AUK Career Services and Wellness Center at ext. 3232.

___________________________________  ______________________________________
Student’s Signature       Date

__________________________  _________________________________________
Parent’s Signature  (if student is under 18 years of age)

**FOR OFFICE USE ONLY:**

Received by Admissions: ___________________________  Date: ___________________________

Student ID#: ________________________________________________

Submitted to Career Services and Wellness Center (CSW):

Received by: ___________________________________________  Date: ___________________________
ADMISSION APPLICATION DEADLINES

As Admission into the incoming class is competitive and limited, applicants are strongly encouraged to submit their admissions application and all required documentation as early as possible. AUK will not accept applications after the published application deadline or after the incoming admissions class has reached full capacity. Please note that the application deadlines are subject to change based upon capacity.

<table>
<thead>
<tr>
<th>UNDERGRADUATE APPLICANTS (First Year, Transfer and Pre-University Intensive English Program Applicants)</th>
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<tbody>
<tr>
<td>SEMESTER</td>
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<tr>
<td>Early Admissions for Fall</td>
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<td>Fall</td>
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<td>Spring</td>
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<td>Summer</td>
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INTERNATIONAL STUDENT ADMISSION DEADLINES:

The Office of Admissions will accept and review admissions applications from international applicants according to the following schedule:

<table>
<thead>
<tr>
<th>UNDERGRADUATE &amp; PRE-UNIVERSITY INTENSIVE ENGLISH PROGRAM APPLICANTS</th>
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<tbody>
<tr>
<td>SEMESTER</td>
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<td>Fall</td>
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<td>Spring</td>
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<td>Summer</td>
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For more information and updates, please refer to the Office of Admissions or check the AUK website at: http://www.auk.edu.kw/admissions