



# APPLICATION INSTRUCTION GUIDE

## 2009 - 2010 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](http://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.

### ENGLISH COMPETENCY:

As instruction at the American University of Kuwait is in English, evidence of English competency is required of all undergraduate applicants. All applicants, born in countries where English is the native language, are exempt from having to demonstrate English proficiency as evidence by standardized test scores. In addition, applicants that have completed high school (must have attended at least 2 years) in a country in which English is the native language are exempt from having to demonstrate basic English proficiency. English Proficiency, for students not meeting aforementioned criteria, is demonstrated by achieving a minimum score of 68 on the internet-based Test of English as a Foreign Language (TOEFL), or a minimum score of 190 on the computer-based TOEFL, or a minimum score of 520 on the paper-based TOEFL. TOEFL scores are valid for 2 years. Undergraduate applicants may also satisfy the English proficiency requirement if they have fulfilled one of the following requirements:

- 1) Verbal score of 450 or above on the SAT I.
- 2) IELTS score of Band 5.5 or higher.
- 3) Successful completion of Pre-University Intensive English program at the American University of Kuwait.
- 4) Successful completion of a minimum of 24 credit hours of course work with a minimum grade of "C" from a post secondary institution approved by the Ministry of Higher Education where English is the language of instruction.
- 5) Successful completion of an accredited English 101 or equivalent course with a "C" or above from a post secondary institution approved by the Ministry of Higher Education in the state of Kuwait.



## 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 application fee.
- ❑ Official high school transcripts complete up to the time of application.
- ❑ 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 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

Pre-University Intensive English Program students are required to take between one and three semesters of Intensive English courses. The duration of the program will be determined by a placement test administered by AUK. Applicants to the Pre-University Intensive English Program must submit:

- ❑ Complete Application Form with a non-refundable 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*).

## ADMISSION GRADE POINT AVERAGE REQUIREMENTS:

The following is a list of some common high school systems and the corresponding minimum high school Grade Point Average (GPA) or equivalent requirements for admission to AUK. All applicants must provide official transcripts for all years in secondary school along with any final test scores and/or leaving certificates. All applicants seeking admission to AUK must submit a high school equivalency certified by the Kuwait Ministry of Education.

### FIRST YEAR ADMISSION

All First Year students seeking admission to AUK must provide a high school equivalency certified by the Kuwait Ministry of Education and satisfy the following minimum high school GPA requirements:

HIGH SCHOOL SYSTEM	EQUIVALENCY	MINIMUM REQUIREMENT
Government System (Percentage)	Not-Required	60 %
Government System (Modular)	Not-Required	2.00
American System	Required	2.00
Arabic Private	Required	2.00 or equivalent
Bilingual System	Required	2.00
English System	Required	6 IGCSE with minimum of "D" or 60% cumulative average <sup>1</sup>
French Baccalaureate or equivalent	Required	Completion of Baccalaureate required with minimum average score of 12 or 60% cumulative average
Indian System	Required	Completion with a minimum cumulative average of 60% or equivalent for either: Higher Secondary School Certificate; Intermediate Examination Certificate; "All India Senior School" Certificate
International Baccalaureate (IB)	Required	Completion of Baccalaureate with 6 subjects (at least 3 at the higher level) and a minimum score of 24
Iranian System	Required	Completion of degree required with minimum average score of 12 or 60% cumulative average
Pakistani System	Required	Higher Secondary School Certificate (Part II) required with a minimum average of 40 or 2.00 GPA equivalent

<sup>1</sup> Ministry of Education Arabic and Religious Studies may each substitute for an IGCSE

High School systems not covered above will be addressed on a case-by-case basis and will require at least a passing grade as well as Ministry of Education equivalency.



## **STUDENTS TRANSFERRING WITH FEWER THAN 24 ATTEMPTED SEMESTER CREDIT HOURS/ FIRST YEAR ADMISSION:**

Students seeking to transfer to AUK from colleges or universities approved by the Ministry of Higher Education with fewer than 24 attempted semester credit hours may apply for First Year admission and must satisfy the following minimum requirements:

- 1) Must have received their high school equivalency certified by the Kuwait Ministry of Education and satisfy the aforementioned minimum high school GPA requirements.
- 2) Courses taken at universities approved by the Kuwait Ministry of Higher Education with a grade of C or above may be considered for transfer evaluation. First Year students may transfer a maximum of 23 semester credit hours to AUK. Grades of "C-" and below grades are not eligible for transfer.

## **STUDENTS TRANSFERRING WITH AT LEAST 24 ATTEMPTED SEMESTER CREDIT HOURS:**

- 1) Students seeking to transfer to AUK who have attempted at least 24 semester credit hours from colleges or universities approved by the Kuwait Ministry of Higher Education must satisfy the following minimum requirements: Grades of "C-" and below grades are not eligible for transfer.

## **TRANSFER ADMISSION:**

- 1) Must have a minimum cumulative transfer GPA of 2.00 from all prior institutions.
- 2) Courses taken at institutions approved by the Kuwait Ministry of Higher Education with a grade of "C" or above may be considered for transfer evaluation. Up to a maximum of 60 credit hours of transfer credit may be awarded to students admitted under Transfer admission. Grades of "C-" and below grades are not eligible for transfer.

## **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. International high school applicants are responsible for securing the high school equivalency certification through the Kuwait Ministry of Education. Kuwait Ministry of Education certified transcripts are never considered expired by AUK.

## **3) FINAL HIGH SCHOOL TRANSCRIPT**

If an applicant has already graduated from high school, the transcript must be an official final transcript.

Applicants who have completed their high school education in Kuwait must have the transcript certified and stamped by the Kuwait Ministry of Education.

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).

#### 4) 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.

#### 5) PRIOR UNIVERSITY/COLLEGE TRANSCRIPT AND COURSE DESCRIPTIONS

Transfer applicants must submit an official transcript of each collegiate institution previously attended. Attendance at all institutions must be reported whether or not credit was earned and whether or not transfer credit is desired. Failure to report all previous academic work will be considered sufficient cause for rejection of an application or to rescind that student's acceptance into AUK. If courses are in progress at the time of application, a final official transcript must be sent to the Office of Admissions upon completion.

A maximum of 60 credit hours from two-year and four-year

institutions of higher education certified by the Ministry of Higher Education with a grade of C or above may be considered for transfer evaluation. Individual teaching units at AUK determine the exact number of credit hours that apply towards their specific degree programs.

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.

A listing of institutions certified by the MOHE, State of Kuwait, can be found on their website at:  
<http://www.mohe.edu.kw> or by contacting the *Degree Evaluation Department* at the MOHE:

**Email: [Info\\_EvaluationDept@mohe.edu.kw](mailto:Info_EvaluationDept@mohe.edu.kw)**

Transfer credit may only be considered if the institution where prior coursework was earned is certified by the Ministry of Higher Education – State of Kuwait.

#### 6) 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.

#### 7) 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.**



## **8) 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 Competency 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.

If students have limited knowledge of the English language, they are urged to take the TOEFL as early as possible in order to know their scores. If the score is below 68 on the Internet-Based TOEFL (IBT), **190** on the computer-based TOEFL (CBT) or **520** on the paper-based TOEFL (PBT), applicants should apply to the Pre-University Intensive English Program. If the score is above **68** on the IBT TOEFL, **190** on the CBT TOEFL and **520** on the PBT TOEFL, an applicant should apply to AUK as an undergraduate applicant. The Office of Admissions has the right to verify all TOEFL scores.

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).

## **9) UNDERGRADUATE PLACEMENT EXAMINATION**

Following admission to AUK, all undergraduate students are required to take Arabic, English and Mathematics placement examinations to determine course eligibility. Additionally, these exams will be scheduled during the student's Placement, Advising and Registration (PAR) appointment before they begin their relevant semester.

Transfer students who verify Arabic, English and/or Mathematics college level transfer credit may be exempt from all or portions of the Placement Exam. All new first time in college (freshmen) students must participate in the PAR program.

Every Application Packet that AUK receives, and all material therein, is considered confidential, and will only be seen and reviewed by the AUK Admissions Committee. By signing the AUK Application Form, you automatically waive your right to access or review all parts of your Application Packet at any point in the future, regardless of the outcome of the admission decision.

By signing the Application Form, the applicant certifies that the information provided is complete and accurate to the best of his/her knowledge. The applicant also acknowledges

understanding the ramifications of not providing all documents required. Additionally, the applicant agrees that all credentials submitted in support of this application become the property of AUK and are not returnable.

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**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](mailto:admissions@auk.edu.kw)**