



APPLICATION FOR ADMISSION TO UNDERGRADUATE STUDY

2018 - 2019 ACADEMIC YEAR

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UNDERGRADUATE ADMISSIONS APPLICATION FORM INSTRUCTION GUIDE 2018 - 2019 ACADEMIC YEAR

Welcome to the first phase of admission into the American University of Kuwait (AUK). 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 **Freshman** 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 freshman 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 two 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.

AUK may offer **Non-Degree admission** to individuals who wish to take courses at AUK for personal or professional enrichment. Individuals admitted as non-degree students are to abide by the following rules and conditions:

- May take a maximum of 12 undergraduate credits.
- Must have a high school certificate or higher level of education recognized by the Ministry of Education in the State of Kuwait.

- Must meet AUK's English language proficiency requirements.
- Are subject to AUK's pre- and co-requisite requirements.
- Are held to the Academic, Student Code of Conduct standards and tuition and fees as degree-seeking students.

Visiting students who are enrolled in a degree program at another institution and wish to take courses at AUK may visit for up to a maximum of one academic year or attempt up to a total of 30 semester hours. Visiting students are subject to the following conditions:

- Must be in good standing at home institution.
- Must present an official document from their home institutions indicating they are allowed to take courses at AUK as a visiting student.
- Must meet AUK's English language proficiency requirements.
- Are not required to take Math, English, and Arabic placement tests IF their record shows that they have taken equivalent placement tests or courses at their home institutions and accordingly placed in college-level courses.
- Must check with the Office of Admissions regarding registering for classes and tuition payment deadlines.
- Are held to the Academic and Student Code of Conduct standards, and tuition and fees as degree-seeking students.



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.

MAJOR	TYPE OF HIGH SCHOOL
B.S. in Computer Science	Scientific
B.E. in Electrical Engineering	
B.E. in Computer Engineering	

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 **60** or above on the Internet Based TOEFL (iBT) with a minimum score of **13** on the Reading and **14** on the Writing sections of the exam.
- A Band score of **6.0** on the **IELTS** (Academic), with a minimum score of **6.0** on the Reading and **5.0** on the Writing sections of the Exam.
- Completion of the UG Accuplacer with a minimum score of **51** on reading and **4** on writing.
- Successful completion of **Semester 2** 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 precede 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>

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 Counseling Center* at: **1802040 / (+965) 2224-8399 Ext. 3232**

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: 1802040 / (+965) 2224-8399 Ext. 3148

Fax: (+965) 2224-8379

E-mail: admissions@auk.edu.kw

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APPLICATION FOR ADMISSION TO UNDERGRADUATE STUDY 2018 - 2019 ACADEMIC YEAR

Please attach
two (2) recent
passport size
photos

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
 - Visiting Student
 - Non-Degree 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 admission 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.B.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



PERSONAL INFORMATION:

1. Full Name: (Mr./Ms.): _____
As per Civil ID/Passport Last (Family) First Middle
2. Civil ID/Passport Number (if applicable): _____
3. Date of Birth (dd/mm/yyyy): _____ 4. Gender: Female / Male
5. Nationality: _____ 6. Current Country of Residence: _____

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:

Block _____ Street _____

House or Building # _____ Apt # _____

Area/District: _____

International Address:

_____ P.O. Box or Street Address

_____ City

_____ Postal Code

_____ Country

8. Telephone Number(s): Home (_____) _____ Mobile: (_____) _____
Area Code Area Code

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 current and previous high schools or secondary schools you attended:

Name of <u>HIGH SCHOOL</u>	Location (City and Country)	Dates of Attendance		Date of Graduation
		From (mm/yyyy)	To (mm/yyyy)	

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

Name: _____ Title: _____

Telephone Number: _____

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

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

Name of <u>UNIVERSITY/COLLEGE</u>	Location (City and Country)	Dates of Attendance		Date of Graduation
		From (mm/yyyy)	To (mm/yyyy)	

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.

	Dates(s)	Score(s)
TOEFL		
IELTS		
Other (Please Specify): _____		

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 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: _____

PARENT/LEGAL GUARDIAN SIGNATURE (if student is under 21 years of age):

Name: _____

Civil ID Number: _____ Signature: _____

Relationship: Parent Legal Guardian (*specify*: _____)

If you have any final records, which remain outstanding, you should make arrangements to have them 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**.





MEDICAL/DISABILITY DISCLOSURE

2018 - 2019 ACADEMIC YEAR

All information is **CONFIDENTIAL**. This form must be submitted to the Office of Admissions with the application.

AUK evaluates any request for accommodations and access to university programs on a case-by-case basis.

STUDENT INFORMATION:

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

E-Mail: _____ Phone _____

Student ID Number: _____

DISABILITIES: By checking the box(es) below, I disclose to the University the following:

Learning Disability

Please Specify: _____

Mental Health Disability

Please Specify: _____

Physical Disability

Please Specify: _____

MEDICAL CONDITION: By checking the box(es) below, I disclose 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:

Name: _____ Relation to Student: _____

Phone Numbers: Home: _____ Mobile: _____ Work: _____



IMPORTANT CONTACTS

OFFICE OF ADMISSIONS

Tel: 1-802040 / (+965) 2224-8399 Ext: 3148

Fax: (+965) 2224-8379

admissions@auk.edu.kw

INTENSIVE ENGLISH PROGRAM (IEP)

Tel: 1-802040 / (+965) 2224-8399 Ext: 3351

Fax: (+965) 2224-8392

IntensiveEnglish@auk.edu.kw

OFFICE OF SCHOLARSHIP & FINANCIAL AID

Tel: 1-802040 / (+965) 2224-8399 Ext: 3014/3015

Fax: (+965) 2224-8379

scholarship@auk.edu.kw

FINANCE DEPARTMENT

Tel: 1-802040 / (+965) 2224-8399 Ext: 3110

Fax: (+965) 2224-8380

finance@auk.edu.kw

COUNSELING CENTER

Tel: 1-802040 / (+965) 2224-8399 Ext: 3232

Fax: (+965) 2224-8386

counseling@auk.edu.kw

OFFICE of the REGISTRAR

Tel: 1-802040 / (+965) 2224-8399 Ext: 3164

Fax: (+965) 2224-8378

registrar@auk.edu.kw

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.

UNDERGRADUATE APPLICANTS (First Year, Transfer and Pre-University Intensive English Program Applicants)	
SEMESTER	APPLICATION DEADLINE
Early Admissions for Fall	29 January 2018
Fall	27 August 2018
Spring	14 January 2019
Summer	29 May 2019

INTERNATIONAL STUDENT ADMISSION DEADLINES:

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

UNDERGRADUATE & PRE-UNIVERSITY INTENSIVE ENGLISH PROGRAM APPLICANTS	
SEMESTER	APPLICATION DEADLINE
Fall	1 August 2019
Spring	14 January 2019
Summer	29 May 2019

For more information and updates, please refer to the Office of Admissions or check the AUK website at:

<http://www.auk.edu.kw/admissions>