

MA in TEFL Application Form

Dear Applicant,

Thank you for applying to the MA in TEFL program at the Arab Open University (AOU) – Lebanon. Kindly, fill out the below fields accurately:

1. Applicant Name: _____ / _____ / _____
First Name Father Name Family Name

2. Academic Year:

3. Semester:

➤ Required Documents

- Evidence of your Academic Credentials
 - 1. A certified copy of the Lebanese High School Degree or its Equivalent
 - 2. A certified copy of the Lebanese Equivalency of your bachelor's degree
 - 3. A certified copy of your bachelor's degree
 - 4. An official transcript
- Evidence of your Professional Credentials (employment certificates)
- Updated CV or Resume
- Two recommendation letters (from professors, employers...)
- Copy of a valid national ID

➤ Additional Requirements

- **Have a BA degree in English Language and Literature, or a related specialization** from the Arab Open University or another recognized university with a graduation rating of GOOD or higher, considering local accreditation requirements.
- **English Proficiency:**
Achieve Band 6 or higher in the Academic Version of the *International English Language Testing System* (IELTS) test, OR achieve a score of 550 or more on the *Test of English as a Foreign Language* (TOEFL) (Paper-Based Test) or the equivalent score on the Computer-Based Test.
- **Interview:** The committee may ask the applicant to appear for an interview.

Personal Information

Mother Name: _____	Birth Date: _____ dd/ mm/ yyyy
Country of Birth: _____	Nationality: _____
Gender: ☐ Male	☐ Female
Name in Arabic: _____ / _____ / _____ الشهرة إسم الأب الإسم	
Number of Years of relevant work experience: _____	
Accessibility Requirements / Special Needs: _____	

Contact Information

Permanent Address	
District: _____	City _____
Street _____	Building _____ Floor _____
Postal Code _____	
Mobile Number: _____	
Land Line Number: _____	
Email: _____	

Command of English

Specify your current level in English Language:

	Fair	Good	Very Good	Excellent
Understanding				
Writing				
Speaking				

ACADEMIC & PROFESSIONAL CREDENTIALS

Please, list your academic qualifications below, starting with the most recent

	From (month/year)	To (month/year)	Name of Institution	Location & Address (City & Country)	Degree Earned	Rank /Grade
1						
2						
3						
4						
5						

Please, list your professional qualifications below, starting with the most recent

	From	To	Institution/Association/Agency	Qualification/Certificate earned
1				
2				
3				
4				
5				

EMPLOYMENT/EXPERIENCE HISTORY

Please, complete this section starting with your most recent employment. Provide details of your position within the organization, major responsibilities, and the number of employees reporting to you, if any. Use an attachment if needed.

Total number of years of employment: ____ year(s) ____ month(s)

Job 1

Name of company _____

Address, including Web address. _____

From (MM/YY) _____ To (MM/YY) _____

Current Position _____

Describe your main responsibilities, including supervisory roles if any with the number of employees reporting to you, and your position within the company hierarchy.

Job 2

Name of company _____

Address, including Web address. _____

From (MM/YY) _____ To (MM/YY) _____

Current Position _____

Describe your main responsibilities, including supervisory roles if any with the number of employees reporting to you, and your position within the company hierarchy.

Motivation

In the space below provide us with any further information (IN YOUR OWN WORDS), that you think will be useful to us in evaluating your application. In particular, tell us why you want to pursue an MA in TEFL, and why you have chosen AOU. Wherever possible, give specific examples of teaching experience, working with students, meeting deadlines and working in teams. You may want to focus on how you handled a special situation or overcame a specific problem at work. In other words, tell us a story about yourself that ONLY you can tell (200 to 250 words).

REFERENCES

You will be required to nominate two referees who are willing to comment on your qualities and preparedness to pursue graduate studies.

- An academic who can comment on your academic merits.
- A work reference from someone at work, either at your current place of employment or from a prior employment.

	Name	Organization or University	Position
1st		Email : Tel. No. :	
2nd		Email : Tel. No. :	

Please ask your referees to email their recommendation letters to registrar@aou.edu.lb

CRIMINAL CONVICTION

Please declare any relevant unspent criminal convictions in accordance with the [AOU Criminal Conviction Policy and Process](#).

Do you have any unspent criminal conviction ☐ Yes ☐ No



Information provided in relation to criminal convictions will be handled confidentially and processed in accordance with the University's applicable policies and data protection requirements

DECLARATION

1. I declare that if accepted into the MA in TEFL program, I will abide by all the rules and regulations of AOU. I also confirm that to the best of my knowledge all information provided in this application is complete and accurate and I consent to AOU to process this information.
2. By signing this application, I declare that all information provided, including any disclosure of special needs that may affect my academic performance, is complete and accurate. Should it later be established that I failed to disclose any such condition, the University reserves the right to dismiss me from the University, and I shall have no claim against the University in connection with such dismissal.

Signature: Date: