

## 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: **2024-2025**

3. Semester: **Fall**

### ➤ **Needed Documents**

- Evidence of your Academic Credentials
  1. A certified copy of the Lebanese Equivalency of your Bachelor's degree
  2. A certified copy of your Bachelor's degree
  3. 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, in light of local accreditation requirements in the branch countries.
- **English Proficiency:**  
Achieve Band 6 or higher in the Academic Version of the *International English Language Testing System* (IELTS) test, OR



	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 by September 1<sup>st</sup> 2024: \_\_\_ 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](mailto:registrar@aou.edu.lb)

## DECLARATION

1. I declare that I do not have any unspent criminal conviction.
2. 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 give consent to AOU to process this information.

Signature: ..... Date: .....