

MBA Application Form

Dear Applicant,

Thank you for applying to the MBA program at the Arab Open University (AOU) – Lebanon.
Kindly fill all below fields accurately:

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

2. Academic Year :

3. Semester:

4. AOU Center:

5. MBA Options (please tick next to your choice):

Business Administration ☐

Human Resource Management ☐

Finance ☐

➤ 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, employer...)
- Copy of a valid ID

➤ Additional Requirements

- **Interview:** The committee may ask the applicant to appear for an interview.
- **Two 8-cr. Remedial Courses:** In case the applicant does not hold a Bachelor's degree in a field related to the Business program, he/she will be required to complete 16 remedial credit.
- **English Entrance Exam / English Proficiency Course (EPC01):**
 - All applicants are required to sit for the English Entrance Exam (Fee: \$30), unless applicants who have achieved a minimum score of **7.0 on IELTS** or **600 on the paper-based TOEFL** within the past **two years**.
 - Candidates who score 80/100 or above are exempted from taking the English Proficiency Course (EPC01).
 - Candidates who score less than 80/100 are required to register the EPC01 during their first semester concurrently with other courses.
 - To pass EPC01, students must successfully complete the APTIS Advanced test with a score of above 181.

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 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 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 provided 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 MBA, and why you have chosen AOU. Wherever possible give specific examples of managing people, projects, meeting deadlines and working in teams. You may want to focus on how you handled a special situation or demonstrated leadership in a group setting. In other words, tell us a story about yourself that only you can tell. (Between 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@aoe.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 MBA 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 give consent to AOU to process this information.
2. I declare that I am particularly aware of the following two requirements:
 - Two 8-cr. Remedial Courses: In case the applicant does not hold a bachelor's degree in a field related to the Business program, he/she will be required to complete 16 remedial credits.
 - English Entrance Exam / English Proficiency Course (EPC01):
 - All applicants are required to sit for the English Entrance Exam (Fee: \$30), unless applicants who have achieved a minimum score of 7.0 on IELTS or 600 on the paper-based TOEFL within the past two years.
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 - Candidates who score less than 80/100 are required to register the EPC01 during their first semester concurrently with other courses.
 - To pass EPC01, students must successfully complete the APTIS Advanced test with a score of above 181.
3. 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: