



الجامعة العربية المفتوحة
Arab Open University
LEBANON

PHOTO

MBA Application Form

Dear Applicant,

Thank you for applying to the MBA program at the Arab Open University (AOU) – Lebanon. You are kindly requested to fill the five fields below, then read the two sections **Needed Documents** and **Additional Requirements** then fill up all sections from page 2 till page 7.

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

➤ Needed Documents

- Evidence of your Academic Credentials
 1. A certified copy of the Lebanese Equivalency of your Bachelor degree
 2. A certified copy of your Bachelor degree
 3. 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 degree related to the Business program, he/she must enroll into 16 cr. remedial courses.
- **English Placement Test:** All MBA applicants should sit for an online English placement test at AOU (50\$ fee). The test score will determine if applicant needs to enroll an English course at AOU or not.
- **English Proficiency Evidence:** : In case teaching during Bachelor studies was not delivered in English language, MBA students are required to submit a TOEFL or IELTS certificate as evidence of their English proficiency before the collection of their MBA degrees (minimum scores: 6.5 for *IELTS* / 575 on the *paper based TOEFL* / 500 for the *TOEFL ITP* / 85 for the *internet based TOEFL*).

Personal Information

Mother Name: _____	Birth Date: _____ dd/ mm/ yyyy
Country of Birth: _____	Nationality: _____
Gender: <input type="checkbox"/> Male	<input type="checkbox"/> Female
Name in Arabic: _____ / _____ / _____ الشهرة إسم الأب الإسم	
Number of Years of work experience (as of September 1 st): _____	

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 by September 1st: ___ 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.

Job 3

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. :	

You can send them the following links which will enable them to fill the reference form on line.
www.aou.edu.lb/aou/files/recommend.pdf

DECLARATION

1. I declare that I don't have any unspent criminal conviction.
2. I agree 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 give consent to AOU to process this information.
3. Finally, I am particularly aware of the following three requirements:
 - **Two 8-cr. Remedial Courses:** In case the applicant does not hold a Bachelor degree related to the Business program, he/she must enroll into 16 cr. remedial courses.
 - **English Placement Test:** All MBA applicants should sit for an online English placement test at AOU (50\$ fee). The test score will determine if applicant needs to enroll an English course at AOU or not.
 - **English Proficiency Evidence:** In case teaching during Bachelor studies was NOT delivered in English language, MBA students are required to submit a TOEFL or IELTS certificate as evidence of their English proficiency before the collection of their MBA degrees (minimum scores: 6.5 for *IELTS* / 575 on the *paper based TOEFL* / 500 for the *TOEFL ITP* / 85 for the *internet based TOEFL*).

Signature: Date: