

## 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

### ➤ Needed 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 degree related to the Business program, he/she must enroll into 16 cr. remedial courses.
- **English Proficiency:**
  - Applicants are required to sit for an English Entrance Exam (Fee: 50\$ on official rate).
  - 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.
  - Conditions to pass the EPC01:
    - a. Score 70/100 or above on the total course grade (continuous assessment + final exam) OR
    - b. Score 49/70 or above on the final exam, regardless the continuous assessment grade.

**NB:** Applicants who obtained 7.0 on IELTS or 600 on the paper based TOEFL within the past two years are exempted from the English Entrance Exam.

## 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: _____	

## Contact Information

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

## 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 1<sup>st</sup>: \_\_\_ 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. :	

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 don't have any unspent criminal conviction.
2. 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 give consent to AOU to process this information.
3. I declare that I am particularly aware of the following two requirements:
  - **Two 8-cr. Remedial Courses:** In case I do not hold a Bachelor degree related to the Business program, I must enroll into two remedial courses (16-cr).
  - **English Proficiency:**
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Signature: ..... Date: .....