



الجامعة العربية المفتوحة
Arab Open University
LEBANON

PHOTO

University Use Only
Registration Number:

Application for Admission to MBA

INSTRUCTIONS – TO THE APPLICANTS

- Provide all of the following documents
 - Filled application form (all sections must be completed)
 - IELTS or TOEFL Scores
(If your undergraduate degree was from an accredited English speaking institution, at the discretion of AOU, you might be exempted from this requirement. However, you will be required to attend a face-to-face interview to demonstrate your English language skills)
 - Your CV or Resume
(Accounting for the entire period from starting your undergraduate study to the current date)
 - Evidence of your Academic Credentials (copies of certificates, do not send originals. Originals will be required once an offer of admission has been made)
 - Evidence of your Professional Credentials (certificates of employment accounting for three years of work experience)
 - Three passport size photographs
 - Copy of a valid ID
- Applicants must appear for an interview before an admission committee

Semester Applying for:

☐ Fall 2012 - 2013

☐ Spring 2012 - 2013

Personal Information

Name:	_____	/	_____	/	_____
	Last		First		Middle (or father's name)
In Arabic:	_____				
	[Full name as it appears on passport or identity card]				
Birth Date:	_____				
	dd/ mm/ yyyy				
Country of Birth:	_____		Nationality:	_____	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female				
Number of Years of work experience (as of September 1 st):	_____				

Contact Information

Mailing Address		
Street _____	Building _____	Floor _____
Town _____	Postal Code _____	Country _____
Permanent Address		
Street _____		
Town _____	Postal Code _____	Country _____
Contact Phone/Mobile Number: _____		
Email: _____		

Command of English

If English is not your first language or have not graduated from an English speaking institution, you must take the IELTS or TOEFL test. AOU requires a minimum score of 6.5 for IELTS or 575 on the TOEFL (230 if you take the computerized TOEFL test).

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: ____ years. ____ months

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

I apply to the Arab Open University (AOU) MBA program. I understand that the decision to offer me admission rests with AOU and that the decision is final. I agree that if accepted into the program, I will abide by all the rules and regulations of AOU. I am aware of the English language proficiency requirement and the unique open blended learning environment of AOU. Finally, I confirm that to the best of my knowledge that the information provided in this application is complete and accurate and give consent to AOU to process this information.

Signature: Date: