



NOTRE DAME  
UNIVERSITY  
— LOUAIZE —  
جامعة السيدة  
اللويزة

# GRADUATE STUDY

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## APPLICATION FORM



**MAIN CAMPUS**  
ZOUK MOSBEH

**NORTH LEBANON CAMPUS**  
BARSA - KOURA

**SHOUF CAMPUS**  
DEIR EL KAMAR

Dear Applicant,

Notre Dame University is delighted to welcome you to one of its three campuses.

To be eligible for admission to graduate studies, you must hold a Bachelor's degree from a recognized institution based on a secondary school certificate recognized by the Lebanese Ministry of Higher Education. In addition, certain faculties request at least one year of practical working experience.

Applicants from institutions whose language of instruction is not English will be required to sit for the NDU English Entrance Test (EET) or the TOEFL. In addition, some departments may require other examinations such as the GRE or GMAT for admission.

If you are interested in a Graduate Teaching Assistantship (GTA) or Graduate Research Assistantship (GRA) position, please enquire about available positions within the Faculty you are applying to. You may also access the Graduate Student Assistantship Rules and Regulations online via this link:

[http://www.ndu.edu.lb/research/assistantship\\_policy.htm](http://www.ndu.edu.lb/research/assistantship_policy.htm)

The following table identifies the deadlines for submitting applications and exam dates. These dates will change according to the calendar year.

Semester	Application Deadline	Examination Dates
Spring Semester, 2016	November 3 - December 22, 2015	January 14, 2016
Early Admission, Fall 2016	January 19 - February 23, 2016	February 27, 2016
Regular Admission, Fall 2016	May 3 - June 21, 2016	June 23, 2016
Late Admission, Fall 2016	July 5 - August 2, 2016	August 4, 2016

**The required documents are the following:**

- A certified copy of the Bachelor degree from the University and its equivalence certified from the Lebanese Ministry of Education and Higher Education (NDU graduates only need to submit a non-certified copy).
- An official transcript of the undergraduate record.
- A certified copy of Bac II or its equivalence (excluding NDU graduates).
- A photocopy of the Identity Card or Passport.
- Two recent passport-size photos.
- Two letters of recommendation (1 Academic and 1 Professional).

**MBA applicants must in addition provide the following documents:**

- Official GMAT or GRE score.
- Curriculum Vitae.
- Employment certificate.

**MS in Engineering applicants must in addition provide the following documents:**

- Official GRE score.
- Curriculum Vitae.

The concerned Faculty will contact applicants to schedule interviews with the Graduate Admissions Committee.

All documents become part of the permanent records of the University and will not be returned. When the application and all required documents are available, the application will be reviewed by the concerned Faculty and acted upon by the University Admissions Committee. The decision of the committee will be communicated to the applicant in writing by the Director of Admissions.

NDU offers a Masters Degree in the following:

Faculty of Architecture, Art & Design (FAAD)  
Faculty of Business Administration & Economics (FBAE)  
Faculty of Engineering (FE)  
Faculty of Humanities (FH)  
Faculty of Natural & Applied Sciences (FNAS)  
Faculty of Nursing & Health Sciences (FNHS)  
Faculty of Law and Political Science (FLPS)

If you have questions or doubts prior to completing this application, please review the Admissions Guide for clarification or visit our website [www.ndu.edu.lb](http://www.ndu.edu.lb) You can also reach the Admissions Office by mail, phone, or fax as specified on the back of this booklet.

Please complete this application form for graduate studies and submit it with a fee of 200,000 L.L. to the Admissions Office. Applicants who are required to do the EET must pay 75,000 L.L. (All fees are non-refundable.)

We trust that your education at Notre Dame University will help you achieve your academic and professional endeavors.

Sincerely,



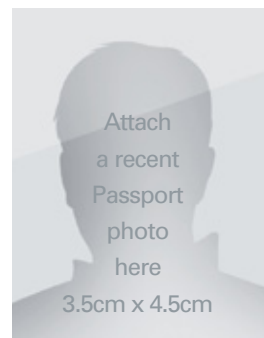
**Viviane Nakhlé**

Director of Admissions

Director of the Office of Tests, Measurement & Evaluation

## APPLICATION FOR ADMISSION TO GRADUATE STUDY

Please read instructions before completing this application



All applicants are considered on the basis of their qualifications regardless of race, color, sex, handicap, religion, age or national origin.

1.	_____	_____	_____	الإسم الكامل
	إسم الاب	الإسم الاول	العائلة	
2.	Full Name	_____	_____	_____
		Family	First	Middle (or Father's)
3.	Country of Birth	District / Caza	City	
	_____	_____	_____	
4.	Date of Birth	_____	_____	_____
		Day	Month	Year
5.	Nationality	_____	_____	_____
		1st	2nd	Chosen
* 6.	Religion	_____	* 7. Sect	_____
8.	Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
	Marital Status	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow (er) <input type="checkbox"/>
9.	If married, spouse's name	_____	_____	
		First	Last	

\* Optional



NOTRE DAME  
UNIVERSITY  
— LOUAIZE —  
جامعة السيدة  
اللويزة

10. Home Address

Bldg./ No. Street Town District/Caza Country  
Phone # Mobile  
P.O. Box Email

11. Mailing Address

(if other than above)

Bldg. / No. Street Town District / Caza Country  
Phone # Mobile  
P.O. Box Email

12. Father's Name Is he still living? Yes ☐ No ☐

Occupation  
Company Company Address Work Phone  
Mobile Phone Professional Email Personal Email

13. Mother's Maiden Name

Family First Father's  
Occupation  
Company Company Address Work Phone  
Mobile Phone Professional Email Personal Email

14. Date you expect to join NDU Fall ☐ Spring ☐ Year  
Campus of your choice Main, Zouk Mosbeh ☐ NLC, Barsa ☐ Shouf, Deir El-Kamar ☐

15. Were you previously enrolled at NDU? No ☐ Yes ☐ Date  
Student ID No. Day Month Year

16. List Secondary Schools or Universities last attended and dates of attendance

Name of College/ University	Location	Dates of Attendance	
		From	To

17. Identify the strand of your Baccalaureate- Part II \_\_\_\_\_

18. Indicate languages you know and level of mastery

	Writing			Reading			Speaking		
	Very Well	Well	Fair	Very Well	Well	Fair	Very Well	Well	Fair
English									
Arabic									
French									
Other									

19. List hobbies & co-curricular activities of interest to you \_\_\_\_\_

\_\_\_\_\_

20. List academic distinctions, awards, or prizes you hold \_\_\_\_\_

\_\_\_\_\_

21. List publications, if any \_\_\_\_\_

\_\_\_\_\_

22. List below your work experience

Firm or Organization	Kind of work	Inclusive Dates	
		From	To

23. Who covers tuition and other expenses? My parents ☐ Myself ☐ A Sponsor ☐ Others(specify) ☐

Name \_\_\_\_\_

Family First Father's

Address \_\_\_\_\_

Bldg. / No. Street Town District / Caza Country

Phone # \_\_\_\_\_ Mobile \_\_\_\_\_

P.O. Box \_\_\_\_\_ Email \_\_\_\_\_

24.	Do you have any physical disability? If yes, specify _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Do you require special assistance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
25.	Do you have any relatives or Alumni at NDU? If yes, specify _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
26.	If your father and/or mother is/are presently members of the staff and/or faculty please indicate		
	Name _____		
	Family	First	Father's
	Position _____		

27. Indicate your choice of Faculty and Major. Choose one Faculty and one major

**Faculty of Architecture, Art and Design (FAAD)**

- |  |            |
|--|------------|
| <input type="checkbox"/> 187 - Master of Architecture - Environmental and Urban Design | 36 credits |
| <input type="checkbox"/> 102 - Master of Arts in Design                                | 36 credits |
| <input type="checkbox"/> 142 - Master of Arts in Music                                 | 36 credits |

**Faculty of Business Administration and Economics (FBAE)**

- |   |            |
|---|------------|
| <input type="checkbox"/> 3-Master of Business Administration (General M.B.A.) | 39 credits |
| Master of Business Administration (M.B.A.) with the following emphasis        |            |
| <input type="checkbox"/> 127 - Finance  | 39 credits |
| <input type="checkbox"/> 128 - Human Resources Management                     | 39 credits |
| <input type="checkbox"/> 206 - Project Management                             | 39 credits |
| <input type="checkbox"/> 188-Master of Science in Financial Risk Management   | 30 credits |

**Faculty of Engineering (FE)**

- |   |            |
|---|------------|
| <input type="checkbox"/> 260 - Master of Science in Civil Engineering                   | 30 credits |
| <input type="checkbox"/> 262 - Master of Science in Electrical and Computer Engineering | 30 credits |
| <input type="checkbox"/> 264 - Master of Science in Mechanical Engineering              | 30 credits |

**Faculty of Humanities (FH)**

- |  |            |
|--|------------|
| Master of Arts in English Language & Literature with the following emphasis          |            |
| <input type="checkbox"/> 27 - Applied Linguistics and TEFL                           | 30 credits |
| <input type="checkbox"/> 28 - Literature   | 30 credits |
| Master of Arts in Translation with the following emphasis                            |            |
| <input type="checkbox"/> 184 - Translation   | 36 credits |
| <input type="checkbox"/> 194 - Interpretation  | 36 credits |
| Master of Arts in Media Studies with the following emphasis                          |            |
| <input type="checkbox"/> 204 - Television Management and Production                  | 39 credits |
| <input type="checkbox"/> 205 - Electronic Journalism and Public Relations            | 39 credits |
| <input type="checkbox"/> 123 - Advertising   | 39 credits |
| Master of Arts in Education with the following emphasis                              |            |
| <input type="checkbox"/> 136 - School Management and Educational Leadership          | 36 credits |
| <input type="checkbox"/> 137 - Special Education                                     | 36 credits |
| <input type="checkbox"/> 138 - Educational Technology                                | 36 credits |
| <input type="checkbox"/> 171 - Master of Arts in Psychology - Educational Psychology | 36 credits |



### Faculty of Natural and Applied Sciences (FNAS)

- |  |            |
|--|------------|
| <input type="checkbox"/> 18 - Master of Sciences in Computer Science       | 30 credits |
| <input type="checkbox"/> 181 - Master of Sciences in Biology               | 36 credits |
| <input type="checkbox"/> 182 - Master of Sciences in Financial Mathematics | 33 credits |
| <input type="checkbox"/> 67 - Master of Sciences in Mathematics            | 33 credits |
| <input type="checkbox"/> 174 - Master of Sciences in Astrophysics          | 36 credits |
| <input type="checkbox"/> 197 - Master of Sciences in Industrial Chemistry  | 36 credits |
| <input type="checkbox"/> 265 - Master of Sciences in Actuarial Sciences    | 30 credits |

### Faculty of Nursing and Health Sciences (FNHS)

- |  |            |
|--|------------|
| <input type="checkbox"/> 193 - Master of Science in Human Nutrition                    | 35 credits |
| <input type="checkbox"/> 203 - Master of Science in Food Safety and Quality Management | 36 credits |

### Faculty of Law and Political Science (FLPS)

- |  |            |
|--|------------|
| <input type="checkbox"/> 104 - Master of Arts in Political Science with the following emphasis                 | 36 credits |
| <input type="checkbox"/> 144 - NGOs  | 36 credits |
| <input type="checkbox"/> 178 - Human Rights  | 36 credits |
| <input type="checkbox"/> 107 - Master of Arts in International Affairs & Diplomacy with the following emphasis | 36 credits |
| <input type="checkbox"/> 105 - International Law   | 36 credits |
| <input type="checkbox"/> 106 - Master of Arts in Public Administration   | 36 credits |

Write about your personal and educational background and your expectations from a graduate education at NDU

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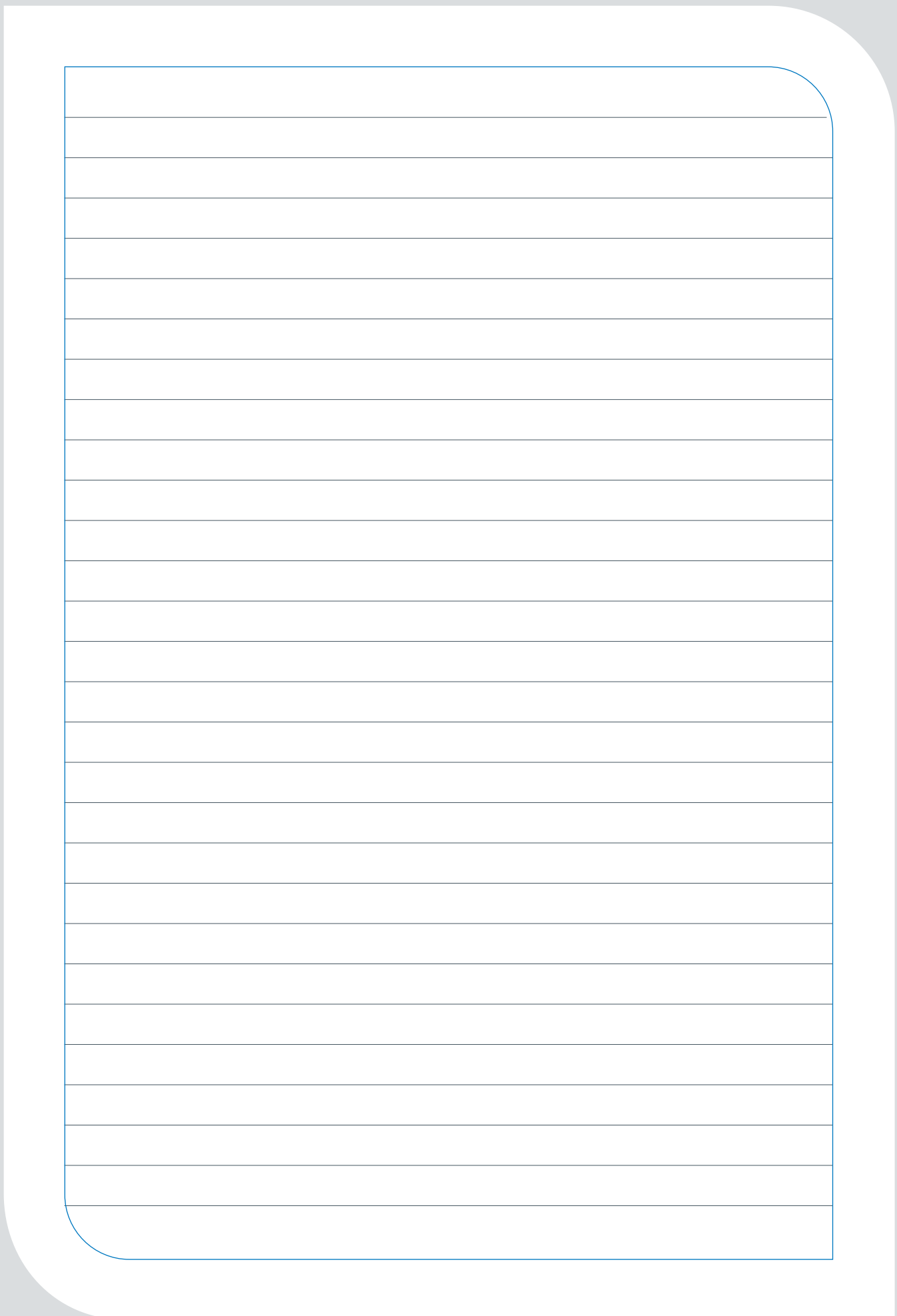
I certify that all the information provided in this application is, to the best of my knowledge, complete and accurate.

I further understand that any misrepresentation or the withholding of information or documents may result in immediate suspension and renders me liable to legal action.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature





## RECOMMENDATION FOR THE DEGREE OF MA/MS/MBA

Family Name Of Applicant

First Name

Date of Birth

Day Month Year Candidate For The Ba/Bs Program Starting Fall ☐ Spring ☐ Year

Thank you for taking the time to write on behalf of this candidate who is applying to the MA/MS/MBA program. We value your direct contact with the candidate, and this will contribute to distinguishing the most suitable candidates from among a pool of well-qualified young professionals. We ask for your personal and candid opinion on the candidate's personal qualities and his/her potential for graduate work. Please answer the questions listed on the back of this form and return it to the candidate, in a sealed envelope with your signature across the seal. We suggest you retain a copy for your records. The candidate will submit the sealed and signed envelope to NDU as part of the complete application. You may wish to submit your recommendation directly to the NDU Admissions Office. The contents of your recommendation will not be communicated to any person who is not directly involved in the admissions process, nor to the candidate. We appreciate your efforts on behalf of this candidate.

### Details of Person Completing this Form

Family Name

First Name

Affiliation

Title

Street

Town

Postal Code

Country

Telephone

Mobile

E-Mail

How long and in what capacity have you known the candidate? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

P.S. - Since NDU reserves the right to verify all credentials and information on a candidate's file, please ensure you have indicated all your contact information.

How do you rate the candidate on the following criteria

	Outstanding Top 2%	Very Good	Above Average	Average	Below Average	Unobserved
Competence						
Professional						
Achievement						
Readiness To Use Opportunities For Achievement						
Creativity And Resourcefulness						
Intellectual Curiosity						
Energy And Drive						
Personal Integrity						
Ability To Work In A Team						
Leadership Qualities						
Others						

How do you rate the candidate's potential for becoming a responsible and successful career person compared with others whom you have known in a similar capacity?

Excellent ☐    Very Good ☐    Above Average ☐    Average ☐    Below Average ☐

Comment on the candidate's career progress to date and his/her career focus: \_\_\_\_\_

\_\_\_\_\_

What do you consider to be the candidate's major strengths and weaknesses? \_\_\_\_\_

\_\_\_\_\_

Comment on the candidate's potential for graduate research ability: \_\_\_\_\_

\_\_\_\_\_

Additional comments that may assist the Graduate Admissions Committee in its final decision

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## RECOMMENDATION FOR THE DEGREE OF MA/MS/MBA

Family Name Of Applicant \_\_\_\_\_

First Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Day \_\_\_\_\_

Month \_\_\_\_\_

Year \_\_\_\_\_

Candidate For The Ba/Bs Program Starting

Fall ☐

Spring ☐

Year \_\_\_\_\_

Thank you for taking the time to write on behalf of this candidate who is applying to the MA/MS/MBA program. We value your direct contact with the candidate, and this will contribute to distinguishing the most suitable candidates from among a pool of well-qualified young professionals. We ask for your personal and candid opinion on the candidate's personal qualities and his/her potential for graduate work. Please answer the questions listed on the back of this form and return it to the candidate, in a sealed envelope with your signature across the seal. We suggest you retain a copy for your records. The candidate will submit the sealed and signed envelope to NDU as part of the complete application. You may wish to submit your recommendation directly to the NDU Admissions Office. The contents of your recommendation will not be communicated to any person who is not directly involved in the admissions process, nor to the candidate. We appreciate your efforts on behalf of this candidate.

### Details of Person Completing this Form

Family Name \_\_\_\_\_

First Name \_\_\_\_\_

Affiliation \_\_\_\_\_

Title \_\_\_\_\_

Street \_\_\_\_\_

Town \_\_\_\_\_

Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

E-Mail \_\_\_\_\_

How long and in what capacity have you known the candidate? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

P.S. - Since NDU reserves the right to verify all credentials and information on a candidate's file, please ensure you have indicated all your contact information.

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Professional						
Achievement						
Readiness To Use Opportunities For Achievement						
Creativity And Resourcefulness						
Intellectual Curiosity						
Energy And Drive						
Personal Integrity						
Ability To Work In A Team						
Leadership Qualities						
Others						

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Excellent ☐    Very Good ☐    Above Average ☐    Average ☐    Below Average ☐

Comment on the candidate's career progress to date and his/her career focus: \_\_\_\_\_

\_\_\_\_\_

What do you consider to be the candidate's major strengths and weaknesses? \_\_\_\_\_

\_\_\_\_\_

Comment on the candidate's potential for graduate research ability: \_\_\_\_\_

\_\_\_\_\_

Additional comments that may assist the Graduate Admissions Committee in its final decision

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name of Applicant

Family Name

First Name

Father's Name

---

2 \_\_\_\_\_

3 \_\_\_\_\_

---

Exam Date

Exam Date

Exam Date

	SCORE	SCORE	SCORE
English			
EET			
TOEFL			
Others			
GRE			
GMAT			

Admissions Office Comments \_\_\_\_\_

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Name

Signature

---

Date \_\_\_\_\_

Faculty Graduate Committee Comments \_\_\_\_\_

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Name \_\_\_\_\_

Signature

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Date

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Date



## TRANSFER APPLICANTS

### FOR APPLICANT USE

Name and Address of University \_\_\_\_\_

Major Followed (Previous Major) \_\_\_\_\_

Cum. GPA or Average \_\_\_\_\_

Status \_\_\_\_\_

Applied Major (New Major) \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: It is the Applicant's responsibility to submit to the Admissions Office, within the first two weeks of the semester, course descriptions, catalogs or any other document that may contribute to the identification of transferable credits.

### RESULTS OF ENTRANCE EXAMINATIONS FOR OFFICE USE

Name of Applicant

\_\_\_\_\_ Family Name \_\_\_\_\_ First Name \_\_\_\_\_ Father's Name \_\_\_\_\_  
1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_  
Exam Date Exam Date Exam Date

	SCORE	SCORE	SCORE
English			
EET			
TOEFL			
Others			

### ADMISSIONS COMMITTEE

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Date \_\_\_\_\_

**MAIN CAMPUS**

ZOUK MOSBEH,  
LEBANON

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**NORTH LEBANON CAMPUS**

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LEBANON

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**SHOUF CAMPUS**

DEIR EL KAMAR - SHOUF,  
LEBANON

**T:** +961 5 511 202

**WASHINGTON DC OFFICE**

SUITE 300, 1629 K STREET, NW,  
WASHINGTON, DC 20006

**T:** +1 202 349 1705

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**[www.ndu.edu.lb](http://www.ndu.edu.lb)**

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