UNDERGRADUATE ADMISSIONS

- Mission
- Goals
- Admissions Philosophy
- First-time Freshman
- College Transfer Students
- Documentation
- Process/Requirements
- Admissions – Engineering
- Admissions – Biology
- Admissions – Architecture
- Transfer Students
- Visiting and Study Abroad Students
- Statement on Prior Learning
- Advanced Standing Credit
- Academic Proficiency Assessment
- Developmental Studies
- Computer Proficiency Examination
- Applicants for a Second Degree
- Readmission Following Interruption of Degree Progress
- Admissions – Certificate in Middle Eastern Studies/AUD Semester in Dubai Program
- Admissions Dual Credit Courses

Mission

The mission of the Office of Student Recruitment and Admissions is to admit to AUD's degree programs students who possess appropriate credentials and the demonstrated capacity and potential to successfully complete the educational programs provided by the university and meaningfully participate in the total educational experience offered by AUD. The Office of Student Recruitment and Admissions consists of a professional team that assists prospective students gain accessibility to opportunities in higher education. The Student Recruitment and Admissions team is held to a high level of integrity and is charged with providing quality service and accurate information to all students.

Goals

- To provide accurate information on educational opportunities to prospective students;
- To recruit students consistent with AUD's Purpose-related Goals;
- To provide quality services to prospective and new students; and,
- To provide access to higher education.

Admissions Philosophy

A hallmark of AUD is its culturally diverse student population. AUD students come from many different countries and backgrounds and bring a wide range of viewpoints, special interests and talents to enrich the learning community. **The selection of students is based on an individual assessment of each applicant. Final acceptance is not granted until the university has received all required admissions documents.**

First-Time Freshman

AUD seeks well-rounded students who demonstrate a probability for success in the institution's programs of study. To this end, AUD will take into consideration such factors as high school completion, leadership and student activity records, scholastic achievement test scores, evidence of school and community service, student work or employment records, and distinctive talents or abilities possessed by applicants.

College Transfer Students

AUD seeks students who can build on their previous university educational experiences and move successfully to complete degree programs of study. In applicable academic programs, transfer credit may be accepted by AUD from recognized institutions. Courses accepted for transfer must be relevant to the program of study, and the content and outcomes must be considered as equivalent to the courses and outcomes of the AUD degree program.

Visiting and Study Abroad

Applications from Visiting and Study Abroad Students are welcome. Because of our international recognition as an accredited institution, Study Abroad and Visiting students from colleges and universities from all over the world have studied at the American University in Dubai.

Documentation

Students should be aware that all original records, letters and other documents provided to AUD as part of the admissions process will remain university property. Students are required to submit copies of the original documents, with these copies bearing the original required stamps and attestations. Official English translations of all supporting educational documents must be submitted. Translations must be literal (i.e., word-for-word). Physical records for rejected applicants and "no-shows," which are not collected within two years of submission, are destroyed.

Process/Requirements

The university reserves the right to evaluate the adequacy of all credentials submitted for admission. Furthermore, students are reminded that omission or falsification of information constitutes sufficient reason for rejection or dismissal. This

dismissal, requiring the President's approval, may occur at any time during a student's residence at AUD; that is, upon discovery of the omission/falsification.

All students seeking admission to the university must submit the following:

- A completed online *Application for Admission*.

- An official attested high school/secondary school transcript (academic record) covering the last **three** years. International and country-specific qualifications (examples include, IB Diploma*, A-Levels**, Indian and Pakistani Board 10+2, French Baccalaureate, German Abitur, etc…) are considered for admission reflecting a good academic standing. (Required averages vary by school systems; students should consult AUD's Office of Student Recruitment and Admissions for specific requirements).

    * *Successful completion of the full IB Diploma with an overall score accepted by the Office of Student Recruitment and Admissions is required. IB Certificates are evaluated on a case-by-case basis.*

    ** *For British qualifications, the student must complete the 12th Grade (Year 13).*
    The student should submit a combination of seven subjects (O/AS/A levels) or two subjects (AS/A) as per the terms set by the ministry:

    - *Successfully complete five approved Ordinary-Level GCSE or IGCSE subjects with a grade of A*, A, B, or C (Note: Arabic and Islamic studies are not included)*
    - *Successfully complete two approved Advanced Subsidiary-Level subjects or one approved Advanced-Level subject with a min. grade of C*

- High School Diploma

High School Attestation and Certificate of Equivalency

True copy of certificates should be attested by the appropriate authority as stated below:

Grade 12 transcripts obtained in the U.A.E. must be attested by the U.A.E. Ministry of Education. Transcript with QR codes that can be verified online will not need any attestations.

- High school diplomas and grade 12 transcripts obtained abroad must be attested by:
    1. Ministry of Education of the country of study
    2. Ministry of Foreign Affairs of the country of study
    3. U.A.E. Embassy in the country of study
    OR
    1. Ministry of Education of the country of study
    2. Embassy of the country of study in the U.A.E.
    3. U.A.E. Ministry of Foreign Affairs
- Equivalency Certificate is also required from the U.A.E. Ministry of Education for all students.

English Language Requirements

Students should demonstrate the minimal standards of proficiency in English language through submission of the required TOEFL/Academic IELTS. To be admitted to any of AUD undergraduate programs, applicants must submit the below scores prior to the start of the semester:

- IELTS Academic 6.5 or TOEFL iBT 79 or TOEFL ITP 550

    Students who achieve a minimum score of 6 on Academic IELTS or 68 on TOEFL iBT or 520 on TOEFL ITP will still be accepted as degree candidates and will be enrolled in ENGL100: Developmental English (refer to section developmental on Developmental Studies)

- Students who do not achieve the minimum scores may be placed at the appropriate level of the English Bridge program and cannot register for degree program courses.

Math Requirements

Students must demonstrate the minimal standards of proficiency in mathematics by submitting any of the below scores (per chosen program of study) or by passing the Math placement test at AUD*

Test/ Program	Engineering, Biology	B.B.A., B.Arch.	B.F.A. (Interior design Visual Communication), B.A. (International Studies, Psychology), B.C.I.S.
SAT	590	560	560

Students who do not pass the placement test will be placed in the appropriate developmental MATH course. (Please refer to the Developmental studies section below)

Exemptions from English and Math Requirements

Students who have the equivalent of English or Math transferred from another recognized university or from advanced high school curricula (IB, A-Level, AP, etc.) will be exempted from submitting test scores or taking placement tests.

Other Application Requirements

- Valid passport photocopy, and Emirates ID (both sides).

- Army exemption letter for UAE nationals.

- Completed *Health History Form*. This form must be signed and stamped by a physician.

- Financial Requirements: Non-refundable application fee of AED 420. A reservation deposit (non-refundable) of AED 5,000, which is fully applied toward tuition, is required upon acceptance for admission.

Additional Admissions Requirements for the Engineering Programs

In addition to satisfying the above requirements, Engineering applicants must fulfill the below requirements:

Demonstrate good academic standing of secondary school coursework in Math, Physics and one Science subject (e.g., Chemistry or Biology.

Students graduating with the UAE Ministry of Education high school diploma should fulfill the below high school subject average requirements:

MOE track	Minimum subject average requirement
Elite	75%
Advanced	80%
General	90% (to be admitted on a case-by-case basis)

Students graduating from other high school systems should consult with the Admissions office for the specific grade requirements for the required subjects.

Computer Placement: Computer proficiency will be determined by the university's Computer Proficiency Exam prior to their first term of admission into the Engineering programs. A student who fails the Exam will be required to enroll in

and pass COMP 101 within his or her first term of admission. In such cases, COMP 101 credit will not count towards any of the School of Engineering program requirements.

Conditional Admission – School of Engineering
Applicants who do not meet the above requirements in math, physics, and one science may be admitted conditionally to an Engineering program for a maximum of two terms (Excluding semesters with Foundation Math courses). During that period, the student must satisfy the following requirement(s) in order to gain full admission to their Engineering program:
- Applicants who do not satisfy the math requirement must pass Developmental Math, or pass MATH210 with a min. grade of C
- Applicants who do not satisfy the physics requirement must pass PHYS201 with a grade of C or higher
- Applicants who do not satisfy the second science coursework in high school must pass BIOL201 or CHEM201 with a min. grade of C

Additional Admissions Requirements for the Biology Program

In addition to satisfying the above requirements, students applying to the Bachelor of Science in Biology program must demonstrate good academic standing in at least one Science subject (Physics, Chemistry, or Biology) by submitting minimum grade of 70% on high school science subject.

Additional Admissions Requirements for the Architecture Program

In addition to satisfying AUD's general admissions requirements, students who are admitted to the B.Arch. program must submit a portfolio online (http://applyonline.aud.edu/arch/), consisting of:

- Three artworks of the student's production, which may include but are not limited to paintings, drawings, photographs, models, calligraphy or animation – please note that relevance to architecture is encouraged;
- A short paragraph commenting on each work of art;
- Photos of three buildings selected worldwide;
- A short paragraph justifying the choice of each of the three buildings (100 words);

An email confirmation will be sent to applicants upon submission of their application. If all required documents are submitted with the application, the Admissions Committee will inform the applicant of their decision within one week. Applicants with incomplete applications will be notified by email at the time of application about the documents required for the admission decision to be issued.

Math Placement: Architecture students who are placed in MATH 205 (by AUD placement test OR SAT Math score of 590 should replace MATH 105 with a Professional Elective in Architecture
to fulfill credit requirements.

Transfer Students

In addition to the above requirements, students transferring into AUD should submit:

- Official/attested transcripts reflecting courses for which transfer credit is sought (Transfer Students must be in good academic standing [i.e., with a minimum 2.0 CGPA on a 4.0 scale or equivalent] at the institution from which they are transferring. AUD may require higher than this 2.0 minimum CGPA. As this depends on the university from which the student is transferring, all transfer applicants should consult the AUD Office of Student Recruitment and Admissions for the requirement pertinent to his or her institution).
- Students transferring from American accredited universities are required to submit an official sealed transcript issued at a recent date to the time of application. E-transcripts should be sent directly to the Office of Student Recruitment and Admissions.
- Students transferring from non-American accredited universities should submit an official transcript bearing the original stamp from the Ministry of Education, Ministry of Foreign Affairs and the UAE Embassy in the country of study.
- Confirmation of university records. Form should be e-mailed directly from the student's university to the Office of Student Recruitment and Admissions at AUD – myapplication@aud.edu.

- Syllabi for all courses for which transfer credit is sought (Students should be aware that they will be held responsible for enrolling in any course at AUD prior to receipt of required course syllabi.). Separately, requests for transfer credit that accompany late applications (i.e., those received two months or less prior to the original date of entry) might not be processed prior to the beginning of the semester of first enrollment.

Transfer credit is accepted by AUD solely at its discretion. In the case of courses taken five (5) or more years prior to enrollment, the "age" of such courses may be reason for refusal of transfer credit, contingent upon the assessment of the Dean, Associate Dean or Chair of the academic unit for which transfer credit is sought.

In order for AUD to consider transferring credit from an institution, this institution must be licensed or officially recognized by the Department/Ministry of Education of the country where it is in operation.

Regulations governing the awarding of transfer credit are contained on pp. 83-84. Transfer students should read these pages carefully.

Transfer Credits
Please see pp. 84-85 of the *AUD Undergraduate Catalog*.

Visiting and Study Abroad Students

Students joining AUD for one semester or more with the intention of transferring credits back to their home institution should submit the following documents. Please make sure that the following items are included with your application, your admission will depend on the receipt of all necessary documents that are required throughout the review of your application.

- A completed online *Admissions Application for Study Abroad/Visiting.*

- Official College Transcript (sealed). A minimum CGPA of 2.0 on a 4.0 scale or the equivalent of good academic standing is required. E-transcripts should be sent directly to the Office of Student Recruitment and Admissions.

- Proof of English language proficiency is required for admission. If you have taken any international/national exams (TOEFL or Academic IELTS), please submit them with your application. *Students should consult with the Office of Student Recruitment and Admissions for further details. This requirement can be waived for students who are native English speakers or studying at English medium institutions.*

- Completed *Visiting Student Course Selection Form* for the courses to be taken at AUD and are targeted for transfer to the student's program at the home institution.

- Passport photocopy with validity page (if available).

- Non-refundable application fee of AED 420 / US$ 115. A reservation deposit (non-refundable) of AED 5,000 / US$1,370, which is fully applied toward tuition, is required upon acceptance for admission. *Visiting students from one of AUD's partner exchange institutions are exempt from these fees. The list of approved institutions is available online.*

- Completed *Health History Form.* This form must be signed and stamped by a Physician.

- It is mandatory for all Fall and Spring visiting students to apply for a student residence visa at AUD (except for UAE and GCC nationals). Health insurance will be covered as part of the student visa.

- Visiting students interested in applying to AUD for a degree program must be in good academic standing [i.e., with a minimum 2.0 CGPA on a 4.0 scale or equivalent] at the institution from which they are transferring. AUD may require higher than this 2.0 minimum CGPA. As this depends on the university from which the student is transferring, all applicants should consult the AUD Office of Student Recruitment and Admissions for the requirement pertinent to his or her institution.

Statement on Prior Learning

Prior learning is a practice whereby a college or university grants academic credit for learning outside the classroom; i.e., learning acquired through work experience, civic activity, independent study or corporate training. The granting of credit

by AUD for learning acquired outside of AUD is limited to courses transferred into AUD per the Transfer Credit/Residency Requirements policy on pp. 84-85 of the *AUD Undergraduate Catalog*. Hence, only academically generated credit is recognized.

Advanced Standing Credit

Students desiring to request credit evaluations for advanced standing credit (A Levels, Advanced Placement, IB Diploma, French Baccalaureate, German Abitur), should contact the Office of Student Recruitment and Admissions for information on university processes and procedures for advanced standing.

Advanced Placement (AP) Examinations provide students with the opportunity to complete college-level coursework while in high school and to gain valuable skills and study habits for college. If a student achieves a qualifying score of 4 or higher on the respective AP Examination, proficiency credit is awarded according to ACE recommendations for the respective lower level course requirements. Students must submit an official AP score report to be evaluated for this proficiency credit award.

Academic Proficiency Assessment

As previously noted, selection of students for admission into degree programs of study is based on an individual evaluation of each applicant's capability or potential for successful completion of the program. To assist the institution in academically advising students, assessment of academic proficiency is required for all undergraduate applicants and transfer students who have not satisfied the institution's English/Mathematics requirements. AUD will use the results of this assessment to determine appropriate academic placement and the need for developmental course work.

If it is determined that a student does not possess the minimal standards of proficiency in language, reading or mathematics, he or she will be enrolled in the appropriate developmental course.

Developmental Studies

Developmental studies courses enable the university to accept students who require academic support to develop basic academic proficiency in the areas of Mathematics and English.

Enrollment in all developmental courses is determined by exam scores or by placement tests. Developmental courses carry **no university credit;** however, these courses will appear on the student's transcript and will affect the student's academic progress as highlighted below.
"P" is the minimum passing grade in all developmental courses.

First year incoming students who are placed into Developmental courses (ENGL 100, MATH [see table below], UNIV 100) must matriculate as follows:

- In the first semester, students can register for five courses: UNIV100, ENGL 100 and/or the appropriate MATH level + other courses from a pre-approved list;

- Students are required to register and successfully complete all developmental courses (ENGL 100, MATH [see table below], UNIV 100) within three registered terms including that of initial registration and no more than two academic years;

- Students who fail to successfully complete all their developmental courses within three terms, will be limited to only those developmental courses the next term in which they are enrolled, and may not register for any new courses for-credit;

- The maximum number of attempts for any of these developmental courses is three; and,

- Failure to successfully complete these courses within the above stated time frames and regulations will result in dismissal from the university.

Program	Required MATH course
Interior Design Visual Communication International Studies Communication and Information Studies Psychology	MATH 090
Architecture	MATH 095
Business Administration	MATH 095 and MATH 103
Biology Engineering	MATH 095 and MATH 104

Note: For information regarding the English Bridge Program and the Intensive English Language Program, please see pp. 182-185.

ENGL 100

Students accepted into the university who achieve a minimum score of 6 on Academic IELTS or 69 on TOEFL IBT or 520 on TOEFL ITP will still be accepted as degree candidates and will be enrolled in ENGL100: Developmental English (refer to section developmental on Developmental Studies).

This is a non-credit course. Advancement into ENGL 101 requires passing ENGL 100.

ENGL 100 prepares students for university level English classes. It focuses heavily on mastering basic writing skills - creating a thesis statement, providing specific and relevant support, using transitions and other paragraphing conventions and proofreading for accuracy in spelling, grammar and punctuation. Students in ENGL 100 may take three or four other courses concurrently with ENGL 100 as per the sequence set by each Department.

ENGL 100 | DEVELOPMENTAL ENGLISH
Prerequisite: placement by IELTS Academic or TOEFL or EmSAT English or another internationally-recognized exam | F, S, SI, SII
Using the process-based approach, this course enables students to acquire and apply the fundamentals of effective essay writing. Students develop their writing, reading, and critical thinking skills through analysis of a variety of texts.

MATH 090 | BEGINNING ALGEBRA
Prerequisite: placement by ACCUPLACER™ | F, S, SI, SII
This course provides students with prerequisite skills for required mathematics courses in arts, humanities, social sciences, and communications programs. Topics include algebraic expressions, linear equations and inequalities, and applications.

This is a non-credit course. Advancement to MATH 101 (for Bachelor of Arts in International Studies, Bachelor of Arts in Psychology, Bachelor of Fine Arts in Interior Design, Bachelor of Fine Arts in Visual Communication and Bachelor of Communication and Information Studies) requires passing MATH 090.

MATH 095 | BEGINNING AND INTERMEDIATE ALGEBRA
Prerequisite: placemen by ACCUPLACER™ | F, S, SI, SII
This course provides students with prerequisite skills for required mathematics courses in the Biology, Engineering, Business Administration and Architecture programs. It fosters manipulation of algebraic expressions, relations in one variable, and linear relations.

This is a non-credit course. Advancement to MATH 103 (for Business students), MATH 104 (for Biology and Engineering Students) or MATH 105 (for Architecture students) requires passing MATH 095.

MATH 103 | FOUNDATIONAL MATHEMATICS FOR BUSINESS
Prerequisite: placement by ACCUPLACER™ or successful completion of MATH 095 | F, S, SI, SII
This course develops basic concepts of pre-calculus used in the business environment. Topics include elementary linear, quadratic, polynomial, rational, exponential and logarithmic functions, with a focus on applications in business and economics.

MATH 104 | FOUNDATIONAL MATHEMATICS FOR ENGINEERING
Prerequisite: placement by ACCUPLACER™, SAT, or successful completion of MATH 095 | F, S, SI, SII
This course aims at providing Biology and Engineering students with the skills and concepts needed in further calculus courses. Topics include: quadratic, logarithmic, exponential and trigonometric functions, systems of linear and nonlinear equations, vectors, and trigonometric laws and equations.

Computer Proficiency Examination
Students who believe that on the basis of computer proficiency acquired prior to joining university they should be exempt from taking COMP 101 may sit for the AUD Computer Proficiency Examination. ***If exempted, the student will be required to substitute COMP 101 with ENGG 140. Students applying to any of the Engineering majors***, are required to take the university's computer Proficiency Exam prior to their first term of admission into Engineering. A student who fails the Exam will be required to enroll in and pass COMP 101 within his/her first term of admission. In such cases, COMP 101 will not count towards any of the School of Engineering program ***(Engineering majors are not required to substitute any course if they have been exempted from COMP 101).***

Applicants for a Second Degree

Applicants for a second undergraduate degree must provide a written petition explaining the rationale behind their application. An applicant may not apply for a second degree in the same field of study. The petition will be evaluated by the head of the academic unit (Dean, Associate Dean or Chair) offering the second degree to determine the level of similarity between the first and second degrees, and approval of the petition may or may not be granted accordingly. Once enrolled, an applicant for a second degree may not change his or her program without the approval of the Provost and Chief Academic Officer. Credits from the first undergraduate degree are transferable following the same policies and procedures as for regular transfer students. Upon completion of the first degree, AUD graduating students can apply for a second degree through the Office of Student Recruitment and Admissions.

Readmission Following Interruption of Degree Progress

Students who seek re-entrance following a period of suspension must follow the procedures listed on pp. 83-84 of the *AUD Undergraduate Catalog* under "Readmission from Academic Suspension." ***Regardless of his or her academic status at the time of leaving AUD, if the period of interruption of degree progress is for one calendar year or more, the student must reapply to the university through the Office of Student Recruitment and Admissions.*** Returning students will be required to complete the degree requirements as stated in the *Undergraduate Catalog* in effect at the time of their re-enrollment. Should the student have taken courses at another institution during his or her absence from AUD, a minimum CGPA of 2.0, supported by an official transcript, is required for re-admission. The granting of transfer credit is at AUD's discretion. AUD may require higher than a 2.0 minimum CGPA. As this depends on the university from which the student is returning to AUD, all returning students should consult AUD Office of Student Recruitment and Admissions for the requirement pertinent to the institution attended during the interruption of degree progress.

Admissions - Certificate in Middle Eastern Studies

General Requirements in order to qualify for admission to the Certificate in Middle Eastern Studies program, students must:

- Be in good academic standing at AUD or their primary university of study;
- Be pursuing or having pursued/earned a bachelor's degree at an institution accredited by the Ministry of Education in the U.A.E. or by the relevant national or regional institutional accrediting body in the case of international applicants;

- Have successfully completed ENGL 102 (Advanced Composition and Research) or its equivalent for students coming from institutions in which English is the language of instruction;
- Satisfy all other requirements for admission to AUD (see pp. 18-20);
- Satisfy the English language requirements for students coming from institutions in which English is not the language of instruction.

Admissions – Dual Credit Courses

Entry to the dual credit pathway is regulated through the admissions criteria noted below:

To be eligible for dual credit undergraduate courses, high school students must:
- Be in their final two years of high school study (typically grades 11 and 12, or the equivalent)

- Be on the Advanced or Elite tracks of the Ministry curriculum, or be eligible for courses such as AP, IB or A-Levels

- Have a high school CGPA of 3.5 based on AUD's grade scale

- Meet AUD's minimum IELTS Academic /TOEFL IBT /TOEFL ITP Language requirements

- Where applicable, students must satisfy AUD placement test requirements (or the equivalent) for entry into mathematics or science courses

- Submit a Dual Credit Application to the AUD Office of Student Recruitment and Admissions

- Provide two letters of recommendation from teachers/counselors

- Where applicable, students must meet additional admissions requirements set by their high school's dual credit policies

Note: Admission to the dual credit program is not a guarantee of admission to AUD as a degree seeking student.

More information about Dual Credit Courses can be found on pp. 87-88 of the Undergraduate catalog.

Application Deadlines:

Fall semester

- Submission of early applications up until March/April (will be given preference for early class registration)
- Submission of late applications through July/August (late applications will be considered based upon admission availability)

Spring semester

- Submission of early applications up until October/November (will be given preference for early class registration)
- Submission of late applications through December/January (late applications will be considered based upon admission availability)

Summer I & Summer II

- Open Admissions