ADMISSION, REGISTRATION GUIDANCE, AND TUITION

ENGLISH PROFICIENCY

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The American University of Kuwait places special emphasis on quality education that is rooted in the liberal arts philosophy and based on the American model of higher education. Applicants are considered on the basis of their educational qualifications regardless of race, color, gender, religion, age, disabilities, or national origin. Admission to the American University of Kuwait is competitive, based on evidence of potential for successful performance, and on availability of space in the entering admissions class.

AUK is particularly interested in attracting students who have demonstrated academic achievement and seriousness of purpose, and who recognize the value of a broad educational experience as an important component of their personal and professional development.

The admission requirements include various measures of English language proficiency, standards based upon the performance established by applicants in their previous educational experiences, high school grade point averages, and scores on available standardized tests.

The minimum standard required for admission to AUK includes (1) a high school grade point average of at least 2.00 (Please see ADMISSION CATEGORIES & REQUIREMENTS for information on GPA requirements for transfer students), and (2) English language proficiency as determined by AUK (see English Proficiency requirement).

Meeting the basic requirements does not ensure admission. Some applicants may be placed on a waiting list for admission on a space-available basis. The Office of Admissions will inform wait-listed students of the dates by which they will be notified of a final admission status.

AUK serves:

1. Kuwaiti nationals and expatriates living in Kuwait who seek higher education based upon American standards and models but grounded in the local cultures and traditions;
2. International students who may wish to study at AUK on a full-time, part-time, or intermittent basis, whether for cultural enrichment or for other reasons.

Each semester, the Office of Admissions will evaluate all qualified applications and extend offers of admission to academically-deserving applicants. The following criteria are considered by the Office of Admissions during the admissions decision-making process:

1. High school courses and grades;
2. English proficiency;
3. All previous college level coursework;
4. Personal essay;
5. Extracurricular activities; and
6. Comparison of an applicant’s overall competencies against those of other applicants.

All applicants must abide by the application deadlines for full consideration.
The Office of Admissions is responsible for admitting all undergraduate (first year and transfer) and Intensive English students to the university. With the exception of government and AUK scholarship students, students have the choice of enrolling on a full-time basis (minimum of 12 credit hours and maximum of 18 credit hours per semester), or on a part-time basis (less than 12 credit hours per semester). Visiting and non-degree students are also eligible for admission to the American University of Kuwait if they meet the admissions requirements.

The institution has very limited resources to allocate for scholarships, work-study programs, and other forms of financial assistance. Therefore, students are expected to be able to manage the expenses associated with an education at AUK.

ENGLISH PROFICIENCY

As instruction at the American University of Kuwait is in English, evidence of English proficiency is required of all undergraduate applicants for admission purposes. Proof of English proficiency is demonstrated by one of the following:

- A composite score of 70 or above on the TOEFL Internet-Based Test (iBT) with a minimum score of 15 on reading and 17 on writing.
- IELTS (Academic) score of Band 6.0 or higher.
- Completion of the UG Accuplacer with a minimum score of 51 on reading and 4 on writing.
- Successful completion of Level 3 in AUK’s Intensive English Program (IEP).

Applicants who do not meet the English Proficiency requirements for undergraduate admissions may be considered for admission to the Intensive English Program.

ADMISSION APPLICATION DEADLINES

As admission into an incoming class is competitive and limited, applicants are strongly encouraged to submit their admissions application and all required documentation as early as possible. AUK will not accept applications after the published application deadline or after the incoming admissions class has reached full capacity. Please note that the application deadlines are subject to change based upon capacity.

The Office of Admissions will accept and review applications from Kuwait-based applicants according to the following deadlines:

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>APPLICATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Admission for Fall</td>
<td>January 29, 2015</td>
</tr>
<tr>
<td>Fall</td>
<td>August 27, 2015</td>
</tr>
<tr>
<td>Spring</td>
<td>January 14, 2016</td>
</tr>
<tr>
<td>Summer</td>
<td>May 29, 2016</td>
</tr>
</tbody>
</table>

The Office of Admissions will accept and review admissions applications from international applicants according to the following deadlines:

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>APPLICATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>August 1, 2015</td>
</tr>
<tr>
<td>Spring</td>
<td>January 14, 2016</td>
</tr>
<tr>
<td>Summer</td>
<td>May 29, 2016</td>
</tr>
</tbody>
</table>
ADMISSION PROCESS

AUK APPLICATION FORM

The complete Application Packet, including all material listed under Admissions Requirements, must be submitted to the Office of Admissions. Prospective students are encouraged to complete the online application, which can be found on the AUK website at www.auk.edu.kw. Admissions Counselors are available to assist with any questions regarding the application process. It is the responsibility of each applicant to ensure that all required information is completed and sent directly to the Office of Admissions. The Application Form must be completed in full and signed by the applicant, guaranteeing that all information provided is complete, truthful, and accurate. Submission of inaccurate and/or intentionally misleading information on the admissions application may result in the student’s acceptance into AUK being rescinded.

PERSONAL ESSAY

Applicants must submit a typed personal essay, written in English, with the Application Packet. More information on the topic and format of the essay is provided on the Application Form. Similar to every other portion of the Application Packet, the personal essay is considered confidential, and will only be read by the AUK Admissions Committee.

APPLICATION FEE

All applicants must submit a non-refundable application-processing fee of 35 KWD with the Application Packet. Packets received without the fee will not be processed or reviewed. Only fees paid by check or money order made payable to the American University of Kuwait may be enclosed in the Application Packet envelope. If students wish to pay cash, they may do so at the AUK Finance Department and then submit a copy of their cash receipt with the Application Packet. Scholarship students are also required to pay the admissions application fee.

STEP I: APPLICATION

The complete Application Packet, including all material listed under Admission Requirements, must be submitted to the Office of Admissions by the published deadline. The Office of Admissions reviews applications as received. Applicants can expect to receive a decision regarding their admission status within four (4) weeks of submitting their complete admissions application.

STEP II: CONFIRMATION AND ENROLLMENT DEPOSIT

Once an applicant has been offered admission to the American University of Kuwait, the applicant is required to confirm his/her intention to attend AUK. To confirm attendance and to reserve a seat in the entering class, the applicant must pay a non-refundable 100 KWD enrollment deposit. Tuition deposits are to be paid directly to the AUK Finance Department. The deposit will be credited to the applicant’s first semester tuition amount.

If the enrollment deposit is not received by the AUK Finance Department, admitted students will not be allowed to participate in the Student Advisement and Registration program (SAR). Admitted students that fail to pay the enrollment deposit may lose the opportunity to register for classes.

STEP III: FINAL TRANSCRIPT(S)

High School Transcripts

All admitted students will be required to submit an official final transcript from their high schools upon graduation, including any remaining test scores. In addition, all applicants must have their final high school transcript certified and stamped by the Kuwait Ministry of Education indicating...
that the student has met the Ministry's high school equivalency requirement. AUK will withdraw the acceptance of an applicant if the final transcript no longer meets AUK admissions requirements or if the applicant fails to provide a final high school transcript certified by the Kuwait Ministry of Education.

One official and stamped copy of an applicant’s high school transcript must be submitted with the Application Packet, which should list the subjects studied, grades earned, and diploma awarded. Unofficial or unsealed copies of transcripts will not be accepted in lieu of official documents. If the transcript is in a language other than Arabic or English, the transcript should be supported with a certified English translation.

Students who are currently enrolled in high school or another university/college may receive provisional admission to the American University of Kuwait. In this case, the student’s undergraduate admission remains provisional, pending completion of in-progress coursework for the period of one semester only. The following rules apply:

- If a student fails to submit a certified final transcript, the student’s acceptance to the university will be rescinded and s/he will be prevented from continuing studies at AUK until s/he satisfies these requirements.
- If a student submits a final transcript that no longer meets AUK’s admission requirements, fails to meet the Ministry of Education’s equivalency requirements, or cannot provide a final transcript certified by the Ministry of Higher Education, the student’s acceptance to the university will be rescinded and s/he will be prevented from continuing studies at AUK until s/he satisfies these requirements.

NOTE: Students who meet the university admissions requirement, but who are missing one subject to be considered in the “Scientific” track may be admitted provisionally to the university. In this case, the student’s admission remains provisional, pending fulfillment of the following requirements:

- The missing subject is to be taken at Kuwait University, as a non-degree student, and passed with a grade of C or above.
- The grade will not be calculated in the high school GPA, nor in the university GPA.
- Students will not be allowed to declare in a major requiring Scientific High School until the fulfillment of the above requirement.

Students who have their admission to the American University of Kuwait rescinded for failing to satisfy these requirements will not be entitled to any refund of their tuition or university fees.

Private high school graduates (for high schools in Kuwait), as well as all high school graduates outside of Kuwait, are responsible for securing the high school equivalency certification through the Kuwait Ministry of Education. Kuwait Ministry of Education certified transcripts are never considered expired by AUK. Students graduating from high schools outside of Kuwait must submit their final official transcripts and admissions application by the International Student Application deadline.

University/College Transcript

Applicants who have attended another college or university are required to provide official transcripts from all institutions attended. All transcripts are required, regardless of whether academic standing, grade point average, or coursework is transferable. See TRANSFER STUDENTS for university/college transfer information.
ADMISSION CATEGORIES & REQUIREMENTS

Students accepted at the American University of Kuwait are classified into the following categories:

1. FIRST–TIME COLLEGE STUDENTS

First-time students are those who have never attended a college or university prior to admittance at AUK. First-time students must meet the high school equivalency requirements and the English proficiency requirement.

Meeting the basic requirements does not ensure admission. Some applicants may be placed on a waiting list for admission on a space-available basis. The Office of Admissions will inform wait-listed students of the dates by which they will be notified of a final admission status.

Required Documents:

1. Personal photo and a copy of the Civil ID/Passport.
2. Complete Application Form with a non-refundable application fee.
3. Official high school transcripts complete up to the time of application. See below for Admissions Grade Point Average requirements.
4. High School Equivalency certified by the Kuwait Ministry of Education.
5. Proof of English proficiency (official TOEFL or IELTS scores). All applicants must meet the English proficiency requirement for admission purposes (see specific requirements listed above).
6. Official scores from any accelerated programs such as Advanced Placement (AP), A-Level (IGCSE), French Baccalaureat, or International Baccalaureate (IB).
7. Typed personal essay composed by the applicant.

Grade Point Average (GPA) Requirements for First-Time University Students:

All first-time university students seeking admission to AUK must satisfy the following minimum high school GPA requirements. The table below provides a list of common high school systems and the corresponding minimum high school GPA or equivalent requirements for admission to AUK.

<table>
<thead>
<tr>
<th>HIGH SCHOOL SYSTEM</th>
<th>EQUIVALENCY</th>
<th>MINIMUM REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government System (Percentage)</td>
<td>Not-Required</td>
<td>60%</td>
</tr>
<tr>
<td>Government System (Modular)</td>
<td>Not-Required</td>
<td>2.00</td>
</tr>
<tr>
<td>American System</td>
<td>Required</td>
<td>2.00</td>
</tr>
<tr>
<td>Arabic Private</td>
<td>Required</td>
<td>60% or equivalent 2.00</td>
</tr>
<tr>
<td>Bilingual System</td>
<td>Required</td>
<td>2.00</td>
</tr>
<tr>
<td>British System</td>
<td>Required</td>
<td>6 IGCSE with minimum of “D” *</td>
</tr>
<tr>
<td>French Baccalaureate or equivalent</td>
<td>Required</td>
<td>Completion of Baccalaureate required with minimum average score of 12 or 60% cumulative average</td>
</tr>
</tbody>
</table>
Indian System Required Completion with a minimum cumulative average of 60% or equivalent for either: Higher Secondary School Certificate; Intermediate Examination Certificate; “All India Senior School” Certificate

International Baccalaureate Required Completion of Baccalaureate with 6 subjects (at least 3 at the higher level) and a minimum score of 24

Iranian System Required Completion of degree required with minimum average score of 12 or 60% cumulative average

Pakistani System Required Higher Secondary School Certificate (Part II) required with a minimum average of 40 or 2.00 GPA equivalent

* Ministry of Education Arabic and Religious Studies may each substitute for an IGCSE.

High school types not covered above will be reviewed on a case-by-case basis and will require at least a passing grade as well as Kuwait Ministry of Education equivalency. Admission to AUK does not guarantee admission to specific programs (refer to PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS section).

Program-Specific Admission Requirements for First-Time University Students:

Admission to AUK does not guarantee admission to specific programs. Certain academic programs require specific types of secondary school certificates. Please see the table below for program specific admissions requirements.

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>TYPE OF HIGH SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science in Computer Science</td>
<td>Scientific High School</td>
</tr>
<tr>
<td>Bachelor of Engineering in Electrical Engineering</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Engineering in Computer Engineering</td>
<td></td>
</tr>
</tbody>
</table>

2. TRANSFER STUDENTS

A Transfer applicant is an undergraduate student who graduated from high school, attended another college-level institution approved by the Ministry of Higher Education in the State of Kuwait, and attempted one or more courses irrespective of credits earned.

Applicants for transfer admissions are divided into three categories:

**Category I**: those who have earned fewer than 24 credit hours.
**Category II**: those who have earned 24 credit hours and more.
**Category III**: those who have earned a college diploma.

Meeting the basic requirements does not ensure admission. Some applicants may be placed on a waiting list for admission on a space-available basis. The Office of Admissions will inform wait-listed students of the dates by which they will be notified of a final admission status.
CATEGORY I: STUDENTS TRANSFERRING WITH FEWER THAN 24 CREDIT HOURS

Minimum Admissions Requirements:

- Minimum cumulative transfer GPA of 2.00 from all prior institutions.
- Minimum high school GPA of 2.00 (see table on previous page for common high school systems and the corresponding minimum high school GPA requirements for admission to AUK).
- Must meet the English language proficiency requirement for admission purposes.
- Must meet program specific admissions requirements listed below.
- Only courses taken at institutions certified by the Ministry of Higher Education in the State of Kuwait with a grade of “C” and above may be considered for transfer evaluation.

Required Documents:

- Personal photo and a copy of the Civil ID/Passport.
- Complete Application Form with a non-refundable application fee.
- Official high school transcripts complete up to the time of application.
- High School Equivalency certified by the Kuwait Ministry of Education.
- Official transcript(s) of college-level courses attempted for each college/university attended. If courses are in progress at the time of application, a final and official college/university transcript must be sent to the Office of Admissions upon completion. **Candidates are required to disclose all institutions at the time of application.**
- Course descriptions and syllabi for courses to be evaluated for transfer to AUK, or an official evaluation of courses attempted if the transfer institution is not based on the American model of higher education.
- Official scores from any accelerated programs such as Advanced Placement (AP), A-Level (IGCSE), French Baccalaureate and International Baccalaureate (IB).
- Typed personal essay composed by the applicant.

Program-Specific Admission Requirements for Students Transferring with Fewer Than 24 Credit Hours

Admission to the university does not guarantee admission to specific programs. Certain academic programs require specific types of secondary school certificates. Please refer to the table below for program-specific admissions requirements.

<table>
<thead>
<tr>
<th>MAJOR</th>
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<td></td>
</tr>
<tr>
<td>Bachelor of Engineering in Computer Engineering</td>
<td></td>
</tr>
</tbody>
</table>

CATEGORY II: STUDENTS TRANSFERRING WITH 24 CREDIT HOURS OR MORE

Minimum Admissions Requirements:

- Minimum cumulative transfer GPA of 2.00 from all prior institutions.
- Successful completion of high school.
- Must meet the English language proficiency requirement for admission purposes.
- Only courses taken at institutions certified by the Ministry of Higher Education in the State of Kuwait with a grade of “C” and above may be considered for transfer evaluation.
Required Documents:

- Personal photo and a copy of the Civil ID/Passport.
- Complete Application Form with a non-refundable application fee.
- High School Equivalency and official final high school transcript certified by the Kuwait Ministry of Education.
- Official transcript(s) of college-level courses attempted for each college/university attended. If courses are in progress at the time of application, a final and official college/university transcript must be sent to the Office of Admissions upon completion. **Candidates are required to disclose all institutions at the time of application.**
- Course descriptions and syllabi for courses to be evaluated for transfer to AUK, or an official evaluation of courses attempted if the transfer institution is not based on the American model of higher education.
- Typed personal essay composed by the applicant.

Program-Specific Admission Requirements for Students Transferring with 24 Credit Hours or More

Certain academic programs require specific types of secondary school certificates. See the table below for program specific admissions requirements.

<table>
<thead>
<tr>
<th>MAJOR</th>
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<tbody>
<tr>
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<td>Scientific High School</td>
</tr>
<tr>
<td>Bachelor of Engineering in Electrical Engineering</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Engineering in Computer Engineering</td>
<td></td>
</tr>
</tbody>
</table>

**CATEGORY III: STUDENTS TRANSFERRING WITH A COLLEGE DIPLOMA (ALL TYPES OF 2 YEAR COLLEGE DIPLOMAS)**

Minimum Admissions Requirements:

- Must have a college diploma GPA of 2.67.
- Must have successfully completed high school.
- Must meet program specific admissions requirements listed below.
- Must meet the English language proficiency requirement for admission purposes.
- Only courses taken at institutions certified by the Ministry of Higher Education in the State of Kuwait with a grade of “C” and above may be considered for transfer evaluation.

Required Documents:

- Personal photo and a copy of the Civil ID/Passport.
- Complete Application Form with a non-refundable application fee.
- High School Equivalency and official final high school transcript certified by the Kuwait Ministry of Education.
- Official transcript(s) of college-level courses attempted for each college/university attended. If courses are in progress at the time of application, a final and official college/university transcript must be sent to the Office of Admissions upon completion. **Candidates are required to disclose all institutions at the time of application.**
- Applicants must submit course descriptions and syllabi for courses they want to be evaluated for transfer to AUK and are required to submit an official evaluation of courses attempted if the transfer institution is not based on the American model of higher education.
- Typed personal essay composed by the applicant.
Program-Specific Admission Requirements for Students Transferring with a Diploma

Certain academic programs require specific types of secondary school certificates as well as a certain high school GPA. Please see the table below for program-specific admissions requirements.

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>TYPE OF HIGH SCHOOL</th>
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</thead>
<tbody>
<tr>
<td>Bachelor of Science in Computer Science</td>
<td>Scientific High School</td>
</tr>
<tr>
<td>Bachelor of Engineering in Electrical</td>
<td></td>
</tr>
<tr>
<td>Engineering in Computer Engineering</td>
<td></td>
</tr>
</tbody>
</table>

3. NON-DEGREE STUDENTS

The American University of Kuwait may offer non-degree admission to individuals who wish to take courses at AUK for personal or professional enrichment. Individuals admitted as non-degree students are to abide by the following rules and conditions:

- May take a maximum of 12 undergraduate credits.
- Must have a high school certificate or higher level of education recognized by the Ministry of Education in the State of Kuwait.
- Must meet AUK’s English Language Proficiency Requirement (see ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS).
- Are subject to pre- and co-requisite requirements as defined in the AUK catalog.
- Are held to the same academic and Student Code of Conduct standards as degree-seeking students.
- Tuition and fees are applicable to non-degree students as they apply to regular students.

Required Documents:

- Personal photo and a copy of the Civil ID/Passport.
- Complete Application Form submitted with the non-refundable application fee.
- High School Equivalency and official final high school transcript certified by the Kuwait Ministry of Education.
- Official transcript(s) of college-level courses attempted for each college/university attended.
- Evidence of English language proficiency (ENGLISH LANGUAGE PROFICIENCY REQUIREMENT FOR ADMISSION).

Transferring from Non-Degree Status to Degree-Seeking Status

To apply for degree-seeking status, a non-degree student must meet all AUK undergraduate admission requirements for the semester of intended admission and must submit all appropriate application materials and supporting documents to the Office of Admissions. Students may apply a maximum of 12 credit hours earned in courses passed with a grade of “C” or higher taken in non-degree status at AUK toward a degree program. Non-degree students who earn a GPA below 2.0 while at AUK are subject to the university Academic Probation and Dismissal policies. Non-degree students cannot transfer into the university until all holds are cleared.
4. VISITING STUDENTS

Visiting students who are enrolled in a degree program at another institution and wish to take courses at the American University of Kuwait may visit for up to a maximum of one academic year or attempt up to a total of 30 semester hours. Visiting students are subject to the following conditions:

• Must be enrolled in an undergraduate or graduate degree program at a recognized university.
• Must be in good standing at home institution.
• Must meet AUK’s English Language Proficiency Requirement (see English Language proficiency requirements above).
• Are not required to take Math, English, and Arabic placement tests IF their record shows that they have taken equivalent placement tests or courses at their home institutions and accordingly placed in college-level courses.
• May be exempt from taking placement exams IF they have taken a prerequisite course that is equivalent to AUK prerequisites.
• Must present an official document from their home institutions (an Academic Advisor’s note) indicating they are allowed to take courses at AUK as a visiting student.
• Must check with the Office of Admissions regarding registering for classes and tuition payment deadlines.
• Tuition and fees are applicable to visiting students as they apply to the regular students.

Required Documents:

• Personal photo and a copy of the Civil ID/Passport.
• Complete Application Form submitted with the non-refundable application fee.
• Official letter from home institution Academic Advisor (AUK reserves the right to contact your home institution for verification of documents submitted).
• Official transcript(s) of college-level courses attempted for each college/university attended.
• Evidence of English language proficiency (See English Language Proficiency Requirement for Admission into AUK).

Transferring from Visiting Status to Degree-Seeking Status

To apply for degree-seeking status, a visiting student must meet all AUK undergraduate admission requirements for the semester of intended admission and must submit all appropriate application materials and supporting documents to the Office of Admissions. Students may apply a maximum of 30 credit hours earned in courses passed with a grade of “C” or higher taken as visiting student at AUK toward a degree program. Academic history established as a visiting student at AUK carries over when a visiting student’s status changes to degree-seeking. Visiting students who earn a GPA below 2.0 while at AUK are subject to the university’s Academic Probation and Dismissal policies. Visiting students cannot transfer into the university until all holds are cleared.

5. STUDENTS WITH A BACHELOR’S DEGREE

Students in possession of a Bachelor’s degree may pursue a second Bachelor’s degree in any of the following four degree programs at AUK: Bachelor of Arts, Bachelor of Business Administration, Bachelor of Engineering, or Bachelor of Science. Students must meet all AUK undergraduate admission requirements for the semester of intended admission and must submit all appropriate application materials and supporting documents to the Office of Admissions. Requirements for completing a second Bachelor’s degree are as follows:

AUK Graduates

Students with a BBA degree from AUK may not take a second BBA degree. However, they may take a BA, BE, or BS degree. Students with a bachelor’s degree from AUK are assumed to have met all general education requirements and free electives through their first AUK bachelor's
degree. They are not subject to any further requirements of general education and electives, unless otherwise noted by the Office of the Registrar. They must complete major requirements for the second bachelor’s degree specified by individual program sections in this catalog.

**Non-AUK Graduates**

Students who have earned their first bachelor’s degree from other institutions must meet all AUK general education requirements. AUK will evaluate coursework from their first bachelor’s degree for possible transfer of courses (Please refer to **TRANSFER OF CREDITS**). Students from internationally-accredited four year institutions of higher education approved by the Ministry of Higher Education in the State of Kuwait with grades of “C” and above may petition for up to an additional 30 credits. Any general education requirements not satisfied by transfer credits must be taken in residence at AUK. Students holding Business degrees from other institutions may not pursue a BBA degree at AUK. However, they may pursue a BA, BE, or BS degree.

Students must satisfactorily complete at least the final 30 credits in residence at AUK and fulfill all academic program requirements in order to graduate. Non-AUK graduates are subject to these additional conditions:

1. Applicants must have earned their first bachelor’s degree from an institution approved by the Kuwait Ministry of Higher Education.
2. Applicants who have earned their first bachelor’s degree from institutions whose language of instruction is not English must meet AUK’s English proficiency requirements for admissions purposes.

### 6. PROVISIONAL ADMISSION

Students who are currently enrolled in high school or another university/college may receive provisional admission to the American University of Kuwait. In these cases, the students’ undergraduate admission remains provisional, pending the completion of in-progress coursework for the period of one semester only. The following rules apply:

- If a student fails to submit a certified final transcript, the student’s acceptance to the university will be rescinded and s/he will be prevented from continuing studies at AUK until s/he satisfies these requirements.

- If a student submits a final transcript that no longer meets AUK’s admission requirements, fails to meet the Ministry of Education’s equivalency requirements, or cannot provide a final transcript certified by the Ministry of Higher Education, the student’s acceptance to the university will be rescinded and s/he will be prevented from continuing studies at AUK until s/he satisfies these requirements.

**NOTE:** Students who meet the university admissions requirement, but who are missing one subject to be considered in the “Scientific” track may be admitted provisionally to the university. In such cases, the students’ admission remains provisional, pending fulfillment of the following requirements:

- The missing subject is to be taken at Kuwait University, as a non-degree student, and passed with a grade of C or above.
- The grade will not be calculated in the high school GPA, nor in the university GPA.
- Students will not be allowed to declare in a major requiring Scientific High School until the fulfillment of the above requirements.

Students who have their admission to the American University of Kuwait rescinded for failing to satisfy these requirements will not be entitled to any refund of their tuition or university fees.
7. DEFERRED ADMISSION

Accepted students may defer admission to the American University of Kuwait for up to one academic year. Students who decide to defer admission to a future semester must notify the Office of Admissions in writing of this decision prior to the first day of classes of the admission semester. Deferred students wishing to matriculate within the initial deferral year must notify the Office of Admissions of their intent by providing a deferral letter as well as updated transcripts in accordance with published admission deadlines. Returning students must meet all AUK undergraduate admission requirements for the semester of intended admission.

8. READMISSION

- Students who voluntarily withdraw from the American University of Kuwait in good academic standing and are seeking readmission must meet all admissions requirements and deadlines as per the catalog at the time of re-entry.
- Students dismissed for academic reasons are requested to consult the “General Academic Information” section of this catalog.
- Students who voluntarily leave the American University of Kuwait while on academic probation may be readmitted but must meet the academic standards listed in the “General Academic Information” section of this catalog, as well as all admissions requirements and deadlines as per the catalog at the time of re-entry.
- Students who have been granted an official leave of absence may resume their studies without applying for readmission if it is still within one academic year (Fall, Spring, Summer) of their last enrolled semester.

GENERAL ADMISSIONS POLICIES

TRANSFER OF CREDITS

The policy regarding the acceptance of courses by transfer is to allow credits for courses completed with satisfactory grades (C or better) at colleges and universities accredited by the Ministry of Higher Education in the State of Kuwait, provided the courses correspond in time and content to courses offered at the American University of Kuwait. Transfer credits at the 100-level and above will be applied toward the number of credit hours required for graduation. Transferred credits are not calculated in the AUK grade point average.

The undergraduate admission decision for transfer students is based upon cumulative transfer GPA (please refer to TRANSFER STUDENTS) and earned credits from all prior undergraduate coursework. All coursework taken prior to the semester of admission to AUK must be evaluated for possible transfer credit as part of the admission process. Requests for evaluation and articulation of credits earned will not be considered if courses were not disclosed at the time of application to AUK.

Transcripts from institutions with an education system different from the American system may be required to be sent to Josef Silny & Associates consultants. If required, it is the responsibility of the student to contact them and send the transcripts. The contact information is as follows:
Website: www.jsilny.com Email: info@jsilny.com.

Courses taken towards a major more than seven (7) years prior to matriculation at AUK will not be considered for transfer. The decision regarding credits awarded is made solely by the appropriate academic department chair and/or Dean.

Transfer applicants must submit an official transcript from each institution where courses were attempted. Attendance at all institutions must be reported, regardless of whether credit was earned or whether transfer credit is desired. Failure to report all previous academic work will be considered sufficient cause for rejection of an application or for rescindment of applicant’s acceptance to AUK.
Transcripts received after the applicant has been admitted will not be considered for evaluation. The Office of the Registrar evaluates official documents showing previous college-level work completed, including Advanced Placement (AP), A-Level (IGCSE), French Baccalaureate, and International Baccalaureate (IB) exams.

The University may transfer up to 60 credits with a grade of “C” and above from institutions of higher education that are approved by the Ministry of Higher Education. Students must satisfactorily complete at least the final 30 credits in residence at AUK and fulfill all academic program requirements in order to graduate. Credits earned from AP, IB, French Baccalaureate, and A-Level (IGCSE) exams will also count towards the transfer credit maximum.

Courses recognized as equivalent in content and level to AUK courses will be transferred accordingly. Other suitable university level courses may be transferred as free electives or as unassigned courses in the relevant area of the general education requirements. The decision regarding credits awarded is made by the relevant academic department at AUK. The Office of the Registrar maintains and updates the transfer students’ records.

CONVERSION OF QUARTER HOURS TO SEMESTER HOURS

A quarter hour is worth only 0.67 of a semester hour. To convert quarter hours to semester hours, divide by 1.5 and vice versa. For example, 5 quarter hours earned is equal to 3.3 semester hours.

ACCEPTABLE SECONDARY SCHOOL CERTIFICATES

AUK accepts the following Secondary School Certificates, in accordance with any set conditions for each certificate:

2. **Holders of Tijari High School** (Commerce) are treated as Literary Section.
3. **Modular Secondary School Certificate** (Muqararat) (Scientific, Literary). Math and Science Sections are treated as Scientific Section.
5. **Industrial Secondary School Certificate**: holders of this certificate can only major in engineering degree programs.
6. **English High Schools: GCE, GCSE, IGCSE**
   - Students must have successfully completed six courses at the Ordinary Level (O-level), with a minimum of “D” and above.
   - Graduates from the English high school system are assessed according to the following rating system:
     \[
     \begin{align*}
     \text{A+} & = 100 \\
     \text{A} & = 95 \\
     \text{B} & = 85 \\
     \text{C} & = 75 \\
     \text{D} & = 65 \\
     \end{align*}
     \]
   - Only one of both Arabic IGCSE and the Ministry of Education Arabic courses can be accepted.
   - Religious Studies are considered valid only if they are part of the Ministry of Education Exams.
   - Only one of the non-academic courses is considered eligible as one of the above mentioned six required courses (e.g. Music, Physical Education or Drama etc.).
   - An English high school graduate will be classified within the Scientific section if s/he passed the following courses:
     - Mathematics
     - Chemistry
     - Physics
     - Biology
The applicant will be placed in the literary section if s/he has not passed any of the previous courses.

AUK may transfer college credits for students earning A-Level subjects with a minimum grade of “C” for each subject. Only subjects classified as academic (including arts and creativity group subjects) will be considered for transfer credits evaluation. Contact an Admissions Counselor for further information.

7. American High Schools:
   - Graduates of the American system are assessed according to the Modular High School system. Students should have completed all high school years in the American system.
   - Students who have transferred to different schools or systems will have their GPA calculated based on the last 4 years prior to graduation from High School.
   - An American High School graduate will be classified within the Scientific section if s/he passed the following modules:
     - Algebra 2
     - Pre-Calculus or Calculus
     - Chemistry
     - Physics
     - Biology

The following table exhibits courses that are equivalent to Algebra II, Pre-Calculus, and Calculus:

<table>
<thead>
<tr>
<th>Algebra 2</th>
<th>Algebra 2 Honors</th>
<th>Pre-Calculus</th>
<th>Advanced Pre-Calculus</th>
<th>Calculus</th>
<th>Advanced Calculus</th>
</tr>
</thead>
<tbody>
<tr>
<td>MYP5/Math 10 or Math Extended or Algebra 2 or Geometry</td>
<td>IB Math Studies</td>
<td>IB1 Studies SL1 or IB2 Method SL2 or Applied Math or IB2 Studies SL2 or IB Math Studies 2 or Pre-Cal/Trigonometry or IB Method SL1 or Math 1 IB standard LE or DP1 Math SL1</td>
<td>DP1 Math HL1</td>
<td>IB1 Math HL1 or Math2 IB Standard LE or IB2 Math HL2 or DP2 Math SL2 or Applied Math</td>
<td>DP2 Math HL 2</td>
</tr>
</tbody>
</table>

• The applicant will be placed in the literary section if s/he has not passed any of the previous courses.


9. Secondary/High School systems not covered above will be reviewed on a case-by-case basis, and will require the State of Kuwait - Ministry of Education equivalency.

**NOTE:** Students who meet the university admissions requirement, but who are missing one subject to be considered in the “Scientific” track may be admitted provisionally to the university. In this case, the student’s admission remains provisional, pending fulfillment of the following requirements:

- The missing subject is to be taken at Kuwait University, as a non-degree student, and passed with a grade of ‘C’ or above.
• The grade will not be calculated in the high school GPA, nor in the university GPA.
• Students will not be allowed to declare in a major requiring Scientific High School until the fulfillment of the above requirement.

Disclaimer: Admission to AUK does not guarantee admission to all offered programs at the university (please refer to program specific admissions requirements section).

ADVANCED STANDING CREDIT TRANSFER

Advanced Placement (AP)
AP courses accepted by AUK are recorded as transfer credits (TR) on students’ transcripts, and count towards the total credit hours required for graduation. These transfer credits will not be assigned grades, and therefore will not be factored into students’ grade point average (GPA) calculations. Students cannot receive AP credit for an equivalent course taken at AUK or another university, and AP credit may be removed from a student's record if subsequent AUK coursework duplicates AP credit course content. Students may earn up to 30 transfer credits at AUK based on qualifying AP exam scores.

It is the responsibility of students seeking AP credit to provide the Office of the Registrar with copies of their official AP score results. In cases where the AP exam has not previously been evaluated by AUK, students must also provide syllabi and other supporting documents pertaining to the AP subject matter so AUK faculty can complete an accurate transfer credit evaluation. For further information, please consult the Office of Admissions.

A-Level (IGCSE)
AUK awards college credit for students earning A-Level subjects above a minimum of 8 different IGCSE subjects with a minimum grade of “C” for each subject. Only subjects classified as academic (including arts and creativity group subjects) will be considered for corresponding AUK courses. Contact an Admissions Counselor for further information.

International Baccalaureate (IB)
IB courses accepted by AUK are recorded as transfer credits (TR) on students’ transcripts, and count towards the minimum 124 total credit hours required for graduation. These transfer credits will not be assigned grades, and therefore will not be factored into the students’ grade point average (GPA) calculations. Students cannot receive IB credit for an equivalent course taken at AUK or another university, and IB credit may be removed from a student's record if subsequent AUK coursework duplicates IB credit course content.

It is the responsibility of students seeking IB transfer credit at AUK to provide the Office of the Registrar with official copies of their IB diploma and/or certificate transcripts. Students must also provide course descriptions for each of the IB courses they wish to have transferred to AUK. Additionally, it is the student’s responsibility to provide laboratory notebooks and reports when seeking laboratory credit.

IB transfer credits will only be accepted under the following conditions:

1. American High School graduates applying to AUK can transfer up to a maximum of 3 courses earned in IB Diploma Program (DP) or the International Baccalaureate (IB).
2. These courses are to be transferred only to 100 Level courses at AUK.
3. Transfer conditions are:
   a. A minimum of a grade of 6 on the standard level (based on IBO grading scale 1-7).
   b. A minimum of a grade of 5 in the Higher Level (based on IBO grading scale 1-7).
4. These DP or IB certificates need to be approved and verified by the International Baccalaureate organization.
French Baccalaureate
AUK awards college credits for students who have completed the French Baccalaureate or its equivalent with a minimum average score of 10, or 60% cumulative average. Only courses or subjects with a grade of “C” and equivalent to AUK courses will be given credit. For further information, contact an Admissions Counselor.

DISABILITY DISCLOSURE

AUK evaluates requests for accommodation and access to university programs on a case-by-case basis. Prospective students with disabilities who are requesting accommodations must declare this in the relevant section of their admission application and will be requested to provide specific verifiable documentation to the Career Services and Wellness (CSW) department at AUK. Prospective students will be informed if AUK has the resources to accommodate their request.

Failure to comply with disclosure requirements waives the student's right for evaluation of need for reasonable accommodations. For questions regarding accommodation services, please contact the Career Services and Wellness Department at ext. 3232.

To learn more about the admissions process and university life, inquiries should be sent to: admissions@auk.edu.kw. Inquirers may also call to speak with an Admissions Counselor at (+965) 2224-8399 Ext: 3148, or mail a written inquiry to American University of Kuwait, Office of Admissions, P.O. Box 3323, Safat 13034, Kuwait. Applicants are encouraged to complete the online application, which can be found on the AUK website at: www.auk.edu.kw.

REGISTRATION GUIDANCE

The Office of the Registrar provides administrative services that support academic units, faculty, and students under the mission of AUK. Services include class scheduling, student registration, grade reporting, transfer credit processing, degree audit development, graduation certification, and academic transcript processing. Additional responsibilities include classroom scheduling and management, coordinating maintenance of the catalog, development of the academic calendar, degree and enrollment verification, academic record maintenance, and course inventory maintenance. For additional information about the Office of the Registrar, please visit the office, call us at ext. 3167, or send an email to: registrar@auk.edu.kw.

PLACEMENT TESTING, ADVISING, and REGISTRATION

All students admitted into the undergraduate program are required to take the mandatory AUK placement exams (covering English, Math, and Arabic). In addition, all new undergraduate students are required to attend the mandatory Student Advising and Registration session (SAR).

Placement Testing
Prior to admission, students are evaluated for English, Math, and Arabic proficiencies as part of their registration process. Students are required to take the ACCUPLACER exam for assessment in English and Math. Students who meet the English proficiency requirement for undergraduate studies (as listed in the Admissions section of the catalog) will be exempted from the English placement test. Students whose placement scores do not meet the college-level benchmarks for registration in undergraduate English and/or Math will be required to take preparatory courses. College preparatory courses are designed to provide students with the skills necessary to succeed in undergraduate level courses. These preparatory courses are mandatory. Math preparatory courses do not count for credit toward the completion of the bachelor’s degree. However, the English preparatory course – ENGL 100 – is counted in the 124 credits (minimum) required for the completion of the bachelor’s degree. Transfer students who have successfully articulated their college English or Math to AUK may be exempt from the placement exam for that subject. All students are required to take the Arabic placement exam. Based on the student’s score, a student is placed in the appropriate Arabic language course, which is necessary for satisfying the Arabic component of the student’s general education requirements.
Advising
All incoming and non-declared students receive academic advising through the Academic Advising Center. The student’s educational plan is based on, but not limited to, placement results and/or intended major/area of interest. To help facilitate the advising process, students are encouraged to become familiar with the university’s Academic Catalog and requirements for degree completion. The student’s ability to register for classes is contingent upon student advising. The academic advisor will assist the student in the identification and selection of courses that meet general education and degree requirements, after which the student is eligible to register for courses.

Registration
Students register online through AUK’s Self-Service.

Records Confidentiality: All student records are considered confidential and will not be released without the express written consent of the student. Confidentiality of records includes grades, counseling and advising information, and student progress. The university has the right to share whether students are enrolled and their degree program. Certain circumstances require the university to release information, which include but are not limited to; government requirements, legal requests, and health and safety risks. Students wishing to provide third party access to their records are required to complete the “Disclosure of Academic Records Form” available in the Office of the Registrar.

TUITION & FEES 2015-2016
Tuition and fees are applicable to all students whether they are enrolled as degree-seeking, visiting, or non-degree students.

<table>
<thead>
<tr>
<th>Student Fees and Charges</th>
<th>KWD</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition Fees (1)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard Undergraduate Tuition (2)</td>
<td>210</td>
<td>per credit hour</td>
</tr>
<tr>
<td></td>
<td></td>
<td>An additional KWD 20 per credit hour is charged for Engineering Courses</td>
</tr>
<tr>
<td>Computer and Electrical Engineering declared majors (2)</td>
<td>230</td>
<td>per credit hour</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All courses including any other non-engineering courses will be charged at this rate upon declaring a major in Computer or Electrical Engineering.</td>
</tr>
<tr>
<td>Intensive English Program (2)</td>
<td>2,250</td>
<td>per semester</td>
</tr>
<tr>
<td>Application</td>
<td>35</td>
<td>Non-refundable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The application fee is charged for processing a candidate’s application.</td>
</tr>
<tr>
<td>Enrollment Deposit</td>
<td>100</td>
<td>Non-refundable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Adjusted towards tuition fees</td>
</tr>
<tr>
<td><strong>OTHER FEES and CHARGES (4)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Course and Activity</td>
<td></td>
<td>As determined</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Per course/activity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-refundable</td>
</tr>
<tr>
<td>Library</td>
<td>15</td>
<td>Non-refundable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Per semester</td>
</tr>
<tr>
<td>Technology</td>
<td>50</td>
<td>Non-refundable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Per semester</td>
</tr>
<tr>
<td>Student Activity</td>
<td>50</td>
<td>Non-refundable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Per semester</td>
</tr>
</tbody>
</table>

Library, Technology, and Student Activity fees are reduced by 50% for summer semester.
Graduation | 50 | Non-refundable | Per graduate
Diploma Re-Issuance Fee | 10 | Non-refundable | Per diploma
Deferred Payment Service Charge | 10 | Non-refundable | Per installment
Late Payment | 25 | Non-refundable | Per semester

NOTES:

The University reserves the right to increase or modify tuition and fees upon approval by the Private Universities Council-Ministry of Higher Education and the University Board of Trustees.

1. Students should check the Academic Calendar & university emails on a regular basis in order to understand the due dates for payment & de-registration.
2. In the event that a student withdraws from the university before the last day of the first week of classes, 100% of tuition and fees will be refunded. If the student withdraws before the last day of the second week, 50% of tuition and fees will be refunded. After the end of the second week, no refunds of tuition or fees will be made.
3. Library fines are determined and administered by the Library Director.
4. Students are responsible for the cost of their textbooks and other course materials and supplies.
5. Government Scholarship students are subject to the PUC Scholarship rules and regulations.
6. Siblings attending AUK may be eligible for a tuition fee discount – contact the AUK Finance Department for further information.
7. Fees and charges are payable in the AUK Finance Department located in the first floor of the Administration Building.
8. AUK accepts the following methods of payments:
   a. Checks
   b. Credit Cards
   c. Debit Cards
   d. Cash
   e. Payment gateway through AUK Self-Service (www.auk.edu.kw/admissions/pay_online.jsp).

ENROLLMENT DEPOSIT

Once an application has been accepted and the applicant has received an Offer of Admission from AUK, the applicant is required to confirm his/her enrollment in AUK by submitting a KWD 100 non-refundable Enrollment Deposit to the AUK Finance Department. The deposit will be adjusted with the student's first tuition payment.

If the AUK Finance Department does not receive the Enrollment Deposit, it is considered that the applicant will not be attending AUK and cannot register for courses.

LEGAL CONTRACT

By registering for AUK courses, the student is entering into a legally binding contract with AUK and is obligated to pay all related student fees and charges, including any non-refundable fees and charges.
PAYMENT OF FEES AND CHARGES

Before classes begin, students are expected to settle their accounts or to have made satisfactory arrangements for payment of the student fees and charges. Fees and charges are payable in the AUK Finance Department.

NON-PAYMENT

AUK reserves the right to recover any amount due to it, including any additional costs incurred as a result of a collection process or legal action, and, if necessary, to forward financial obligations owed to AUK to a collection agency and/or to initiate legal proceedings.

DE-REGISTRATION

All registered students who have not paid their tuition fees and charges, or who have not made financial arrangements with the AUK Finance Department, will be automatically dropped from their courses.

PAYMENT OPTIONS

1. **Full Payment**
   All student fees and charges are paid on the day of registration. This means that students pay in full the fees and charges upon completion of their registration.

2. **Deferred Payment Scheme**
   Should a student decide to participate in the Deferred Payment Scheme, s/he pays 50% of his/her tuition and fees upon completion of his/her registration (inclusive of the Enrollment Deposit for newly admitted students). The remaining 50% is paid by monthly installments, within a maximum of 3 months for the regular semesters. A university service charge of **KWD 10** is added to each installment.

TUITION FEES REFUND

Students may apply for a refund of tuition fees as follows:

1. Dropping courses per the provision outlined in the University Catalog,
2. Withdrawal from AUK per the provision outlined in the University Catalog, or
3. Due to “extenuating circumstances”.

Students petitioning for a refund based on extenuating circumstances must:

1. Withdraw from courses by completing a ‘Withdrawal from AUK Form’ and submitting it to the Office of Registrar.
2. Provide a letter of request and verifiable written documentation supporting the request to the Director of Finance.

“Extenuating circumstances” may include death of an immediate family member, call to military duty, legal proceedings, and medical illness requiring hospital stay. Students receive their refunds either in cash or checks in their name.

HOLDS

The AUK Finance Department will place a “hold” on those students who fail to meet their financial obligations to AUK, including on-time payment of their respective payment plan. A “hold” prevents students from, among other things, collecting their AUK transcripts and registering for future classes.