Welcome to the first phase of admission into the American University of Kuwait. For supplemental information on AUK’s admissions process and requirements, please refer to the Admissions section on the AUK website (www.auk.edu.kw).

Applicants can also apply online at: http://www.auk.edu.kw/admissions/apply.jsp

APPLICANT TYPE:

As you begin your application process, you must first determine your applicant status: First Year, Transfer, Visiting, or Pre-University Intensive English Program Applicant.

A FIRST YEAR applicant is an undergraduate applicant who has graduated or will graduate from high school before attending AUK, and who has not attended a university or college. First Year students are required to meet the English competency requirement.

A TRANSFER applicant is an undergraduate applicant who graduated from high school, attended another college-level institution, and attempted one or more courses irrespective of credits earned. If you are a Transfer applicant from an English speaking institution who has earned fewer than 24 semester hours (36 quarter hours) of college-level coursework with a minimum grade of “C” or its equivalent, you must also meet the English competency requirement.

A VISITING applicant is an undergraduate applicant who is currently enrolled at another institution and intends to earn a degree from that institution but wishes to take courses at the American University of Kuwait. Students may be on visiting status at AUK for up to one year and may take AUK courses in the Fall, Spring and/or Summer. Visiting students must certify that they are currently enrolled at another institution, are academically eligible to return to their home institution and/or on leave of absence, and are eligible to take courses at AUK.

A PRE-UNIVERSITY INTENSIVE ENGLISH PROGRAM applicant is a student who lacks the English Language skills required for study at the Undergraduate level in the American University of Kuwait. Pre-University students are required to take between one and three semesters of Intensive English courses. The duration of the program will be determined by the AUK Language Placement Test.

Students admitted into the Pre-University Intensive English Program (IEP) are not guaranteed admission into the Undergraduate Program. Students graduating from IEP, and who wish to continue at the Undergraduate level, must apply through the Office of Admissions and must satisfy the Undergraduate admission requirements for the intended semester of admission.

UNDERGRADUATE APPLICATION REQUIREMENTS:

Below you will find a checklist of the items you must submit with your Application Packet, determined by your applicant type. More details on each of the application materials listed below can be found inside this Application Instruction Guide.

FIRST YEAR APPLICANT

- Complete Application Form with a non-refundable KD 35 application fee.
- Official high school transcripts complete up to the time of application certified by the Kuwait Ministry of Education
- High School Equivalency certified by the Kuwait Ministry of Education for graduates from private schools.
- Results of the Test of English as a Foreign Language (TOEFL) or IELTS or verification of English proficiency.
- Official scores from any accelerated programs, such as International Baccalaureate (IB) or Advanced Placement (AP).
- Typed Personal essay composed by the applicant.
- Copy of Civil ID and Passport (photo and signature page).

TRANSFER APPLICANT

- Complete Application Form with a non-refundable KD 35 application fee.
- Official transcript 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.
Official final high school transcript certified by the Kuwait Ministry of Education.

High School Equivalency certified by the Kuwait Ministry of Education for graduates from private schools.

Results of the Test of English as a Foreign Language (TOEFL) or IELTS or verification of English proficiency for all applicants who have not successfully completed a minimum of 24 credit hours of coursework with a minimum grade of “C” from a post-secondary institution accredited by the Kuwait Ministry of Higher Education and where English is the language of instruction. The Office of Admissions may require individual transfer applicants who have successfully completed 24 credit hours of coursework at a non-English instruction institution to also submit TOEFL results.

Typed Personal essay composed by the applicant.

Copy of Civil ID and Passport (photo and signature page).

VISITING APPLICANT

Complete Application Form with a non-refundable KD 35 application fee.

Official transcript 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.

Results of the Test of English as a Foreign Language (TOEFL), or IELTS, or AUK Language Placement Test for all applicants who have not successfully completed a minimum of 24 credit hours of coursework with a minimum grade of “C” from a post-secondary institution accredited by the Kuwait Ministry of Higher Education and where English is the language of instruction.

The Office of Admissions may require individual visiting applicants who have successfully completed 24 credit hours of coursework at a non-English instruction institution to also submit TOEFL results, or take AUK Language Placement Test.

Typed Personal essay composed by the applicant.

Copy of Civil ID and Passport (photo and signature page).

ADDITIONAL INFORMATION:

To be considered as a candidate for admission, an applicant must submit a complete Application Packet. It is the responsibility of each applicant to ensure that all required information is completed and sent directly to the Office of Admissions. All application materials must be submitted to AUK by the relevant application deadlines in order to be considered for admission. For more information on the deadline dates, please refer to the Admissions Brochure or to the Information for Applicants in the admissions section of the AUK website.

Depending on your applicant type, the following materials must be submitted as part of your complete Application Packet:

1) AUK APPLICATION FORM

The AUK Application may be completed online or downloaded from the AUK Office of Admissions website at http://www.auk.edu.kw. The Application Form must be completed in full and signed by the applicant, verifying that all information provided is complete, truthful and accurate. Submission of inaccurate and/or intentionally misleading information on the admissions application may result in disciplinary action or the student’s acceptance into AUK being revoked.

2) HIGH SCHOOL TRANSCRIPT

Two official and sealed copies 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 transcripts should be accompanied by a certified English translation.

If an applicant is still in the final year of high school at the time of submission of an application, the transcript should include his/her GPA up until the end of the first semester of that year. It is possible to accept applicants provisionally based upon nearly complete documentation. However, students who are provisionally accepted into AUK must submit an official final transcript from their high school. The Office of Admissions reserves the right to adjust the admission status...
or deny admission to a provisionally accepted applicant if the GPA on their official final high school transcript differs significantly from their incomplete transcript.

If an applicant has already graduated from high school, the transcript must be an official final transcript received upon graduation from high school. Applicants who have completed their high school education in Kuwait must have the transcript certified and stamped by the Kuwait Ministry of Education. International students graduating from high schools outside of Kuwait must submit their final official transcripts and admissions application by the International Student Application deadline (see page 12 in this Application Packet). International high school applicants are responsible for securing the high school equivalency certification through the Kuwait Ministry of Education.

3) HIGH SCHOOL EQUIVALENCY

All AUK applicants are required to provide a high school equivalency certified by the Kuwait Ministry of Education. AUK will not accept responsibility for securing high school equivalency certifications.

Private and International High School Graduates within Kuwait:

For more information and inquiries on certification, please contact the Private Education Department at the Ministry of Education – State of Kuwait:

http://www.moe.edu.kw

High School Graduates outside of Kuwait:

Submit the official high school transcript that includes at a minimum the official transcripts for the last two years that proceed the year of graduation to the Private Education Department at the Ministry of Education – State of Kuwait (see contact information above) after being certified by:

1) The Ministry of Education for the country where the high school is located.

2) Ministry of Exterior for the country where the high school is located.

3) The Kuwait Embassy in the country where the high school is located.

Graduates from Public high schools inside the Gulf Cooperation Council (G.C.C.) are exempt from the aforementioned certification process. However, applicants are required to receive certification from the Ministry of Education for the country where the high school is located.

4) PRIOR UNIVERSITY/COLLEGE TRANSCRIPT AND COURSE DESCRIPTIONS

Applicants interested in having previous coursework transferred to AUK must submit course descriptions of all coursework earned with a minimum grade of “C” and above for evaluation.

The undergraduate admission decision for transferring applicants is based upon cumulative transfer GPA and earned credit from all prior undergraduate coursework. Consequently, all coursework taken prior to the semester of admission to AUK must be evaluated for possible transfer credit as part of the admission process.

The Ministry of Higher Education (MOHE) in the State of Kuwait requires that students wishing to transfer coursework from prior colleges/universities to a university in Kuwait must first ensure that their prior college/university is certified by the Ministry of Higher Education, State of Kuwait. For further information please contact MOHE at Info_EvaluationDept@mohe.edu.kw.

5) PERSONAL ESSAY

Students 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. As pertaining to every other portion of the Application Packet, the Personal Essay is considered confidential, and will only be read by the AUK Admissions Committee.

6) APPLICATION FEE

All students must submit a non-refundable application-processing fee of KD 35 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 sent inside the Application Packet envelope. If students wish to pay cash or KNET, they do so at the AUK Finance Department and then submit a copy of their cash receipt with the Application Packet. Government Scholarship students are also required to pay the Admissions Application fee.

7) TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

As instruction at AUK is conducted in English, evidence of English competency is a requirement. Some undergraduate applicants may be eligible for exemption from the TOEFL pre-requisite if they have fulfilled one of the exemption requirements. For more information, please refer to the English proficiency section of the brochure or the Admissions page on the website.

TOEFL scores should be no more than two years old at the date of application, and an official score report must be submitted to complete the Application Packet.
To have an official TOEFL score report sent to the Office of Admissions, AUK's official Designated Institution (DI) Code (8444) must be included in the appropriate place on the TOEFL exam paper. Official scores take anywhere between four and six weeks to reach AUK from the Educational Testing Services (ETS).

Please submit all application materials in a sealed envelope to:

**AMERICAN UNIVERSITY of KUWAIT**

**OFFICE OF ADMISSIONS**
Salem Al-Mubarak and Amro Ibn Al-'Asse Streets
Salmiya.

For questions, please contact:
Tel: 1-802040 / (+965) 2-224-8399 Ext. 206
Fax: (+965) 2-572-4947
E-mail: admissions@auk.edu.kw
APPLICATION FORM
2012 - 2013 ACADEMIC YEAR

Student ID Number: ____________________________
(For Office of Admissions Use Only)

PERSONAL INFORMATION:

1. Full Name: (Mr./Ms.): __________________________________________

   As per Civil ID/Passport

   Last (Family)   First   Middle

2. Civil ID/Passport Number (if applicable): __________________________

3. Date of Birth (dd/mm/yyyy): ____________________________

   4. Gender: □ Female / □ Male

5. Nationality: __________________________________________

6. Current Country of Residence: ____________________________

If you need help applying for a Student Residency Visa, please contact our Visa & Residency Consultant in the Human Resources Department via e-mail: nbadrain@auk.edu.kw

Please indicate if you need a student visa: □ Yes / □ No

7. Residential Address Information

Kuwait Address:                     International Address:

   Block ______ Street __________________________

   House or Building # _______ Apt # __________

   Area/District: __________________________

   P.O. Box or Street Address

   City __________________________

   Postal Code __________________________

   Country __________________________

8. Telephone Number(s): Home (______)_______________________

                                Mobile: (______)_______________________

                                Area Code                              Area Code

9. E-Mail Address: __________________________

FAMILY INFORMATION:

10. Father's Full Name: __________________________________________

    Last (Family)   First   Middle

    Education: __________________________

    Highest Degree Earned

    Institution Name

    Occupation: __________________________

    Telephone Number: __________________________

11. Mother's Full Name: __________________________________________

    Last (Family)   First   Middle

    Education: __________________________

    Highest Degree Earned

    Institution Name

    Occupation: __________________________

    Telephone Number: __________________________
APPLICANT TYPE:
I am applying for admission for the:

- Fall semester 20______
- Spring semester 20______
- Summer semester 20______

As a:
- Pre-University Intensive English Student
- First Year Student
- Transfer Student
- Non-Degree Student
- Visiting Student

INTENDED MAJOR:
I plan on majoring in:

- Bachelor of Arts in Communications and Media
- Bachelor of Arts in Economics
- Bachelor of Arts in English
- Bachelor of Arts in Graphic Design
- Bachelor of Arts in International Studies
- Bachelor of Arts in Social and Behavioral Sciences (concentration in Anthropology)
- Bachelor of Business Administration in Accounting
- Bachelor of Business Administration in Finance
- Bachelor of Business Administration in Marketing
- Bachelor of Business Administration in Management
- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems
- Bachelor of Engineering in Computer Engineering
- Undecided

HIGH SCHOOL INFORMATION:
10. What is the type of high school diploma you will attain or have already attained?

- American High School Diploma
- General Secondary School Certificate (Thanawiya 'Amma)
- IGCSE, GCSE, GCE
- International Baccalaureate
- Other (Please Specify): ____________________________________________

11. Enter the name of the high school from which you are graduating or have graduated:

School Name: __________________________________________________________________________________
Address: ________________________________________________ City: __________________________________
Country: _______________________________ Tel: _________________________ Fax: ______________________
Date of Graduation: ________________________________ Cumulative GPA (if applicable): _________________
12. Enter the name and telephone number of the guidance counselor or principle of the school from which you are graduating or have graduated.

Name: ______________________________________________ Title: ____________________________________________

Telephone Number: ______________________________________

**PRIOR UNIVERSITY/COLLEGE INFORMATION (for TRANSFER and VISITING APPLICANTS):**

13. List chronologically any college, university, or professional school you attended after high school. All institutions must be reported, whether or not credit was desired or earned:

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Location (City and Country)</th>
<th>Dates of Attendance</th>
<th># of Credits Earned or Degree Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From (mm/yy)</td>
<td>From (mm/yy)</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**STANDARDIZED TEST SCORES (for FIRST TIME UNIVERSITY and TRANSFERRING APPLICANTS ONLY):**

14. Please indicate the date(s) you have taken or plan to take any of the following examinations, and indicate your scores. Official score reports must be sent directly to AUK from the testing agency.

<table>
<thead>
<tr>
<th>Test</th>
<th>Dates(s)</th>
<th>Score(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (Please Specify):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AUK Language Placement Test (For Office of Admissions Use Only)

For Students applying to the Pre-University Intensive English Program

Test Date(s): ______________________________________  Level Scored: _____________________________

**EXTRA-CURRICULAR ACTIVITIES:**

15. ACTIVITIES: Please list in the space below your school, community, athletic, or other activities. Attach an extra sheet if necessary.

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

16. EMPLOYMENT: Please list any part-time or full-time jobs you have held in the past 3 years, including the name of the organization/employer, position(s) held, and the time period. Attach an extra sheet if necessary.

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

_________________________________________________________________________________________________
_________________________________________________________________________________________________
ADDITIONAL INFORMATION:

17. Have you ever been subject to academic or disciplinary action (i.e. probation, suspension, dismissal) from any institution attended?

☐ Yes – If yes, please provide a statement detailing dates and circumstances.
☐ No

18. If you would like to inform us of any learning, physical, or other disability that you may have, please do so in the space below. (If you require any accommodation, please provide the University with medical documentation explaining the type of accommodation that you will need).
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

19. To what other colleges or universities are you applying or will you apply, either inside or outside Kuwait? (Your answer will not influence our admission decision).
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

20. How did you hear about AUK? Check all that apply.

☐ Advertisement in (please specify) ____________________________
☐ School Visit
☐ College Fair / Exhibition (please specify location): ____________________________
☐ Information Booth (please specify location): ____________________________
☐ Current AUK Student
☐ Friend
☐ Internet
☐ Other (Please Specify) _____________________________________________

PERSONAL ESSAY:

The essay question is used to determine serious interest in attending AUK and to learn more about our applicants. We seek to admit students who have a strong commitment to being a member of our University community. The Admissions Committee will also use your essay to determine your ability to organize your thoughts and express yourself clearly.

Compose in English (must be typed) and attach your essay on the topic given below (no more than 500 words). No hand written essays will be accepted. Intensive English applicants should try to answer the question in English to the best of their ability.

ESSAY TOPIC:
Describe what motivated you to apply to AUK, how you feel your academic career here will help you achieve your future goals, and in what ways you think your presence will benefit and enhance AUK’s community. Feel free to include any additional information about yourself that may not have been adequately addressed in any section of your application, and that you consider to be important.
The information provided in this application is complete and accurate to the best of my knowledge. I realize that withholding information or providing false information, forged documents or false representation of information is in violation of institutional standards of behavior and may result in the rejection of my application, my admission being rescinded, disciplinary action and dismissal from the University. I understand that all credentials submitted in support of this application become the property of the University and are not returnable.

Applicant’s Signature       Date

REQUIRED SIGNATURE LETTER

Congratulations on completing your application for admission into the American University of Kuwait (AUK). If you are admitted into AUK, your undergraduate admission will remain conditional pending completion and sufficient academic progress in your current enrolled coursework.

The Council of Private Universities has decreed that all students who attended private schools and seeking admission to private universities in Kuwait are required to have their final high school diploma/transcript certified by Kuwait’s Ministry of Education indicating that their high school diploma/transcript meets Kuwait’s high school equivalency requirements.

If you submit a final transcript that no longer meets AUK’s admission requirements, fail to meet the Ministry of Education’s equivalency requirements, or if you cannot provide a final high school transcript certified by the Ministry of Education, your acceptance to AUK will be rescinded and you will be prevented from continuing your studies at AUK until you have satisfied these 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.

If you have any final records which remain outstanding, you should make arrangements to have these sent to the Office of Admissions as soon as possible. Should you have any questions, please do not hesitate to contact the Office of Admissions by telephone at: 1-802040 or (+965) 2-2248399 Ext. 206 or via e-mail at admissions@auk.edu.kw.

Before you are allowed to register for undergraduate classes at the American University of Kuwait, please complete, sign and return this document to the Office of Admissions. We recommend that you keep a copy of this document for your records.

I have read the terms of this document and I understand that my admission to the American University of Kuwait is conditional, that I am responsible for satisfying all AUK admission requirements, and that I must provide my final high school transcript certified by the Kuwait Ministry of Education before my admission to the American University of Kuwait can be completed. I agree to complete all admission requirements before the end of my first semester. I understand that failure to satisfy these requirements will result in cancellation of my admission to the American University of Kuwait.

Student Name: __________________________________________

AUK ID Number: _________________________________________

Signature: ______________________________________________

Date: ___________________________________________________
IMPORTANT CONTACTS

OFFICE of ADMISSIONS
Tel: 1-802040 / (+965) 2-224-8399  Ext: 206
Fax: (+965) 2-572-4947
admissions@auk.edu.kw

OFFICE of the REGISTRAR
Tel: 1-802040 / (+965) 2-224-8399  Ext: 214
Fax: (+965) 2-571-5891
registrar@auk.edu.kw

INTENSIVE ENGLISH PROGRAM (IEP)
Tel: 1-802040 / (+965) 2-224-8399  Ext: 477
Fax: (+965) 2-573-7039
IntensiveEnglish@auk.edu.kw

FINANCE
Tel: 1-802040 / (+965) 2-224-8399  Ext: 322
Fax: (+965) 2-571-5909
finance@auk.edu.kw

ACADEMIC ADVISING CENTER
Tel: 1-802040 / (+965) 2-224-8399  Ext: 242
Fax: (+965) 2-575-7936
success@auk.edu.kw

OFFICE of STUDENT LIFE
Tel: 1-802040 / (+965) 2-224-8399  Ext: 497
Fax: (+965) 2-571-5863
studentlife@auk.edu.kw

ADMISSION APPLICATION DEADLINES

The application deadlines which are subject to change based upon capacity are as follows:

**UNDERGRADUATE APPLICANTS (First Year, Transfer and Pre-University Intensive English Program Applicants)**

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>APPLICATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>28 August</td>
</tr>
<tr>
<td>Spring</td>
<td>31 December</td>
</tr>
<tr>
<td>Summer</td>
<td>1st Day of Summer Classes</td>
</tr>
</tbody>
</table>

**INTERNATIONAL STUDENT ADMISSION DEADLINES:**
The Office of Admissions will accept and review admissions applications from international applicants according to the following schedule:

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>APPLICATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>1 August</td>
</tr>
<tr>
<td>Spring</td>
<td>1 December</td>
</tr>
<tr>
<td>Summer</td>
<td>1 May</td>
</tr>
</tbody>
</table>

For more information and updates, please refer to the Office of Admissions or check the AUK website at: http://www.auk.edu.kw/admissions