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) or refer to the University Catalog.

Please read the information provided in this instruction guide before you proceed with your application.

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

APPLICANT TYPE AND GPA REQUIREMENTS:

A Freshmen 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. A freshmen applicant must have a minimum High School GPA of 2.00. This category includes those who earned college credit from IB, A-levels, French Baccalaureate, etc.

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. This category is divided into three groups as follows:

1) Students transferring with fewer than 24 Credit Hours must have a minimum cumulative transfer GPA of 2.00 from all prior institutions and a minimum high school GPA of 2.00.

2) Students transferring with 24 Credit Hours or more must have a minimum cumulative transfer GPA of 2.00 from all prior institutions and must have successfully completed High School.

3) Students transferring with a College Diploma (ALL Types of 2-year College Diplomas), must have a college diploma with a minimum GPA of 2.67 and must have successfully completed high school.

PROGRAM-SPECIFIC REQUIREMENTS FOR ALL APPLICANTS:

Admission to AUK does not guarantee admission to specific programs. Certain academic programs require specific types of secondary school certificates, as well as a specific minimum high school GPA. This rule applies to all categories of applicants. Please see the table below for program specific admissions requirements.

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>TYPE OF HIGH SCHOOL</th>
<th>GPA REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. in International Relations (IR)</td>
<td>Literary &amp; Scientific</td>
<td>Scientific High School GPA – minimum of 2.50 or 70%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Literary High School GPA – minimum of 2.70 or 74%</td>
</tr>
<tr>
<td>B.A. in Social and Behavioral Sciences (SBSA)</td>
<td>Literary &amp; Scientific</td>
<td>Scientific High School GPA – minimum of 2.50 or 70%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Literary High School GPA – minimum of 2.70 or 74%</td>
</tr>
<tr>
<td>B.S. in Computer Science</td>
<td>Scientific</td>
<td>High School GPA 2.00 or its equivalent, unless student falls under provisional admissions</td>
</tr>
<tr>
<td>B.E. in Electrical or Computer Engineering</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ENGLISH PROFICIENCY REQUIREMENTS:

As instruction at the American University of Kuwait is in English, evidence of English proficiency is required of all undergraduate applicants for admission purposes.

- A composite score of 70 or above on the TOEFL Internet-Based (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.

UNDERGRADUATE APPLICATION REQUIREMENTS:

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 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 the 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 16 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.
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) MEDICAL DISCLOSURE

ALL students must complete the Medical Disclosure attached to this application. 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 AUK Career Services and Wellness Center at: 1802040 / (+965) 2224-8399 Ext. 3232

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: 1802040 / (+965) 2224-8399 Ext. 3148
Fax: (+965) 2572-4947
E-mail: admissions@auk.edu.kw
www.auk.edu.kw
APPLICATION FOR ADMISSION TO UNDERGRADUATE STUDY
2014 - 2015 ACADEMIC YEAR

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

APPLICANT TYPE:
I am applying for admission as: □ Full-Time (minimum 12 credits) □ Part-Time

for the:
□ Fall semester 20____
□ Spring semester 20____
□ Summer semester 20____

As a: □ First Year Student □ Transfer Student

INTENDED MAJOR:
Choosing an intended major does not mean major declaration. Students formally choose and declare a major no later than the end of their second year or upon completion of 60 credit hours (whichever comes first) by submitting the Major Declaration Form to the Academic Advising Center (AAC) at AUK. Upon admissions to the university, students are strongly advised to consult regularly with the AAC advisor, and seek approval for their planned academic programs.

I plan on majoring in:
□ B.A. in Communications & Media
□ B.A. in English
□ B.A. in Graphic Design
□ B.A. in International Relations (Scientific High School – min. GPA of 2.50; Literary High School – minimum GPA of 2.70)
□ B.A. in Social & Behavioral Sciences – Anthropology (Scientific High School – minimum GPA of 2.50; Literary High School - minimum GPA of 2.70)
□ B.B.A. in Accounting
□ B.B.A. in Economics
□ B.B.A. in Finance
□ B.B.A. in Marketing
□ B.B.A. in Management
□ B.B.A. in Human Resources Management
□ B.S. in Computer Science (Only for Scientific High School)
□ B.S. in Information Systems
□ B.E. in Electrical Engineering (Only for Scientific High School)
□ B.E. in Computer Engineering (Only for Scientific High School)
□ Undecided

Please attach two (2) recent passport size photos
PERSONAL INFORMATION:

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

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

If you need help applying for a Student Residency Visa, please contact our Visa & Residency Consultant in the AUK Office of Corporate Relations via e-mail: nbadran@auk.edu.kw

7. Residential Address Information

   Kuwait Address:
   Block ______ Street ___________________________
   House or Building # _______ Apt # ____________
   Area/District: ________________________________

   International Address:
   P.O. Box or Street Address _______________________
   City __________________________ Postal Code ______
   Country ________________________________

8. Telephone Number(s):
   Home (______)_______________________      Mobile: (______)_______________________
   Area Code                              Area Code

9. E-Mail Address: ________________________________________________________________
   E-mails are considered as the official means of communication at AUK

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: ______________________
12. How do you expect to meet the cost of tuition and other expenses? *Check all that apply.*

- [ ] Parents
- [ ] PUC Scholarship
- [ ] Other ______________________

*Specify*

It is the responsibility of the applicant to apply for any type of scholarship.

**HIGH SCHOOL / SECONDARY SCHOOL INFORMATION:**

13. List the name(s) of high schools or secondary schools at which you studied your first, second, third and fourth (depending on the school type):

<table>
<thead>
<tr>
<th>Name of HIGH SCHOOL</th>
<th>Location (City and Country)</th>
<th>Dates of Attendance From (mm/yyyy)</th>
<th>To (mm/yyyy)</th>
<th>Date of Graduation</th>
</tr>
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<tbody>
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</table>

14. Enter the name and telephone number of the guidance counselor or principal of the school from which you are graduating or have graduated.

Name: ____________________________________________ Title: ____________________________________________

Telephone Number: _____________________________

15. If Advanced Level GCE, IB, or Advanced Placement, please specify subjects passed (or expected to be passed) and level:

_____________________________________________________________________________________

________________________________________________________________________________________

16. List the name(s) of universities/colleges attended:

<table>
<thead>
<tr>
<th>Name of UNIVERSITY/COLLEGE</th>
<th>Location (City and Country)</th>
<th>Dates of Attendance From (mm/yyyy)</th>
<th>To (mm/yyyy)</th>
<th>Date of Graduation</th>
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</table>

17. If you are not enrolled in an academic institution this year, how are you spending the year? ______________________

_________________________________________________________________________________________________

18. 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
STANDARDIZED TEST SCORES:

19. 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>
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<tr>
<td>IELTS</td>
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<tr>
<td>Accuplacer ESL Placement Test at AUK</td>
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<tr>
<td>Other (Please Specify):</td>
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</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: ____________________________

ADDITIONAL INFORMATION:

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

__________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________

21. 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.

__________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________

22. 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).

__________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________

23. 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

☐ Social Media (please specify): ____________________________

☐ 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.

24. 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.

I declare that I have read and understood the requirements and regulations stated in the University Catalog and that I will comply herewith.

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.

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.

Student Name: ________________________________________________

AUK ID Number: ________________________________________________

Signature: _______________________________________________________

Date: ___________________________________________________________

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 at AUK by telephone at: 1802040 or (+965) 2224-8399 Ext: 3148 or via e-mail at: admissions@auk.edu.kw.
All information is CONFIDENTIAL - This form must be submitted to the Office of Admissions with the application.

Within the confines of its limited resources for accommodating students with disabilities, AUK may provide limited accommodations for disabled students seeking access to university programs. Disabling conditions that AUK may be able to support are mainly learning disabilities. All other disability conditions are evaluated on a case-by-case basis. 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 Center at AUK.

Please indicate if you have a documented disability.

### STUDENT INFORMATION:

**Full Name: (Mr./Ms.):**

<table>
<thead>
<tr>
<th>Last (Family)</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

**E-Mail:** ____________________________

**Phone** ____________________________

**Student ID Number:** ____________________________

### DISABILITIES:

- By checking the applicable box(es) below, I acknowledge to the university the following:
  - Learning Disability
    - *(i.e. Dyscalculia, Dyslexia, information processing disorders, Autism, ADD/ADHD, etc)*
  - Mental Health Disability
    - *(i.e. Bipolar, Schizophrenia, specific kind of Phobia, Anxiety Disorders, etc)*
  - Physical Disability
    - *(i.e. Amputation, Arthritis, Hearing Impairment, Visual Impairment, Traumatic Brain Injury, etc)*

### MEDICAL CONDITION:

- By checking the applicable box(es) below, I acknowledge to the university the following:
  - Anemia
  - Asthma
  - Blood Pressure Problems
  - Diabetes
  - Epilepsy
  - Heart Disease
  - Digestive Disorders
  - Respiratory Ailment
  - Other ____________________________

**Notes/Details:**

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

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 AUK Career Services and Wellness Center at ext. 3232.
IN CASE OF AN EMERGENCY, PLEASE NOTIFY:

<table>
<thead>
<tr>
<th>Last Name (Family)</th>
<th>First Name</th>
<th>Relationship to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Mobile Phone</th>
<th>Work Phone</th>
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</thead>
<tbody>
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</tbody>
</table>

STUDENT VERIFICATION: Please check only ONE of the following boxes

- **I AUTHORIZE** the University to share my information with those university officials responsible for providing assistance to students with special needs. Furthermore, I agree that the above information is accurate and complete to the best of my knowledge and recognize that withholding or providing false information may result in the rejection of my admission application.

- **I DECLINE** to complete this form and do not wish to share any medical information with the American University of Kuwait. I understand that by doing so, it is not the university’s responsibility to provide any assistance that might be required due to any existing disability and/or medical condition.

Students requesting reasonable accommodations must provide detailed documentation from a licensed psychologist, psychiatrist, or physician verifying the diagnosis, nature, effect, and limitations of the condition. In addition, the documentation should be no less than three years old and provide a recommendation of accommodation to meet the student’s learning needs. The information must include the evaluator’s name and title, testing dates, and student’s age at time of evaluation.

I understand that failure to comply with disclosure requirements waives my right for evaluation of need for reasonable accommodations.

For questions regarding accommodation services, please contact the AUK Career Services and Wellness Center at ext. 3232.

Student’s Signature ____________________________ Date ____________

Parent’s Signature (if student is under 18 years of age) ____________________________

FOR OFFICE USE ONLY:

Received by Admissions: ____________________________ Date: ____________

Student ID#: ____________________________

Submitted to Career Services and Wellness Center (CSW):

Received by: ____________________________ Date: ____________
# IMPORTANT CONTACTS

## OFFICE OF ADMISSIONS
Tel: 1-802040 / (+965) 2224-8399  Ext: 3148  
Fax: (+965) 2572-4947  
admissions@auk.edu.kw

## INTENSIVE ENGLISH PROGRAM (IEP)
Tel: 1-802040 / (+965) 2224-8399  Ext: 3504  
Fax: (+965) 2573-7039  
IntensiveEnglish@auk.edu.kw

## OFFICE OF SCHOLARSHIP & FINANCIAL AID
Tel: 1-802040 / (+965) 2224-8399  Ext: 3014  
Fax: (+965) 2572-4947  
scholarship@auk.edu.kw

## OFFICE of the REGISTRAR
Tel: 1-802040 / (+965) 2224-8399  Ext: 3164  
Fax: (+965) 2571-5891  
registrar@auk.edu.kw

## FINANCE DEPARTMENT
Tel: 1-802040 / (+965) 2224-8399  Ext: 3130  
Fax: (+965) 2571-5909  
finance@auk.edu.kw

## ACADEMIC ADVISING CENTER (AAC)
Tel: 1-802040 / (+965) 2224-8399  Ext: 3241  
Fax: (+965) 2574-9301  
aac@auk.edu.kw

## CAREER SERVICES & WELLNESS CENTER (CSW)
Tel: 1-802040 / (+965) 2224-8399  Ext: 3232  
Fax: (+965) 2571-5863  
sswamy@auk.edu.kw

## OFFICE of STUDENT LIFE
Tel: 1-802040 / (+965) 2224-8399  Ext: 3278  
Fax: (+965) 2571-5863  
studentlife@auk.edu.kw

## ADMISSION APPLICATION DEADLINES

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

<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>
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<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