American University of Beirut

Application for the Executive Master in Health Care Leadership Program

2016–17
The Executive Master in Health Care Leadership (EMHCL)

The Executive Master in Health Care Leadership (EMHCL) is an innovative academic program to enhance the knowledge and skills of current and future generations of healthcare leaders. The program is tailored to the needs of the health care sectors in the MENA region with the goal of advancing public health knowledge and practice.

An applicant is considered for admission to the EMHCL Program if he/she meets the minimum admission requirements. Applicants to the program will be evaluated based on their academic and professional achievements with a minimum of a Bachelor degree recognized by AUB, previous record of professional experience (a minimum of five years), letters of recommendation (academic and professional), and a personal statement. Applicants must be currently employed in a managerial post and demonstrate leadership potential and prospects for academic and professional success. Applicants to the EMHCL program, other than AUB graduates and graduates of recognized colleges or universities in North America, Great Britain, Australia, and New Zealand must meet the English Language Proficiency Requirement (ELPR). A score of 583 on the TOEFL (pencil and paper), 250 on the computer-based TOEFL (CBT), 97 on the internet-based TOEFL (IBT), 7.0 on IELTS, or 530 on the EEE is required for admission of new applicants to the program.

Applicants who fail to meet the ELPR may be eligible to take the University Preparatory Program (UPP) Graduate Course or enroll in other intensive English courses depending on their test scores. Their enrollment will be contingent upon passing these courses. Furthermore, applicants will be interviewed as part of the selection process. The decision on admission to the program will be based on a thorough study of their application, supporting documents, and the interview.

Deadlines for Receiving Applications for Admission/Notification Dates

Applications for the EMHCL Program should be sent to the Office of Admissions as early as possible, and no later than April 15, 2016. The decisions made by the EMHCL committee will be communicated to applicants in writing by the Office of Admissions and the EMHCL Program.

A complete application package includes the following items:

1. The completed application form to be sent along with
   - a recent passport size color photograph of the applicant;
   - a photocopy of the applicant's identity card or passport and
   - an application fee of $80.

2. Curriculum Vitae (in English)

3. An official transcript of college or university records

4. Names and addresses of two references

5. Official results of the English proficiency test (TOEFL, IELTS, and EEE). It is essential that the applicant's test results reach the Office of Admissions before the decision on applications is made.

6. An official Letter of employment

7. The applicant will be interviewed by the EMHCL Director.

8. Tuition and other fees: these cover teaching fees, academic and instructional material, library access and snacks. Please note that the University reserves the right to change any or all fees at any time without notice. Participants are expected to cover their travel and lodging.

Program Schedule

The EMHCL curriculum consists of 21 courses, totaling 45 credit hours covering 3 competency areas: Foundation of Public Health Practice, Advanced Managerial Functioning, and Health Systems Policy and Reform. It is delivered in a highly interactive modular format.

The EMHCL Program is delivered over a period of 18 months, during which the courses are offered once every 5 weeks.

Lectures are offered Tuesday through Saturday. Each teaching day consists of 8 hours.

For admission dates and payment schedule, please refer to the following website:
http://www.aub.edu.lb/fhs/emhcl
Application for Admission to
Executive Master in Health Care Leadership
For the Academic Year 2016–17

American University of Beirut
Office of Admissions, College Hall, Beirut, Lebanon

Semester applying for / Deadlines:
☐ September 2015  (Deadline for applying: April 15, 2016)

1. Full legal name: Mr./Ms. / / / / 
   Last (Surname) First Middle (or father’s name) Suffix (Jr., Sr.)

2. Mailing address:
   [Complete and valid address is mandatory: PO Box alone is not sufficient]
   
   Street / Nearby / PO Box (not AUB box)
   Area/Caza / City / State / Zip Code / Country
   Telephone (home): / / (cell): / / 
   Fax: / / 
   Email address: @

3. Current employer:
   Name of company:
   Your business unit:
   Address:
   
   Street / Nearby / PO Box (not AUB box)
   Area/Caza / City / State / Zip Code / Country
   Telephone (home): / / (cell): / / 
   Fax: / / 
   Email address: @
   Website:
   Job title:
   Number of staff reporting to you:
4. Managerial Responsibilities
   Please give a description of your present job, including nature of work and major responsibilities. You may add an organizational chart (you may use a separate sheet if needed):

   ____________________________________________________________

   ____________________________________________________________

5. Name and title of your immediate supervisor: _______________________

6. Gender:  □ Male  □ Female

7. Date of birth: ___ / ___ / ____ (e.g., 27–JUN–1972)

8. Country of birth: ___________________________________________

9. Nationality:  □ Lebanese  □ Other, ____________________________
   (check both if applicable)

10. Marital status:  □ Single  □ Married  □ Other, ___________________
       specify

11. University Education (Most Recent First). Please provide certified copies of your degrees.

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<tr>
<th>University</th>
<th>Years attended</th>
<th>Degree earned</th>
<th>Field of study</th>
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12. Proficiency in Languages

   Writing  
   Ex./Good/Fair

   Reading  
   Ex./Good/Fair

   Speaking  
   Ex./Good/Fair

   English

   Arabic

   French

13. Have you taken the Test of English as a Foreign Language (TOEFL)? If yes, please indicate score and date taken:

   ______________________ / ______________________
   Score  Month/Year
14. How did you learn about the program?

☐ Superior ☐ Company colleague ☐ Mailing ☐ Word of mouth
☐ Internet website ☐ Advertising, please specify publication ☐ Other, please specify:

15. Why do you wish to attend the AUB EMHCL Program? (you may use a separate sheet if needed):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

16. What are your expectations from attending the EMHCL Program? (you may use a separate sheet if needed):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

17. How do you expect to meet the cost of tuition and other expenses?
Check all that apply.

☐ Fully sponsored by employer
☐ Partially sponsored by employer
☐ Own funds
☐ Bank Loan
☐ Other, specify
18. Kindly mention two references whom we can contact for recommendation letters:

Name: ____________________________ / Organization: ____________________________
Title/Position: ___________________ / Country: ________________________________
City: ____________________________ / State: _________________________________
Phone: __________________________ / Relation: ______________________________
Email: __________________________

Name: ____________________________ / Organization: ____________________________
Title/Position: ___________________ / Country: ________________________________
City: ____________________________ / State: _________________________________
Phone: __________________________ / Relation: ______________________________
Email: __________________________

I hereby certify that I have provided accurate information in this application. I authorize the
AUB Office of Admissions to verify my credentials. I understand that any misrepresentation or
omission of facts in my application may justify denial of admission, cancellation of admission or
withdrawal from the EMHCL Program.

Date: ____________________________  Signature in English: _________________________

Please return this form along with a non-refundable fee of $80 or its LBP equivalent

American University of Beirut
Office of Admissions
PO Box 11-0236
Riad El-Solh 1107 2020
Beirut, Lebanon

Your application will be processed as soon as your file is complete.

Please send a copy of all your application material to the

EMHCL Program
American University of Beirut
Faculty of Health Sciences
PO Box 11-0236
Riad El-Solh 1107 2020
Beirut, Lebanon
Checklist

Please make sure that all the following items are sent to the Office of Admissions by the required deadline. Your application will not be reviewed until all of the following items have been received:

☐ EMHCL admission application
☐ Photocopy of applicant’s identity card or passport
☐ One recent, passport-size colored photograph
☐ Official transcript of college or university record
☐ Non-AUB graduates: grading system explanation from previous university
☐ Official results of English tests taken (if applicable)
☐ An official letter of employment
☐ Curriculum Vitae (in English)
☐ Names and addresses of two references

A non-refundable application fee of US $80 shall be paid. Applicants who send their applications by mail should include a check payable to the American University of Beirut. The application fee may also be paid through bank transfer, with reference to the applicant’s name, to HSBC Bank, Ras Beirut Branch, Bank Swift Code BBMELBBX, Bank Routing Number: 0070031, Account name: American University of Beirut, Account Number (LBP): 003-013687-003, IBAN: LB73 0007 0000 0000 0030 1368 7003/Bank Account Number ($) 003-013687-104, IBAN: LB62 0007 0000 0000 0030 1368 7104. DO NOT SEND CASH. Applicants who hand-deliver their applications should pay the fee at the Cashier’s Office located on the first floor of College Hall.

When you are admitted to AUB, you will receive an enrollment confirmation form with your letter of admission. To indicate your intention to enroll, you will be asked to return this form by a specified deadline and pay the enrollment fee of $3000.

Please call, write, or email the Office of Admissions if you have any questions about the application procedures or the status of your application.

Office of Admissions
American University of Beirut
PO Box 11-0236
Riad El Solh 1107 2020
Beirut, Lebanon

Tel: +961-1-374374 / 374444
Ext. 2585 / 2590 / 2596 / 3505
Fax: +961-1-750775
Email: admissions@aub.edu.lb

Students living in North America may wish to correspond with AUB’s New York Office:

American University of Beirut
3 Dag Hammarskjold Plaza, 8th Floor
New York, NY 10017-2303
USA

Tel: 212-583-7678
Fax: 212-583-7650

Tuition of EMHCL Program

The EMHCL Program is a 45 credit program. Tuition per credit for the academic year 2016–17 is $800 per credit. Check the EMHCL website for updates on tuition fees and dates of payment.

http://www.aub.edu.lb/fhs/emhcl
For questions on Program requirements, please contact the EMHCL program at:

Executive Master in Health Care Leadership Program
Faculty of Health Sciences
American University of Beirut

PO Box 11-0236
Riad El Solh 1107 2020
Tel: +961-1-374374 Ext: 4680
Fax: +961-1-744470
Email: emhcl@aub.edu.lb
www.aub.edu.lb/fhs/emhcl

For questions regarding admission, please contact the Office of Admissions at:

Office of Admissions
American University of Beirut

PO Box 11-0236
Riad El Solh 1107 2020
Beirut, Lebanon
Tel: +961-1-374374 / 374444
Ext. 2585 / 2590 / 2596 / 3505
Fax: +961-1-750775
Email: admissions@aub.edu.lb
Web: www.aub.edu.lb/admissions
Apply Online: www.aub.edu.lb/admissions/applications/Pages/apply.aspx
American University of Beirut
3 Dag Hammarskjold Plaza, 8th Floor
New York, NY 10017-2303
USA