



## Instructions for Applying to the Executive MBA Program

The Executive MBA is a program for executive leaders. It targets regional managers of senior standing, from all sectors, with a proven management track record and a still-to-be realized growth potential.

To be eligible for admission to the Executive MBA Program an applicant must hold a senior management position. The applicant must also hold a university degree recognized by AUB, and must have a grade point average acceptable to the graduate committee. Applicants to the EMBA 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 600 on the TOEFL (pencil and paper), 250 on the computer-based TOEFL (CBT), 100 on the internet-based TOEFL (IBT), or 550 on the EEE is required for admission of new applicants to the program.

### Deadlines for Receiving Applications for Admission/Notification Dates

Applications for the Executive MBA Program should be sent to the Office of Admissions as early as possible and no later than the deadlines stated on the website. The decisions made by the EMBA committee will be communicated to applicants in writing by the Office of Admissions and the OSB Office of the Dean.

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
  - an application fee of LL112,500 or \$75
- 2 . Curriculum Vitae
- 3 . An official transcript of college or university records
- 4 . Two letters of recommendation
- 5 . Official results of the TOEFL exam (when applicable). It is essential that the applicant's test results reach the Office of Admissions before the decision on applications is made.
- 6 . The applicant will sit for an interview with a representative of the Admissions Committee, if the Committee deems it necessary.
- 7 . Tuition and Fees: LBP equivalent of \$833 per credit plus a \$6,000 logistics fee. Tuition and fees cover all 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.

## Program Schedule

The Executive MBA Program is delivered over a period of 20 consecutive months, during which the courses are offered once every 3 weeks.

Each teaching day consists of 7 hours. Lectures are offered on Thursday, Friday, and Saturday mornings.

In addition the program includes three week long total emersion sessions at the beginning, middle, and end of the program.

## Executive MBA Delivery

The OSB Executive MBA utilizes a theme approach whereby each semester revolves around a major theme. The total program consists of 48 credits.

For admission dates and payment schedule, please refer to the following web site:  
<http://sb.aub.edu.lb/program/programrequirement-emba.asp>



**AUB** American University of Beirut  
 الجامعة الأميركية في بيروت

Number: \_\_\_\_\_  
 For office use only

## Application for Admission to Executive MBA

**American University of Beirut**

Office of Admissions, College Hall, Beirut, Lebanon

Semester applying for:

Fall  Spring

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

2 . Mailing address: \_\_\_\_\_  
mandatory Building [Complete address is mandatory: PO Box alone is not sufficient]

\_\_\_\_\_ / \_\_\_\_\_  
Street PO Box (not AUB box)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Mohafazat (County) City State Zip Code Country

Telephone: \_\_\_\_\_ / \_\_\_\_\_ Fax: \_\_\_\_\_  
Home Cell

E-mail address, if available: \_\_\_\_\_ @ \_\_\_\_\_  
Login name

### 3 . Current Employer

a . Name of company: \_\_\_\_\_

b . Your business unit: \_\_\_\_\_

c . Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Building Street PO Box

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Mohafazat (County) City State Zip Code Country

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_ @ \_\_\_\_\_ Website: \_\_\_\_\_  
Login Name

d . Number of employees: \_\_\_\_\_ Annual turnover, in USD: \_\_\_\_\_

e . Company's field of activity: \_\_\_\_\_

f . Job Title: \_\_\_\_\_



Detach and mail to AUB

**g . 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):

---



---



---



---



---



---



---



---

Number of people managed: \_\_\_\_\_ Assets under your management: \_\_\_\_\_

Other, specify: \_\_\_\_\_

Name and title of your immediate supervisor: \_\_\_\_\_

4 . Gender:  Male  Female

5 . Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (e.g., 27-JUN-1972)  
Day Month Year

6 . Citizenship:  Lebanese  Other, \_\_\_\_\_  
specify

7 . Country of birth: \_\_\_\_\_ Nationality: \_\_\_\_\_  
 [as on Passport or ID card provided with this form]

8 . Marital status:  Single  Married  Other, \_\_\_\_\_  
specify

9 . Education last two institutions only, please provide certified copies of your degrees

University	Years attended (From-To)	Degree earned

10 . Major Field of Study

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Accounting            | <input type="checkbox"/> Engineering         | <input type="checkbox"/> Medicine and Veterinary                |
| <input type="checkbox"/> Agriculture           | <input type="checkbox"/> Finance             | <input type="checkbox"/> Nursing                                |
| <input type="checkbox"/> Architecture          | <input type="checkbox"/> History             | <input type="checkbox"/> Operations Management                  |
| <input type="checkbox"/> Biology               | <input type="checkbox"/> Human Resource Mgt. | <input type="checkbox"/> Physics                                |
| <input type="checkbox"/> Biological Science    | <input type="checkbox"/> Islamic Studies     | <input type="checkbox"/> Political Science                      |
| <input type="checkbox"/> Business and Commerce | <input type="checkbox"/> Law                 | <input type="checkbox"/> Public Administration                  |
| <input type="checkbox"/> Chemistry             | <input type="checkbox"/> Management          | <input type="checkbox"/> Public Health                          |
| <input type="checkbox"/> Computer Science      | <input type="checkbox"/> Marketing           | <input type="checkbox"/> Teaching Education                     |
| <input type="checkbox"/> Economics             | <input type="checkbox"/> Math                | <input type="checkbox"/> Other, _____<br><small>specify</small> |

11 . Have you ever taken TOEFL? If yes, please provide evidence of your previous score.

- Yes       No      Score: \_\_\_\_\_

12 . How did you learn about the program?

- Superior
- Company colleague
- Human Resource Department
- Mailing
- Word of mouth
- Internet website
- Advertising, please specify publication: \_\_\_\_\_
- Other, please specify: \_\_\_\_\_

13 . Why do you wish to attend the AUB Executive MBA Program?

---

---

---

---

---

---

---

14 . What are your expectations in attending this program?

---

---

---

---

---

---

---

15 . How do you plan on paying for the program?

Fully sponsored by employer

Own funds

Bank loan

Partially sponsored by employer

Other, please specify: \_\_\_\_\_

16 . May we contact your current employer for reference purposes?

Yes

No

If yes, whom may we contact?

Family name: \_\_\_\_\_ First name: \_\_\_\_\_

Title: \_\_\_\_\_ Contact phone: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Country code Area code Phone

17 . Please list, in order of importance, any extracurricular activities in which you are/have been involved (i.e. sports, performing arts, club memberships, hobbies, community activities, etc.)

---

---

---

---

---

---

---

---

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 Executive MBA Program.

Date: \_\_\_\_\_ Signature in English: \_\_\_\_\_

Signature in Arabic: \_\_\_\_\_

Please return this form along with a non-refundable fee of LBP equivalent of \$75 to

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

Executive MBA Program Director  
American University of Beirut  
Suliman S. Olayan School of Business  
PO Box 11-0236  
Riad El Solh 1107 2020  
Beirut, Lebanon