Dear Applicant,

We are pleased that you plan to apply for a Diploma Program at the American University of Beirut and hope that you will find the application process relatively straightforward.

The Pro-Green diploma program caters for professionals aspiring to enhance or complement their technical and decision-making skills in terms of green technologies, or green businesses.

Completion of the diploma program will give the qualified student a solid foundation on which to start or further his/her career through developing successful strategies for green technologies including: energy utilization, building design and construction, and management systems; sustainable and safe water production, water management and waste water treatment.

The diploma degree programs offered are:

a. Professional Diploma Program in Green Technologies; Major: Energy
b. Professional Diploma Program in Green Technologies; Major: Building
c. Professional Diploma Program in Green Technologies; Major: Water

The Professional Diploma Degree program in three majors offers outstanding academic quality that enable students to study at top universities with focus on areas of innovation developed with state-of-the-art science and technology expertise. For more information on this program and submission of applications, please visit http://www.aub.edu.lb/pro-green/Pages/index.aspx.

Scholars in Health Research Program (SHARP) provides the fundamental skills in the essential disciplines to conduct research, namely epidemiology, biostatistics, research ethics, library science/informatics, and involves hands-on training in the analysis and reporting of large health related datasets in Non-Communicable Diseases.

For more information and application, please refer to the link: http://www.aub.edu.lb/SHARP/Pages/AdmissionRequirements.aspx

The Food Security Program at the American University of Beirut offers a graduate-level Diploma in Food Security that provides a holistic, inter-disciplinary perspective on a critical challenge for the Middle East and North Africa region and the wider developing world. Students will explore the dimensions of food security – availability, accessibility, appropriate utilization, and stability – and their application to public policy and programming in the areas of nutrition, trade, agriculture, public health, food safety, and income generation. Students will gain the skills to design and manage policies and programs within governmental, non-governmental, and multilateral organizations. The Diploma in Food Security is open to both recent graduates and mid-career professionals, providing them a solid foundation on which to start or advance their careers. Please visit http://www.aub.edu.lb/fafs/foodsecurity/Pages/DiplomaFS.aspx for more information.

The Media Studies Program at AUB offers a Diploma in Media and Communication (MCOM) that balances professional skills and theoretical instruction. The MCOM Diploma prepares students to pursue professional careers in various media industries, especially journalism, digital media, public relations, advertising, political communication, and media activism. For admission to the MCOM Diploma Program, students should apply through AUB’s Office of Admissions. Applicants should have completed a bachelor’s degree (in any field) before starting the program. Please visit http://www.aub.edu.lb/fas/sbs/media_studies/Pages/index.aspx/ for more details.

The Teaching Diploma Program prepares elementary as well as intermediate and secondary school teachers. It requires specialization in a school subject matter area that could be completed before or during professional preparation in the Department of Education. The Program comprises a total of 21 credit hours in education and spans the concentration areas of Teaching Arabic and Social Studies, English and Social Studies, Math and Sciences, Art and Music at the elementary level and Teaching Arabic, English as a Foreign Language, Social Studies, Math, and Sciences at the intermediate secondary level.

The Diploma in Special Education provides knowledge and practical training in the area of special education for children with mild learning problems between the ages of three and 15 years. The Diploma in Educational Management and Leadership prepares managers of schools and educational training institutions.

There are several important aspects of our admissions procedure to which I would like to call your attention:

- The deadlines for applying, the dates by which students are notified of admission, and the date by which students must accept admission are earlier than they have been in the past, as detailed on the “Instructions for Applying” on the next page.

- Students who decide to enroll will be asked to make a commitment to do so by the deadline in the notification of admission.

Please pay special attention to the Admissions section in the 2014–15 Undergraduate and Graduate catalogues.

We look forward to receiving your application. Please do not hesitate to write or call the Office of Admissions with any questions you may have about applying or about your preparation for admission.

Sincerely,

Salim Kanaan, PhD
Director of Admissions
Instructions for Applying to Diploma Programs

To be eligible for admission to diploma programs an applicant must hold a university degree preceded by a secondary school certificate recognized by the Lebanese Ministry of Education as equivalent to the Lebanese Baccalaureate Part II, and recognized by the University. The applicant must also have an average in the field of his or her intended diploma programs or related fields, acceptable to the appropriate faculty graduate committee. Applicants other than AUB graduates must meet the English Language Proficiency Requirement (ELPR) described in the 2014–15 undergraduate and graduate catalogues.

A student may apply to one or more majors by completing just one application form, Form 4, with supporting materials as outlined below. The application fee is LL120,000 or US$80. Students may apply to a maximum of three choices of programs regardless of the faculty.

Deadlines for Receiving Applications for Admission/Notification Dates

Applications for diploma programs should be sent to the Office of Admissions as early as possible and not later than the deadlines stated below.

<table>
<thead>
<tr>
<th>For admission to</th>
<th>Deadline</th>
<th>Notification Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester of the academic year 2015–16</td>
<td>April 1, 2015</td>
<td>By end of June 2015</td>
</tr>
<tr>
<td>Spring semester of the academic year 2015–16</td>
<td>November 15, 2015</td>
<td>By end of December 2015</td>
</tr>
<tr>
<td>Summer session 2015 (for Diploma in Food Security only)</td>
<td>April 1, 2015</td>
<td>By early May 2015</td>
</tr>
</tbody>
</table>

Late applications for Fall will be considered pending availability of places.

A complete application includes the following items:

1. **The application form (Form 4)** 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 LL120,000 or $80 or the equivalent

2. An official transcript of college or university record

3. If applicant is a non-AUB graduate, a statement from the previous university explaining the grading system and the ranking in class should be provided together with the application form.

4. **Two recommendations (Form 5).**

5. **English Language Proficiency Requirement (ELPR).** Admitted graduate students, other than AUB graduates and graduates of recognized colleges and universities in North America, Great Britain, Australia and New Zealand, must meet the English Language Proficiency Requirement. The requirement may be met with a score of 573 on the paper-based Test of English as a Foreign Language (TOEFL), or 230 on the computer based TOEFL or 88 on the internet-based TOEFL or a score of 5.5 on the IELTS. It may also be met with a score of 500 on the AUB English Entrance Examination (EEE) given at AUB.

   **Special English Language Proficiency Requirement (ELPR) for applicants to the Professional Diploma in green Technologies.** Admitted students who are AUB graduates or graduates of recognized colleges and universities in North America, England, Australia, and New Zealand, and graduates of universities where the language of instruction is English are exempted from the English requirement. Others are required to obtain a minimum score of 500 on the AUB Entrance Examination, 240 on the CBT TOEFL, or 92 on the IBT TOEFL.

6. **Individual statements of purpose (400-500 words)** are required per program.
Diploma Program Codes

Graduate Diploma Programs

Faculty of Agricultural and Food Sciences

Diploma in Food Security DIPL-FSEC

Faculty of Engineering and Architecture

Diploma in Green Technologies DIPL-GRNT

Concentrations:

Building BLGT
Energy ENGT
Water WATR

InterDisciplinary Program (Faculty of Medicine and Faculty of Health Sciences)

Scholars in Health Research Program (SHARP)
See:
http://www.aub.edu.lb/SHARP/Pages/AdmissionRequirements.aspx

Undergraduate Diploma Programs

Faculty of Arts and Sciences (FAS)

TD in Edu/Elementary Education TD-EDU-EEDU
Concentrations:

Arts and Music ARMU
Arabic and Social Studies ARSO
Elementary Education ELED
English and Social Studies ENSO
Mathematics and Sciences MASC

TD in Edu/Secondary Education
Concentrations:

TD in Edu/Health Education TD-EDHL
TD in Edu/Teaching of Arabic TD-ARAB
TD in Edu/Teaching Eng as a For Lang TD-TEFL
TD in Edu/Teaching of Mathematics TD-MATH
TD in Edu/Teaching of Science TD-SCNC
TD in Edu/Teaching of Social Studies TD-SOST
TD in Edu/Informatics Education TD-INED
Application for Admission to Diploma Programs

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

Semester applying for:  
☐ Fall 2015  
☐ Spring 2016  
☐ Summer 2015 (for Diploma in Food Security)  
Deadline:  
April 1, 2015  
November 15, 2015  
April 1, 2015

To the applicant

Please consult the list of AUB program codes on the facing page before completing this section of the application. Then enter the program codes for your choices of major(s) in preferential order (1. is first choice).

You are allowed a maximum of three choices of programs.

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

   In Arabic: ________________________________________________________________
   [Full name as it appears on passport or identity card]

2. Mother’s full maiden name: ____________________________________________________
   In English

3. Maiden name for married women applicants (if different): ________________________________

4. Current mailing address: __________________________________________________________  
   [Complete and valid address is mandatory: PO Box alone is not sufficient]
   Building/Floor  
   /  
   Street  
   /  
   Nearby  
   PO Box (not AUB box)  
   Area/Caza  
   /  
   City  
   /  
   State  
   /  
   Zip Code  
   Country  
   Telephone (home): _________ / _________ / _________  
   (cell): _________ / _________ / _________
   Fax: _________ / _________ / _________

5. Permanent address: ____________________________________________________________  
   Building/Floor  
   /  
   Street  
   /  
   Nearby  
   PO Box (not AUB box)  
   Area/Caza  
   /  
   City  
   /  
   State  
   /  
   Zip Code  
   Country  
   Telephone (home): _________ / _________ / _________  
   (cell): _________ / _________ / _________
   Fax: _________ / _________ / _________

6. Email address: ____________________________@______________________________

Login Name
7. Gender:  
   □ Male  □ Female

8. Date of birth: _______ / _______ / _______ (e.g., 27-JUN-1972)
   Day  Month  Year

9. Nationality:  
   □ Lebanese  □ Other, 
   [as on passport or ID card presented with this form] specify

10. Country of birth: 

11. Passport information, if non-Lebanese:
   
   Passport no.: ___________________________ Expiration date: ___________________________

12. How do you expect to meet the cost of tuition and other expenses? Check all that apply.
   
   □ Parents  □ Myself  □ AUB financial aid  □ Other, _______________
   
   Name and address of parents or sponsor:
   Name: ____________________________________________
   Address: ____________________________________________
   Telephone: ____________________________________________

13. Will you be applying for financial aid from AUB?  
   □ Yes  □ No

14. Government secondary school certificate (or high school diploma) held. Please indicate type of certificate (e.g., literary, scientific).
   
   ___________________________ / 
   Name and type of certificate in English  Date received
   ___________________________ / 
   Name and type of certificate in Arabic (if applicable)  Date received

   If Advanced Level GCE, IB, or Advanced Placement, please specify subjects passed, level, and dates.

16. List the jobs you have held and indicate the name of the organization by chronological order from the most recent to less recent:
   
   Name of organization  Position  Inclusive dates
   ____________________________________________  /  ____________________________________________  /  ____________________________________________
   ____________________________________________  /  ____________________________________________  /  ____________________________________________

17. List academic distinctions, awards, or prizes that you have received:

   ____________________________________________
   ____________________________________________
   ____________________________________________

18. List publications, if any, attach page if necessary:

   ____________________________________________
   ____________________________________________
   ____________________________________________
19. Proficiency in languages:

<table>
<thead>
<tr>
<th>Writing</th>
<th>Reading</th>
<th>Speaking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exc.</td>
<td>Exc.</td>
<td>Exc.</td>
</tr>
<tr>
<td>Good</td>
<td>Good</td>
<td>Good</td>
</tr>
<tr>
<td>Fair</td>
<td>Fair</td>
<td>Fair</td>
</tr>
<tr>
<td>a. English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Arabic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. French</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

20. Have you previously applied to, been accepted, or enrolled at AUB?  □ Yes  □ No

If yes:  □ Applied  □ Accepted  □ Enrolled

Indicate faculty, academic year, and ID number:

Faculty / Academic year / ID number

21. Do you have any physical disabilities?  □ Yes  □ No

If yes, please describe. The information is requested only to enable the University to better serve students.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

22. **Personal Statement.** In approximately 400-500 words, describe the reasons for wanting to be enrolled in the above-mentioned programs of your choice (one statement per major). In addition, state your current career objectives and how you expect the programs to enhance your career options. The essay must be typed in double space on a separate sheet. This essay is an important component of your application to diploma programs. The departments may take it into consideration in the admission decision.

I declare that I have read and understood the requirements and regulations stated in the university catalogue and that I will comply therewith. I certify that the information provided in this application is, to the best of my knowledge, complete and accurate. I further understand that misrepresentations or material omissions made in this application render me morally and legally liable.

Date: ___________________________  Signature in English: ___________________________

Signature in Arabic: ___________________________
Recommendation for Admission to Diploma Programs

To the applicant
You are asked to submit at least two recommendations.

Please make as many copies of this form as you will need; then complete this section of the form with your name and the appropriate faculty, major, and name of recommender; then give one form to each faculty member who will be recommending you, along with an envelope addressed to:

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

Note: In order to avoid misunderstandings from the use of different names, the applicant’s name here should be spelled the same way as on the student’s application for admission.

Name of applicant: ____________________________________________________________

Faculty: ________________________________________ Major: _________________________

Recommendation requested from ________________________________________________

Name ____________________________________________________________

1. How long have you known the applicant and in what capacity? ____________________

2. Please rate the applicant’s ability and scholarship in comparison with other individuals you have known at comparable stages in their academic careers.

<table>
<thead>
<tr>
<th></th>
<th>Outstanding</th>
<th>Very good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Inadequate opportunity to observe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual ability</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Motivation</td>
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<tr>
<td>Imagination and creativity</td>
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<tr>
<td>Maturity</td>
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<tr>
<td>Academic ability</td>
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<tr>
<td>Research potential</td>
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<tr>
<td>Ability to work with others</td>
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<td></td>
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<tr>
<td>Writing ability</td>
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<td></td>
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<tr>
<td>Teaching ability</td>
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<td></td>
</tr>
</tbody>
</table>

3. Please give the applicant’s rank relative to his/her class (e.g., 6th in 69 or % scale): ____________________
4. Please comment on the applicant's strengths and weaknesses and provide any other information that pertains to his/her evaluation. Use additional sheet if necessary.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Name: ________________________________ Signature: ________________________________

Date: ________________________________

Position and rank: ________________________________ Institution: ________________________________

5. Current mailing address:  
   mandatory Building/Floor  
   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: ________________________________ @ ____________________________
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:

☐ Admission to Diploma Programs application (Form 4-four pages)
☐ Photocopy of applicant’s identity card or passport
☐ One recent, passport-size colored photograph
☐ Official transcript of college or university record
☐ Recommendation(s) (Form 5)
☐ Non-AUB graduates: grading system explanation from previous university.
☐ Official results of English Tests taken (if applicable)
☐ Individual statement of purpose summarizing your interest in the program or concentration

How to Pay Application and Enrollment Fees

A non-refundable application fee of LL120,000 or US$80. 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, IBAN: LB6200070000000003013687104, Account Number: 00313687104.

US Bank address
JP Morgan Chase Bank NA, 270 Park Ave. Floor 43, New York NY 10017

US Bank account details
J P MORGAN CHASE BANK
Account #: 134 – 195493  [$US currency only]
Routing #: 021000021
Swift code: CHASUS33
Account name: AUB – Lebanon Account

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 LL1,500,000 ($1000).

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
Fax: +961-1-750775
admissions@aub.edu.lb • www.aub.edu.lb

AUB Facts

Accreditation

The degrees of the American University of Beirut are officially registered with the Ministry of Higher Education in Lebanon and at the Board of Education of the State of New York. AUB has institutional accreditation from the Commission on Higher Education of the Middle States Association of Colleges and Schools, Philadelphia, USA.

Campus

• 64 buildings, including a medical center, four libraries, three museums, six dormitories
• 64 acres, including athletic fields, private beach and numerous gardens

Students

• About 8,315 graduate and undergraduate students, representing nearly sixty seven countries
• Percent: male 48%, female 52%

Faculty

• Number of faculty members: 838
• Student/faculty ratio: 10/1
• Most faculty members have their highest degrees from leading institutions in the United States, Europe, and the Middle East

Programs

• AUB offers more than 120 undergraduate and graduate programs in six faculties
• Faculty of Agricultural and Food Sciences
• Faculty of Arts and Sciences
• Suliman S. Olayan School of Business
• Faculty of Engineering and Architecture
• Faculty of Health Sciences
• Faculty of Medicine/ Hariri School of Nursing

Tuition and Financial Aid

• Tuition per diploma credit for the academic year 2014–15 is LL933,000 or $619.

Alumni

• Number of living alumni: 58,036 residing in approximately one hundred and eight countries around the world, most in the Middle East.
• AUB alumni hold leadership positions in education, government, banking, business, engineering, science, and medicine. They have served as cabinet ministers, members of parliament, governors of central banks, diplomats, CEOs, and university presidents.

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