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: 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.

In addition the program includes three week long total immersion 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 50 credits.

For admission dates and payment schedule, please refer to the following web site:
http://www.aub.edu.lb/osb/osb_home/program/EMBA/Pages/index.aspx
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: __________________________________________________________________________
   (Complete address is mandatory: PO Box alone is not sufficient)

   Building: ____________________________________________________________
   Street PO Box: _______________________________________________________
   Mohafazat (County): ____________________________
   City: ____________________________
   State: ____________________________
   Zip Code: ____________________________
   Country: ____________________________

   Telephone: ____________________________ / ____________________________
   Fax: ____________________________

   E-mail address, if available: ____________________________________________ @ ____________________________
   Login name: ____________________________

3. Current Employer
   a. Name of company: _______________________________________________________
   b. Your business unit: ____________________________________________________
   c. Address: Building: ____________________________________________________ / ____________________________
      Street: ____________________________ / ____________________________
      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: ____________________________________________________________
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)

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

<table>
<thead>
<tr>
<th>University</th>
<th>Years attended (From-To)</th>
<th>Degree earned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


10 . Major Field of Study: ________________________________

11 . Have you ever taken TOEFL? If yes, please provide evidence of your previous score.
   □ Yes  Score: ____________________  □ No

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
- [ ] Partially sponsored by employer
- [ ] Own funds
- [ ] Bank Loan
- [ ] 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