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 EMBA Office 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 EMBA Office.

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. University Degree
5. Two letters of recommendation
6. Official results of the TOEFL exam (when applicable).
7. The applicant will sit for an interview with the Executive Director of the EMBA Program.

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 around 20 consecutive months, during which the courses are offered once every 3 weeks.

Each teaching day consists of 8 hours. Lectures are offered on Thursday, Friday, and Saturday.

In addition the program includes two week long total emersion sessions at the beginning 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/emba
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
   - [ ] [Complete address is mandatory: PO Box alone is not sufficient]

   Building __________________
   Street __________________
   PO Box (not AUB box) __________________
   City __________________
   State __________________
   Zip Code __________________
   Country __________________

   Telephone: __________________ / __________________
   Fax: __________________

   E-mail address: __________________ @ __________________

3. Current Employer
   a. Name of company: __________________________________________________________
   b. Your business unit: _______________________________________________________
   c. Address: _________________________________________________________________
      Building __________________
      Street __________________
      PO Box __________________
   
   City __________________
   State __________________
   Zip Code __________________
   Country __________________

   Telephone: __________________ / __________________
   Fax: __________________

   E-mail address: __________________ @ __________________
   Website: __________________

   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)
				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 copies of your degrees

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