



PLEASE WRITE YOUR NAME: \_\_\_\_\_

## CAMES Summer Arabic Programs - Application Form

**CHECKLIST:** CAMES must receive the items below, preferably by email to [comes@aub.edu.lb](mailto:comes@aub.edu.lb), before the deadline of March 29, 2019. We will inform all students about the status of their applications, including scholarship applications, two weeks after the deadline.

**Documents to be sent by the applicant to [comes@aub.edu.lb](mailto:comes@aub.edu.lb):**

- Application Form
- Personal Statement (*see section # III in part 1 of this application form*)
- Scan of the front page of your passport
- Unofficial transcript(s) from all universities you attended
- For all applicants ***except*** those applying to one of the Introductory levels (Arabic Language & Culture or Lebanese Colloquial Arabic): **An *unaided* writing sample in Arabic** (175-200 words). Your Arabic writing sample can be on any topic, but it must be your own writing with no editing or assistance by anyone else or use of any translation programs. We need to see real evidence of where you are with Arabic at the moment.
- For all applicants applying for funding ***through AUB***: a personal statement about your financial situation; your award letter from your funding institution; a letter from the financial aid department of your university (*see section # IV in part 1 of this application form*)

**Documents to be sent by the applicant's recommenders to [comes@aub.edu.lb](mailto:comes@aub.edu.lb):**

- If you are applying to one of the Introductory levels (Arabic Language & Culture or Lebanese Colloquial Arabic) we require two letters of recommendation from academic referees
- If you are applying for all other levels, we require two letters of recommendation: one from your Arabic instructor and one from another academic referee
- If you are currently employed, you may provide a letter of recommendation from your employer in lieu of one of the academic reference letters

**Documents to be sent by the applicant's university to [comes@aub.edu.lb](mailto:comes@aub.edu.lb)**

- Electronic official transcript(s)
- Hard copies of sealed official transcripts (if electronic copies are not available)  
*Mailing address is on this [link](#).*

## Part 1 - Personal, Academic & Funding Information

I would like to apply to the following program (**please check one only**):

Arabic Language and Culture

Lebanese Colloquial Arabic

### I. Personal Information:

1. Name (as it appears on your passport):

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

2. Gender:  F  M

3. Date of Birth (dd/mm/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

4. Nationality: \_\_\_\_\_

Country of birth: \_\_\_\_\_

Do you have a second nationality?  Yes  No

If yes, please specify: \_\_\_\_\_

5. E-mail address (most frequently checked): \_\_\_\_\_

6. Phone number (international and local area codes): (+\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_)

7. Mailing Address: \_\_\_\_\_

\_\_\_\_\_

8. Emergency Contact Information:

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

E-mail Address (most frequently checked): \_\_\_\_\_

Phone Number (preferably mobile): (+\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_)

Address: \_\_\_\_\_

**II. Academic Information:**

9. List the colleges or universities you have attended or are currently attending

College/University	Major/Minor	Degree (BA, MA, PhD)	Graduation Date

10. For students with previous experience of Arabic study:

a. Where did you study Arabic? \_\_\_\_\_

b. How many semesters did you complete? \_\_\_\_\_

c. Which textbook(s) did you use? Please state the edition (if any). \_\_\_\_\_

\_\_\_\_\_

d. How many chapters did you cover in each book? \_\_\_\_\_

\_\_\_\_\_

e. How many chapters will you have covered by June 2019? \_\_\_\_\_

11. Do you speak colloquial Arabic?

Yes       No

If yes, please answer the questions below:

a. Which dialect do you speak? \_\_\_\_\_

b. Which level of colloquial Arabic have you reached?

Introductory       High Introductory       Intermediate       Advanced

c. In which context did you learn colloquial Arabic?

Home

Study

Family

d. If through study, which textbook(s) did you use? \_\_\_\_\_

\_\_\_\_\_

e. How and where do you practice colloquial Arabic? \_\_\_\_\_

\_\_\_\_\_

12. I would like to apply to the following course (check the course that you think is most appropriate for your level):

**Arabic Language & Culture Program**

- Elementary Arabic
- High Elementary Arabic
- Intermediate Arabic
- Intermediate-Mid Arabic
- Intermediate High Arabic
- Advanced Arabic
- Advanced High Arabic

**Lebanese Colloquial Arabic Program**

- Introductory Colloquial Lebanese Arabic
- Intermediate Colloquial Lebanese Arabic
- Advanced Colloquial Lebanese Arabic

***Your final level will be determined by a placement exam/interview before the program begins.***

13. Are you applying to Arabic programs other than AUB for summer 2019?  Yes  No  
If yes, where? \_\_\_\_\_

\_\_\_\_\_

14. How did you hear about the CAMES summer Arabic program? \_\_\_\_\_

\_\_\_\_\_

15. Have you ever been to Lebanon before?  Yes  No  
If yes, when and for how long? \_\_\_\_\_

\_\_\_\_\_

16. Have you ever lived in or traveled to another Arab country before?  Yes  No  
If yes, where and for how long? \_\_\_\_\_

\_\_\_\_\_

**III. Personal Statement:**

**In a separate document, please describe (in 450-500 words) your reasons for applying to the CAMES Summer Arabic Programs. Your statement can be in either Arabic or English. Submit your personal statement along with this application form.**

#### IV. Funding:

17. Are you applying for any grants or scholarships to fund the CAMES Summer Arabic Program?

- Yes                       No

18. If you are applying for funding from outside AUB, please list the grants or scholarships to which you have applied/plan to apply:

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19. Do you wish to apply for funding through AUB?

- Yes                       No

If yes, please indicate below to which of our scholarships you would like to apply. You may apply to all three if you meet the eligibility requirements. Please make sure you that you first read the [conditions for applying and eligibility requirements](#) for these scholarships:

- David S. Dodge Arabic Fund     R. Bayly Winder Endowed Scholarship     CAMES Tuition Waivers

To apply for any of the AUB scholarships above, please send us the following:

- A letter from the financial aid department of your home institution stating that you currently receive need-based financial aid and including details about the aid you receive.
- A scan of the award letter that was issued to you by your funding body with details about the aid you receive
- A financial aid statement (see description below):**

**In a separate document, please provide details (in 250-300 words) about your financial aid situation including the following points:**

- **How much you/your family can contribute to the CAMES summer Arabic program**
- **The amount/percentage of funding you hope to receive**

**Submit this financial aid statement along with your application form.**

**We will inform you if you have been selected or shortlisted to receive a scholarship two weeks after the application deadline of March 29, 2019. We require that you let us know two weeks after you are notified whether or not you intend to take up our scholarship offer. If we do not hear back from you two weeks after we notify you, we will award the scholarship to another student from the shortlist.**

PLEASE WRITE YOUR NAME: \_\_\_\_\_

## Part 2 - AUB Campus Services & Fees

### I. Health Insurance, Health Information and Academic Accommodations:

1. It is mandatory for all students in the CAMES summer Arabic programs to be covered by AUB's [Health Insurance Plan](#) (HIP) for the fee of \$176. HIP will provide all CAMES students with full coverage for any health issue or accident that might occur while anywhere in Lebanon, something that other insurance providers may not be able to guarantee.

2. Do you have any chronic medical problems or allergies to certain drugs?  Yes  No

If yes, please specify: \_\_\_\_\_

3. Do you have any special needs or require any academic accommodations? \*  Yes  No

If yes, please describe below. The information will help AUB to accommodate your needs.

*\*If you qualify for academic accommodations due to a learning difficulty, please provide CAMES with thorough documentation about your condition along with recommendations from the professionals under whose care you were assessed for this condition. CAMES and the [Accessible Education Office \(AEO\)](#) at AUB will do our best to ensure that you receive the recommended accommodations.*

### II. Accommodation:

4. Are you planning to stay in the AUB dorms or off campus?

***The earliest check-in time for the AUB dorms is June 17, 2019 at 8:00 AM. The latest check-out time is August 9, 2019 before 12:00 noon. Please do not plan to arrive earlier or stay later.***

AUB Dorms  Off-campus

5. If you plan to stay in the AUB dorms, what kind of room would you prefer?

Check the [Student Housing](#) website for more details about student housing on AUB campus

Private room \$1,724 (Limited number available)  
*Single-occupancy room sharing a communal bathroom*

Semi-private room \$1,193.50 (Women's dorms only - limited number available)  
*Two double-occupancy rooms sharing a bathroom*

Double room \$1,028  
*Double-occupancy room sharing a communal bathroom*

Please read carefully the [rules and regulations for CAMES summer Arabic students residing in AUB campus housing](#). Students who choose to live in the dorms on AUB campus will receive a copy of these regulations to sign and return. **These regulations are binding so students who do not respect them may be expelled from AUB student housing.**

### III. Transport to Campus:

6. AUB will provide a free cab ride from Beirut airport to your place of residence.

- Yes, I would like to book a free cab ride from the airport  
*If you plan to live off-campus, we will need a full street address including the following information: area, street, building name, landmarks or shops next to the building - otherwise we cannot book the cab. You must send CAMES a scan of your airline ticket at least two weeks before you arrive in Lebanon to book this service.*
- No, I do not need a cab ride to campus

### IV. AUB Gym and Beach:

7. Would you like to have access to AUB's gym and beach facilities?

Please check this [link](#) for more information about AUB's gym and beach facilities.

- Yes, I would like to have access to AUB's gym and beach facilities (\$95)
- No, don't need access to AUB's gym and beach facilities

### V. Tuition Fees & Campus Services Fees:

Please calculate your total fees here:

<b>Tuition</b> (mandatory - includes a \$500 non-refundable deposit)	<b>\$4,999</b>
<b>Refundable Deposit</b> (mandatory - will be refunded after the program ends)	<b>\$200</b>
<b>Health Insurance Plan</b> (mandatory - provides full coverage all over Lebanon)	<b>\$176</b>
<b>Dorms</b> (optional - enter the price of the room you chose)	
<b>Access to AUB's gym and beach facilities</b> (optional)	<b>\$95</b>
<b>Total</b> (enter your total fees here)	

Please take note of the following:

- The total fees are due by May 15, 2019.
- You may pay a deposit of \$500 to hold your place in the program once you are accepted, or you may choose to pay the full fees right away. The \$500 deposit will be applied towards your tuition if you join the program. If you decide not to join the program, the deposit will not be refunded.
- The remainder of your fees must be paid by May 15, 2019.
- The \$200 deposit will be refunded to you after the program is over, once we have verified that you do not have any outstanding fees or fines.

## Part 3 - CAMES Policies and Regulations:

Please read the program policies and regulations below and on the links provided before signing your application. Signing and submitting the application indicates that you have read the policies carefully and that you agree to abide by all the stated terms.

### 1. Refund policy:

In the event that a student withdraws from the program, the following refund policy will apply:

- No refund will be made for the \$500 deposit.
- The \$200 deposit will be refunded to each student by bank transfer after the program is over, if the student does not have any outstanding fees or fines.
- No refund will be made for any AUB campus services (insurance, accommodation, gym & beach access).
- Withdrawal before classes begin: 100% of tuition fees paid (minus \$500 deposit)
- Withdrawal during the first week of classes: 75% of tuition fees paid (minus \$500 deposit)
- Withdrawal during the second week of classes: 25% of tuition fees paid (minus \$500 deposit)
- No refunds will be processed after the beginning of the third week of the program.
- CAMES strictly requires that all students abide by AUB's Housing Policies and by AUB's Student Code of Conduct (see sections 3 and 4 below). Violation of these regulations may result in the student's dismissal from the program without any refund.

### 2. Attendance policy:

- Students may not join the program after it has started. CAMES reserves the right to withdraw the acceptance of any student who does not attend the program starting from the first day.
- Students who leave the program before it ends or who are frequently absent might not receive any credit for the course.
- Students are expected to attend all classes regularly. Absence from class is strictly prohibited except for emergencies or medical reasons.
- Should a student be absent for medical reasons, he/she should obtain a medical report from the AUB Health Services.
- When absent for illness, the student is responsible for any work required during his/her absence
- Absences will be calculated according to **hours** missed. Any student who is absent without a medical excuse, even for one hour, will receive an emailed warning. Students who are absent without a medical excuse for the equivalent of three days may be dismissed from the program.

### 3. Housing Policies:

Please read carefully the [rules and regulations for CAMES summer Arabic students residing in AUB campus housing](#). Students who choose to live in the dorms on AUB campus will receive a copy of these regulations to sign and return. **These regulations are binding so students who do not respect them may be expelled from AUB student housing.**



#### 4. Student Code of Conduct

Please read carefully AUB's [Student Code of Conduct](#) which will apply to all CAMES summer Arabic students. Signing and submitting this application form indicates that you have read the Student Code of Conduct and that you agree to abide by it.

#### 5. Commitment to Speaking Arabic throughout the Program

**"I hereby commit myself to use Arabic as fully as possible throughout the summer program at the American University in Beirut, in all classes and activities, with all participants in the program. In doing so, I aspire to maximize my learning this summer and help my colleagues maximize theirs as well."**

Signing and submitting the application form indicates that you have read this statement regarding the use of Arabic and that you agree to abide by it.

\*\*\*\*\*

I certify that I have read and understood the policies and regulations stated within this application and on the links provided and that I will comply accordingly.

I certify that the information provided in this application and in the supporting documents is, to the best of my knowledge, complete and accurate. I further understand that misrepresentations or material omissions made in this application or in the supporting documents may render me liable.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*If you are emailing the saved form, type your name here without signing.*

Date: \_\_\_\_\_