



الجامعة العربية المفتوحة
Arab Open University
LEBANON

PHOTO

MBA Application Form

Registration Number:

University Use Only

Academic Year : Semester :

MBA : Business Administration
(write ✓ next to your choice) Human Resource Management
Finance

INSTRUCTIONS TO THE APPLICANT

Kindly provide ALL the following documents:

- Evidence of your Academic Credentials (do not send originals at this stage)
 1. A certified copy of the Lebanese Equivalency of your Bachelor degree
 2. A certified copy of your Bachelor degree
 3. An Official transcript
- Evidence of your Professional Credentials (employment certificates)
- Complete application form (all sections must be filled)
- IELTS or TOEFL Scores (AOU requires a minimum score of 6.5 for IELTS or 575 on the paper based TOEFL, 230 for computerized TOEFL test, or 85 for the internet based Toefl).
If your undergraduate degree was from an accredited English speaking institution you will be exempted from this requirement.
- Updated CV or Resume
- Two recommendation letters (from professors, employer...)
- Three passport size photographs
- Copy of a valid ID

Applicants must appear for an interview before an admission committee

Personal Information

Name:	_____ / _____ / _____
	First Middle (or father's name) Last
In Arabic:	_____
	[Full name as it appears on passport or identity card]
Mother Name:	_____
Birth Date:	_____
	dd/ mm/ yyyy
Country of Birth:	_____
Nationality:	_____
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Number of Years of work experience (as of September 1 st):	_____

Contact Information

Permanent Address
District: _____ City _____
Street _____ Building _____ Floor _____
Postal Code _____
Mobile Number: _____
Land Line Number: _____
Email: _____

Command of English

Specify your current level in English Language:

	Fair	Good	Very Good	Excellent
Understanding				
Writing				
Speaking				

ACADEMIC & PROFESSIONAL CREDENTIALS

Please list your academic qualifications below, starting with the most recent

	From (month/year)	To (month/year)	Name of Institution	Location & Address (City & Country)	Degree Earned	Rank /Grade
1						
2						
3						
4						
5						

Please list your professional qualifications below, starting with the most recent

	From	To	Institution/Association/Agency	Qualification/Certificate earned
1				
2				
3				
4				
5				

EMPLOYMENT/EXPERIENCE HISTORY

Please complete this section starting with your most recent employment. Provide details of your position within the organization, major responsibilities, and the number of employees reporting to you if any. Use attachment if needed.

Total number of years of employment by September 1st: ___ years. ___ months

Job 1

Name of company_____

Address, including Web address._____

From (MM/YY) _____ To (MM/YY) _____

Current Position _____

Describe your main responsibilities, including supervisory roles if any with the number of employees reporting to you, and your position within the company hierarchy.

Job 2

Name of company_____

Address, including Web address._____

From (MM/YY) _____ To (MM/YY) _____

Current Position _____

Describe your main responsibilities, including supervisory roles if any with the number of employees reporting to you, and your position within the company hierarchy.

Job 3

Name of company_____

Address, including Web address._____

From (MM/YY) _____ To (MM/YY) _____

Current Position _____

Describe your main responsibilities, including supervisory roles if any with the number of employees reporting to you, and your position within the company hierarchy.

Motivation

In the space provided below provide us with any further information (IN YOUR OWN WORDS), that you think will be useful to us in evaluating your application. In particular tell us why you want to pursue an MBA, and why you have chosen AOU. Wherever possible give specific examples of managing people, projects, meeting deadlines and working in teams. You may want to focus on how you handled a special situation or demonstrated leadership in a group setting. In other words, tell us a story about yourself that only you can tell. (Between 200 to 250 words)

REFERENCES

You will be required to nominate two referees who are willing to comment on your qualities and preparedness to pursue graduate studies.

- An academic who can comment on your academic merits.
- A work reference from someone at work, either at your current place of employment or from a prior employment.

	Name	Organization or University	Position
1st		Email Tel. No.	
2nd		Email Tel. No.	

You can send them the following links which will enable them to fill the reference form on line.

www.aou.edu.lb/aou/files/recommend.pdf

DECLARATION

I apply to the Arab Open University (AOU) MBA program. I understand that the decision to offer me admission rests with AOU and that the decision is final. I agree that if accepted into the program, I will abide by all the rules and regulations of AOU. I am aware of the English language proficiency requirement and the unique open blended learning environment of AOU. Finally, I confirm that to the best of my knowledge that the information provided in this application is complete and accurate and give consent to AOU to process this information.

Signature: Date: