University Scholarship Program (USP V) at LAU

Admission and Financial Aid Application

for Fall 2014
University Scholarship Program (USP V) at LAU
Admission and Financial Aid Application
for Fall 2014
List of documents to be submitted

You should submit the following required documents along with your application:

☐ Official high school grades of the last three years sent directly to LAU’s Admissions Office in a sealed and stamped envelope

☐ English proficiency proof by submitting only one of the below:
  a. SAT I writing section
  b. Official score of the Test of English as a Foreign Language (TOEFL)
  c. English Entrance Exam (EEE) administered by LAU if a or b are not available

☐ Certified copy of the official Lebanese Baccalaureate when available

☐ Two recent passport-size colored photos taken within the past six months

☐ Clear photocopy of your identity card or individual civil record

☐ All financial aid required documents (see attached check list at the end)

Please note that incomplete applications or applications with missing supporting documents will not be processed.

Selection process phases

- November 2013 - March 2014 Recruitment phase and application completeness
- April 2014 – June 2014 Review of applications and students shortlisting for exams (English Entrance and Sophomore Exams)
  Selection criteria: application completeness and high school grades
- June 2014 – August 2014 Interview period
  Selection criteria: high school grades, entrance exam results and official Lebanese baccalaureate score
- July 2014 – September 2014 Final selection
  Selection criteria: high school grades, entrance exam results, interview results, official Lebanese baccalaureate score and financial aid assessment

Please note that only the IDs of the shortlisted students who are invited to exams or interviews will be posted at www.lau.edu.lb/usp; if your ID number is not posted online, this means that your application was not successful.

Failure to attend scheduled exams or interviews will result into withdrawal from the program.

Notes

- To register for the SAT, please visit the College Board’s website at: www.collegeboard.org
- When registering for TOEFL or SAT I, use LAU’s code: 2595
- The English Entrance Exam (EEE) is administered by LAU for shortlisted students. Details will be communicated to selected students by LAU admission team. The test preparation material may be downloaded at http://admissions.lau.edu.lb/files/eee-test-prep.pdf
- Depending on your choice of major the Sophomore exam covers 3 out of the following subjects: mathematics, physics, chemistry, life science, general science, philosophy and economics.
- To learn more about USAID you may visit their website at: http://www.usaid.gov/lebanon

Application Deadline

The Admission and Financial Aid applications must be submitted to the Admissions Office in Beirut or in Byblos and received prior to March 31, 2014.
APPLICATION FOR ADMISSION TO LAU UNIVERSITY SCHOLARSHIP PROGRAM (USP V) ACADEMIC YEAR 2014-2015

USP V FINANCIAL AID APPLICATION

1. City / Province / Town / Village / P.O. Box

2. Gender

3. Date of Birth

4. Place of Birth

5. Date of Event / Obtained / Expected

6. Civil Record Data

7. What is your current nationality?

8. Address (to be used for communication)

9. Do you wish to join: [ ] Beirut campus [ ] Byblos campus

10. Do you prefer to join: [ ] Student housing [ ] Transportation allowance

11. Name of person to contact in case of emergency

12. If you have a regular baccalaureate degree, you may apply to the following 21 majors in USP V. Mark your three choices of majors in order of preference (1 = most preferred, 3 = least preferred). It is compulsory that you select the 3 majors from the below listed choices. It is mandatory to explain in page 14 of this application why you are applying for these majors and how your choices can enable you to help your community and Lebanon. (You may write in English or Arabic.)

13. If you have a technical baccalaureate degree, you may apply to one of the following 8 majors in USP V. Mark your choice of major in the corresponding code:

14. Do you like to acquire a teaching diploma (answer only if you have selected one of these majors: Chemistry, Education, Sociology, Digital Media, Business...)?

15. Are you planning to apply to the military academy?

16. List any community service workshop, event or project, or any organization you have been involved in:

17. List the secondary school(s) you have attended during the past three years.

LIST OF BLOCK LETTERS: XI DHD PHL APPLICATION WRITTEN IN PENCIL WILL BE REJECTED

For University Use Only

ID # ……………………………..                Date Received ……………………………..
18. In case you have any physical challenge, tell us about it. (This information is necessary to ensure we provide the facilities and support needed if any. This information will not constitute any basis for discrimination during the selection process).

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19. In case you did not attend any school last year, indicate what were you doing and the reasons.

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20. How did you learn about this scholarship?

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I, the undersigned, hereby certify that the above information is accurate and complete. I authorize verification of all statements contained therein and give the university the absolute discretion to use these documents, whatever it deems fit. I understand that withholding, misrepresentation, or forgery of the presented documents renders me subject to immediate dismissal from the university and all the applicable legal procedures.

I further authorize Lebanon American University to give access to any individual organization or institution requesting information from the Directory Information detailed in the University Confidential Policy. Furthermore, I understand that Non-Directory Information will not be available to any organization/institution prior to securing my written consent.

I further understand that all Lebanon American University staff, administration, faculty, and admin may access Non-Directory Information as required, and without my consent, in order to facilitate my enrollment and educational process, subject to the terms of the University Confidentiality Policy.

If requested by guardians/parents, the university will release grades and other relevant information. This document is considered a valid release upon signature.

I authorize the Lebanese American University to give access to any individual organization/institution requesting information from the Directory Information detailed in the University Confidential Policy. Furthermore, I understand that Non-Directory Information will not be available to any organization/institution prior to securing my written consent.

Signature of Applicant …………………………………………………….. Date …………………………………
6. Sibling Information (brothers and sisters)

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Education / Occupation * (Current Year)</th>
<th>Annual Tuition Fees / Income</th>
<th>Benefiting from USP I, USP II or USP III YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

7. Assets

- **Owned Properties**
  - Location of Property: __________________________
  - Real Estate Lot No.: __________________________
  - Year Purchased: __________________________
  - Area (Sq.m.): __________________________
  - Estimated Present Value (in $): __________________________

- **Business**: __________________________
  - Home(s): __________________________
  - Building(s): __________________________
  - Land: __________________________

- **Family Cars** (Including the applicant’s)
  - Owner: __________________________
  - Make: __________________________
  - Model Year: __________________________
  - Present Value (in $): __________________________

8. Income / Expense Detailed Information (in $)

- **Father**
  - Basic Salary: __________________________
  - Benefits (educational, bonus, family allowance, transportation, extra month, rewards...): __________________________
  - Interest and / or investments: __________________________
  - Income from private business: __________________________
  - Other income (Specify): __________________________

- **Mother**
  - Annual Income: __________________________

- **Other (Specify)**
  - Annual Income: __________________________

- **Household expenses (food, clothing & other supplies)**
  - Annual Income: __________________________

9. Are you receiving any educational assistance?  
- Yes  
- No

10. Please provide two references (non-relatives) whom LAU may contact for additional verification.

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
We hereby declare that the aforementioned information is true, accurate and complete.

We also understand that this application will not be processed if not fully completed and that the student who gets Financial Aid based on incorrect information will have to pay it back.

We authorize the University to verify all statements contained therein by any means it deems necessary. We waive any claim to privacy or confidential information that might arise out of the inquiry conducted by the University for purposes of verifying data stated in this application or during the interview.

We further undertake to inform the University of any positive change as soon as it happens if it affects our financial status as presented above.

Any document submitted to LAU becomes the property of the University and will not be returned or photocopied.

* Required Documents: All the asterisked points, if applicable, are supposed to be documented when submitting the Financial Aid Application. A checklist of the required documents is attached for your perusal.

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<table>
<thead>
<tr>
<th>Date</th>
<th>Student’s Signature</th>
<th>Parent’s Name</th>
<th>Parent’s Signature</th>
</tr>
</thead>
</table>

A. EMPLOYEE INCOME STATEMENT

<table>
<thead>
<tr>
<th>EMPLOYEE’S NAME:</th>
<th>AMOUNT (in $)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Basic Salary</td>
<td>If “none”, kindly indicate as such.</td>
</tr>
<tr>
<td>Family Allowance</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>Accommodation</td>
<td></td>
</tr>
<tr>
<td>Profit Sharing Amount from Employer</td>
<td></td>
</tr>
<tr>
<td>Bonus</td>
<td></td>
</tr>
<tr>
<td>Commission</td>
<td></td>
</tr>
<tr>
<td>Any Other Benefit</td>
<td></td>
</tr>
</tbody>
</table>

Educational Benefit (each sibling separately)

1. |
2. |
3. |
4. |
5. |

No. of months payable / year ……..

The above is to be filled and submitted with covering letter from the employer declaring position and years of service.

Employer’s Name & Seal: ………………………
Employer’s Signature: ……………………  Date: ……………………

B. Self-employed Income Statement

Name of Institution (if applicable):  ………………………………………………………………………………………………

Registration No. …………………………………..…..….. Date …………….….……………………………………………

Company’s / Owner’s Nature of Work (Detailed): ………………………………….…………………….………………………

Address & Telephone Number: ………………………………………...……………………..………………..…………………

Number of Employees/Workers: …………………...………….

Annual Business Gross Income: $…………………..………….

Annual Business Net Income   : $…………………..………..…

Name & Seal: …………………..………………….…
Signature      : …………………..………………….…  Date: …………….….………………………………………………

N.B. Official company and shareholders’ documents as well as official recent Income Tax / Balance Sheet are to be submitted.

Section “A” or “B”, or “A & B” of this form should be filled for every earning member of the family & for each position held.
إفادة دخل الموظف

إسم الموظف: __________________________

المعاش الشهري الأساسي: __________________________

التعويض العائلي: __________________________

بدل مواسات: __________________________

بدل سكن: __________________________

المبلغ الناتج عن المشاركة بأرباح المؤسسة: __________________________

عمولة: __________________________

تعويضات أخرى: __________________________

الدخل الإجمالي للشهر (كل ولد على حدة): __________________________

إذا لم يوجد الرجاء الإشارة ب "لا".

معاش الّشهر الأساسي

بدل مواسات (إذا كان موجودًا)

بدل سكن (إذا كان موجودًا)

المبلغ الناتج عن المشاركة بأرباح المؤسسة

عمولة (إذا كان موجودًا)

تعويضات أخرى (إذا كان موجودًا)

الدخل الإجمالي للشهر (كل ولد على حدة)

إذا لم يوجد الرجاء الإشارة ب "لا".

 إفادة دخل عن عمل حّر

إسم المؤسّسة (بالحال موجود): __________________________

ترخيص / علم و خبر: رقم __________________________

تاريخ __________________________

طبيعة عمل المؤسّسة / المالك: __________________________

العنوان والهاتف: __________________________

عدد الموظفين / الأجراء: __________________________

مدخول العمل الإجمالي السنوي: __________________________

مدخول العمل الصافي السنوي: __________________________

الاسم والخاتم: __________________________

الّتاريخ: __________________________

الإمضاء: __________________________

الخاتم المؤسّسة: __________________________

التاريخ: __________________________

يرجى إرفاق المستندات الرسمية للشركة والشّركاء، بالإضافة إلى الميزانية وتصريح ضريبة الدخل الرسمية للسنة المنصرمة.

ملاحظة: إرجاع المستندات الرسمية للشركة والشراكات، بالإضافة إلى الميزانية وتصريح ضريبة الدخل الرسمية للسنة المنصرمة، على كل فرد عامل من أفراد العائلة أن يملء الحقل المناسب من هذه الإفادة (أ) أو (ب) ويتم بلئل العمل لدى أكثر من مؤسّسة قبل منفظين متصلين.

LEBANESE AMERICAN UNIVERSITY

USP V FINANCIAL AID DOCUMENTS CHECKLIST

STUDENT’S NAME: ……………………………………….  ID: ………………………

[ ] Photgraph

[ ] Applicant’s Recent Individual Civil Record

Recent Employment Certificate (Covering Letter (CL) from employer & Income Statement (IS)):

[ ] Father  [ ] CL  [ ] IS  [ ] Mother  [ ] CL  [ ] IS

Other Family Members …………………………

[ ] CL  [ ] IS

[ ] CL  [ ] IS

[ ] CL  [ ] IS

[ ] CL  [ ] IS

[ ] CL  [ ] IS

[ ] CL  [ ] IS

Official Company and Shareholders’ Documents Pertaining to Private Business

Official Recent Income Tax/ Balance Sheet of Private Business

Photocopy of Rented out Property Recent Rent Contracts

Recent School Statements or Receipts covering ONE WHOLE Academic Year for each studying dependent:

……………………….

…………………………

……………………….

…………………………

…………………………

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…………………………

Educational Benefits Or Assistance (Official documents)

Recent Family Civil Status Record (Issued within six months)

Photocopy of Rented out Property Recent Rent Contracts

Recent Rent Contract (If recent contract not available, then an old one plus recent rent receipts covering current year). If using a friend’s or a relative’s property or rented premises, then a photocopy of their Rent Contract or Deed:

[ ] House

[ ] Business

[ ] Others

Photocopy of Deeds of all property owned as well as all inherited property, even if not allotted yet (i.e. deed in name of original owner)

[ ] House

[ ] Business

[ ] Others

Photocopy of Car(s) Registration(s) and recent Mecanique (Taxes) Documents:

………………………….……...

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[ ] Loan Agreement(s) with supporting documents

Photocopy of Medical Insurance Premium Document

Other Documents (Specify):

……………………………………………………………………………………………………………………………………

Received by ………………………………………    Date ………………………

Signature  ………………………………………
جدول بالوثائق المطلوبة لبرنامج مساعدة الطالبة الجامعيّة (الخامس)

الاسم الطالب: …………………………………………………
الرقم المتسلسل: ………………………………………

إخراج قيد فردي جديد للطالب

صورة فوتوغرافيّة

عقد العمل الحالي ومضمونه:
(رسالة توضيحيّة) (ر ت) من ربّ العمل بالإضافة إلى تصريح بالمعاش (ت م):

ت م
ر ت
ت م
ر ت
الأب
الأمي

الสมาชكين الآخرين من العائلة:
(ت م)
(ر ت)
...........................................
...........................................
...........................................

صور عن الوثائق الرسمية المبينة لتوزيع الحصص في الشركات الخاصّة

البيانات الرسمية لضريبة الدخل والميزانية العامّة المقدّمة لوزارة المال عن العمل الخاص

صور عن وثائق الملكيّة المؤجرة مع عقود الإيجار الحاليّة

مستندات بالمدفوعات المدرسيّة السنويّة لكلّ من الأولاد المسجّلين في المدارس أو الجامعات:

………………………………
…………………………
…………………………

وثائق رسميّة للمستحقّات أو المساعدات التعليميّة

إخراج قيد عائلي (فترة إصداره لا تزيد عن الستّة أشهر)

صور عن عقود الإيجار الحديثة أو إيصالات رسميّة في حال عدم توفّر العقد عن السنه الحاليّة.

أما في حال استعمال عقار أحد الأقرباء أو الأصدقاء فيجب تسليم عقد إيجارهم أو صك الملكي:

العمل
البيت

صور عن الوثائق الرسمية لدفاتر السيّارات والمركبات الآليّة والضّرائب المدفوعة (الميكانيك): …………
……………………………………
……………………………………

صور عن الوثائق الرسميّة عن اتفاقيّات القروض

صور عن وثائق التأمين الصحّي

صور عن مستندات أخرى: (مع تحديد نوعيّتها)

………………………………………………………………………………………………………………

المستندات سُلمت إلى …………………………………………………
بتاريخ ………………………………………

الأمضاء …………………………………………………..
Explain why you are applying for these majors, how can they enable you to help your community and what are your career ambitions?