Instructions

The procedures for admission outlined in this section are effective as of the date of publication but are subject to change.
The information here is intended for use by students applying for admission for the academic year 2021-2022.
This application must be filled out and returned or mailed to the Admissions Office.
Online applications are available at *https://www.lau.edu.lb/apply/*

I. DOCUMENTS TO BE SUBMITTED

☐ A recent passport-size photo.

☐ A clear photocopy of the applicant's identity card or passport (same as nationality to be used in registration at LAU).

☐ A clear photocopy of your Family Civil Status record (for Lebanese and Arab nationals).

☐ Certified copies of professional certificates or diplomas.

☐ Official transcripts of grades from all colleges or universities attended. (Transcripts should be sent to LAU's Admissions Office in a sealed and stamped envelope. Failure to declare enrollment at other institutions could result in invalidation of admission, and of any credits or degrees earned at LAU).

☐ Official scores of the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE) for MBA applicants if needed.

☐ Official scores of the Graduate Record Examination (GRE) for applicants to the School of Engineering who did not receive their undergraduate engineering degrees from LAU.

☐ Recommendation letters from two professors who are familiar with the applicant's academic performance. These letters must be submitted with the application in a sealed envelope or sent by email. If the applicant has work experience, a certificate of employment should also be submitted.

☐ A separate paragraph for each major of choice, describing the applicant's background and the reasons for pursuing graduate education. This document can be sent as an attachment with the application or by email.

☐ US Citizens or US Green Card holders must submit, along with the application, the W-9S form that can be downloaded from *www.irs.gov* and proof of the Social Security number.

☐ A non-refundable application fee of US$85 for the paper application (payable either in cash or by check drawn on a Lebanese or US bank), or US$65 for the online application.

II. ENGLISH PROFICIENCY TEST

English is the official language of instruction at LAU, and applicants must demonstrate their proficiency in the language by either.

> Passing the Internet-based TOEFL (IBT) with a minimum score of 90. The institutional TOEFL is not accepted.

> Passing the English Entrance Exam (EEE) administered at LAU.

> Passing the IELTS with a minimum grade of 7.

English proficiency exams may not be required from applicants of universities recognized by LAU in which the language of instruction is English.

Applicants to all graduate programs with a score of 6.5 on IELTS, or a score between 80 and 89 on the Internet-based TOEFL or its equivalent on EEE must register for ENG 009 Remedial English (a three-credit course), or retake and pass the English test within the first year of enrollment.

Applicants with scores below 80 on the Internet-based TOEFL (IBT) or below 6.5 on IELTS or its equivalent on EEE will not be accepted to any graduate program.

To register for the Internet-based TOEFL, please visit *www.ets.org* (LAU code: 2595). To register for the IELTS, please visit *www.ielts.org*.

III. VALIDITY OF ACCEPTANCE

Admission is valid for one semester only. However, if an applicant is accepted for a certain semester and, for some reason, does not register during that semester, he or she should submit a Reactivation Application Form, available at the Admissions Office.

IV. NOTES

> Only complete applications will be considered.

> All submitted documents become the property of LAU and cannot be returned.

> Financial assistance is offered in the form of Graduate Assistantship that can amount up to 100 percent of tuition fees for some programs. The relevant academic department will look into requests of applicants.

Application for Admission to Graduate Programs

2021/22

FOR UNIVERSITY USE ONLY

ID # _____   Date received _____

Attach a recent color passport-size photo

(USE BLOCK LETTERS)

Please apply to one LAU campus only. Mark the campus of your choice: ☐ Beirut   ☐ Byblos

Which semester are you applying for? ☐ Fall   ☐ Spring   ☐ Summer   Year _____

1. ☐ Female   ☐ Male

_____

First name   Father's name   Family name

2. **Nationality to be used once enrolled at LAU** _____ Other nationality(ies) -*if any*- _____

   Are you a US citizen or a US Green Card holder ☐ Yes   ☐ No

   If yes, please submit with your application a W-9S Form, available at www.irs.gov with proof of your Social Security number.

3. **Place of birth:** City _____ Country _____

4. **Date of birth:** Day _____ Month _____ Year _____

5. **Mailing address** *(to be used in all university correspondence)*

_____

Street   Building/floor   P.O. Box

_____

Next to   City   Country

_____

Email *(Mandatory)*   Mobile   Landline

6. **Father's mobile** _____ **Father's nationality(ies)** _____

_____

Mother's full maiden name   Mother's nationality(ies)   Mother's mobile

7. **Spouse's full name** *(If married)* _____

8. **Name of person to contact in case of an emergency** _____

_____

Relationship to you   Mobile   Landline

9. **Indicate your choice of major (with emphasis if applicable) in order of preference.** *Please refer to the list of programs at lau.edu.lb/study/graduate.php*

   1. _____

   2. _____

10. **List all colleges or universities you have attended, starting with the most recent:**

College/university
name and address

Years attended
(from/to) _____ _____   _____ _____   _____ _____

Major _____

Diploma or certificate
obtained/expected _____

11. **Employment: Indicate the jobs you have held most recently.**

a. **Present position** *(if employed)*

Job title _____

Responsibilities _____

Employed since _____

Name of employer _____

Name and address
of the organization _____

b. **Previous position** *(if any)*

Job title _____

Responsibilities _____

Dates in this position From _____ To _____

Name of employer _____

Name and address
of the organization _____

12. **In case you are accepted, please mention who will fund your studies:**
    (if more than one, please provide the percentage covered by each).

☐ Yourself Percentage _____

☐ Parents Percentage _____

☐ Employer Percentage _____ Name of the employer _____

☐ Organization Percentage _____ Name of the organization _____

☐ Other Percentage _____ Name _____

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 whenever and wherever it deems fit.

I understand that withholding information, inconsistency, misrepresentation, or forgery of the presented documents leads to the rejection of my application and renders me subject to immediate dismissal from the university and to all applicable legal penalties.

I understand that the University reserves the right to reject any candidate without justification.

Acceptance to LAU is conditional to many factors including meeting the university's admission and academic requirements as well as space availability in its schools and its different majors. If requested by guardians/parent, the university will release grades and other relevant information. This document is a valid release upon signature.

All documents submitted by applicants become the property of LAU and may not be reclaimed.

Signature of applicant _____ **Date** _____ / _____ / _____