INSTRUCTIONS

Please read the instructions carefully before filling out the application form. Detach pages 1 and 2, and keep them with you.

I. GENERAL INSTRUCTIONS

1. The application enclosed in this form must be filled out by the applicant and returned or mailed to the Admissions Office of the campus the applicant intends to join. Online applications are available on LAU’s website.

2. The applicant should submit the following:
   a. A photocopy of the identity card or passport (matching the nationality that will be used to register at LAU).
   b. One recent passport-size color photo.
   c. Non-refundable application fee of $50 (LL75,000) payable either cash or by check drawn on a Lebanese or U.S. bank.
   d. Originals of all educational and professional certificates. Photocopies may be presented on temporary basis.
   e. An official transcript of grades from all colleges or universities the applicant has attended. The applicant may deliver a student copy of the transcript until the submission of the official one. Undeclared transcripts will not be accepted.
   f. Recommendations from two professors who are familiar with the applicant’s academic performance. These recommendations should be written on the recommendation forms attached to this application. In case the applicant has work experience, a certificate of employment should also be supplied.
   g. Results of the GMAT for applicants to the MBA.
   h. Results of the GRE for applicants to the graduate programs in the School of Arts and Sciences and the School of Engineering.

Note
The documents requested under points d, e, f, g, and h above could be presented after submitting the application within a deadline set by the Admissions Office.

3. Transfer of applications from one LAU campus to another is possible if the application is submitted within the deadline set by the campus the applicant wishes to transfer to and depending on the availability of places at that particular campus.

4. Decisions related to admission will be made by the Graduate Admissions Council based on the applicant’s academic qualifications and available places in the major chosen by the applicant.

5. The decisions of the Graduate Admissions Council will be communicated to all applicants through the Admissions Office.

6. Admission is valid for one semester only. However, if an applicant is accepted for a certain semester and, for some reason, does not register then, he or she should submit a Reactivation Application Form.

Notes
- Only complete applications will be considered.
- All documents presented by applicants become the property of LAU.
- Applicants, whether accepted or rejected, have no right to claim any of these documents.
II. ENGLISH PROFICIENCY REQUIREMENT

1. Applicants are required to be fluent in English as demonstrated by a minimum score of 550 on the English Entrance Examination (EEE) or the equivalent score on the International Test of English as a Foreign Language (TOEFL). Applicants who score between 500 and 549 on the EEE or get an equivalent score on the TOEFL can retake the EEE or the TOEFL or enroll in an English course within their first year of graduate studies at LAU. Applicants who do not meet the above English requirements after one year will be placed in the appropriate English course. English proficiency exams may not be required by applicants from recognized universities where the language of instruction is English. Applicants to Comparative Literature must have a minimum score of 301 on the Internet Based TOEFL (IBT) or 600 on the EEE.

2. When registering for the TOEFL, please use LAU’s code: 2595 or 0954 for the GMAT and GRE.

III. MAJORS (GRADUATE-LEVEL ENTRY)

SCHOOL OF ARTS AND SCIENCES

Master of Arts (M.A.)
1. Comparative Literature (Beirut Campus)
2. Education (Beirut Campus)
3. International Affairs (Beirut & Byblos campuses)
4. Women Gender Studies (Beirut & Byblos campuses)
5. Actuarial Studies (Beirut & Byblos campuses)

Master of Science (M.S.)
1. Computer Science (Beirut & Byblos campuses)
2. Molecular Biology (Byblos campus)

SCHOOL OF BUSINESS

Master of Business Administration (M.B.A.) (Beirut & Byblos campuses)

Executive Master of Business Administration (E.M.B.A.) (Beirut campus)

SCHOOL OF ENGINEERING

Master of Science in Engineering (M.S.E.) (Byblos campus)

1. Civil and Environmental Engineering (Byblos campus)
   a. Infrastructure and Construction Management
   b. Environmental Science, Engineering and Management
   c. Engineering Mechanics

2. Computer Engineering (Byblos campus)
   a. Computer Engineering
   b. Computer and Communication Engineering

3. Industrial Engineering and Management (Byblos campus)
   a. Engineering Management

SCHOOL OF PHARMACY

Doctor of Pharmacy (Pharm.D.) (Byblos campus)
(admission in the Fall semester only)
11. When do you expect to join LAU?
   - October (fall)
   - February (spring)
   - June (summer)
   Year ............................................

12. Indicate the program of your choice. (Specify the area of emphasis, if applicable. Emphases are listed on page 2).
   - Actuarial Studies
   - Civil and Environmental Engineering
   - Comparative Literature
   - Computer Science
   - Computer Engineering
   - Education
   - Executive Master of Business Administration
   - Gender Studies
   - Industrial Engineering and Management
   - Business Administration
   - International Affairs
   - Master of Business Administration
   - Molecular Biology
   - Pharm.D.
   Emphasis (If applicable) ............................................................

13. List all colleges and universities you have attended, starting with the most recent.

<table>
<thead>
<tr>
<th>College or University</th>
<th>Dates of Attendance</th>
<th>Major</th>
<th>Diploma or Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. .........................</td>
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<tr>
<td>b. .........................</td>
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<tr>
<td>c. .........................</td>
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</tbody>
</table>

14. List your academic distinctions, awards, prizes, etc.


15. EMPLOYMENT

Indicate the jobs you have held most recently. (Please make sure to fill out this section carefully and accurately).

Present position (If employed)
   - Job title ............................................................................
   - Responsibilities ................................................................
   - Dates in this position From ................................. To ............
   - Name of employer .............................................................
   - Address of employer .........................................................
   - Name of supervisor .........................................................

For previous positions:
   - Job title ............................................................................
   - Responsibilities ................................................................
   - Dates in this position From ................................. To ............
   - Name of employer .............................................................
   - Address of employer .........................................................
   - Name of supervisor .........................................................

16. In the below section, write in English about your background and your reasons for pursuing graduate work. Use your own handwriting.

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, misrepresentation, or forgery of the presented documents renders me subject to immediate dismissal from the university and all the applicable legal penalties.

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

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

All documents presented by applicants become the property of LAU. Applicants, whether accepted or rejected, have no right to claim any of these documents.

Signature of applicant .................................................................  Date ..................................
INFORMATION REQUESTED FROM
PROFESSORS

Please fill out this recommendation form and return it to the Admissions Office at the appropriate address given above.

1. Name of applicant

First Name                           Father's Name                            Family Name

2. Your name and address

3. How long have you known the applicant and in what capacity?

Beirut Campus
P.O.Box 13-5053
Chouran, Beirut, 1102 2801, Lebanon
Tel. (01) 786456/64
(01) 811969-72
Ext. 1301
Fac. (01) 786454
Email: admissions.beirut@lau.edu.lb

Byblos Campus
P.O.Box 36
Byblos, Lebanon
Tel: (09) 547254/62
(09) 944850
Ext. 2191
Fax: (09) 546560
Email: admissions.byblos@lau.edu.lb
4. Given your knowledge of the applicant, how do you rate him/her as a potential graduate student? (Check only one of the following).

- Outstanding
- Excellent
- Satisfactory
- Poor
- Unsatisfactory
- Cannot rate

5. Do you feel that the applicant’s overall undergraduate record provides a good measure of his/her ability to do graduate work? Why or why not?

6. How would you evaluate the applicant’s maturity level in terms of attitude, sense of responsibility, and integrity?

Name: .................................................. Title: ..................................................

Signature: .............................................. Date: .............................................
4. Given your knowledge of the applicant, how do you rate him/her as a potential graduate student? (Check only one of the following).
   - Outstanding
   - Excellent
   - Satisfactory
   - Poor
   - Unsatisfactory
   - Cannot rate

5. Do you feel that the applicant’s overall undergraduate record provides a good measure of his/her ability to do graduate work? Why or why not?

6. How would you evaluate the applicant’s maturity level in terms of attitude, sense of responsibility, and integrity?

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### FOR OFFICIAL USE ONLY

<table>
<thead>
<tr>
<th>Name of applicant</th>
<th>First Name</th>
<th>Father’s Name</th>
<th>Family Name</th>
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</thead>
<tbody>
<tr>
<td>EEE or TOEFL score</td>
<td>Date</td>
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<tr>
<td>GMAT</td>
<td>Date</td>
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<td>GRE</td>
<td>Date</td>
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<tr>
<td>Major to be pursued</td>
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<td>Last university attended</td>
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<td>Current major</td>
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<td>Date of graduation</td>
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<tr>
<td>Cumulative GPA</td>
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<tr>
<td>GPA of courses in major to be pursued</td>
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</table>

### REMARK

**DATE**

**DECISION OF THE ADMISSIONS COUNCIL**

**SIGNATURE**
USEFUL CONTACTS

Admissions Office Beirut Campus
P.O. Box 13-5053
Chouran, Beirut 1102 2801, Lebanon
Tel. +961 1 786 456/64 (Ext. 1355)
Fax. +961 1 786 454
admissions.beirut@lau.edu.lb

Admissions Office Byblos Campus
P.O. Box 36
Byblos, Lebanon
Tel. +961 9 547 254/62 (Ext. 2191)
Fax. +961 9 546 560
admissions.byblos@lau.edu.lb

Testing Services Office
(Entrance Examinations)

Both campuses
Email: testing.services@lau.edu.lb
Ext. 2399

www.admissions.lau.edu.lb