











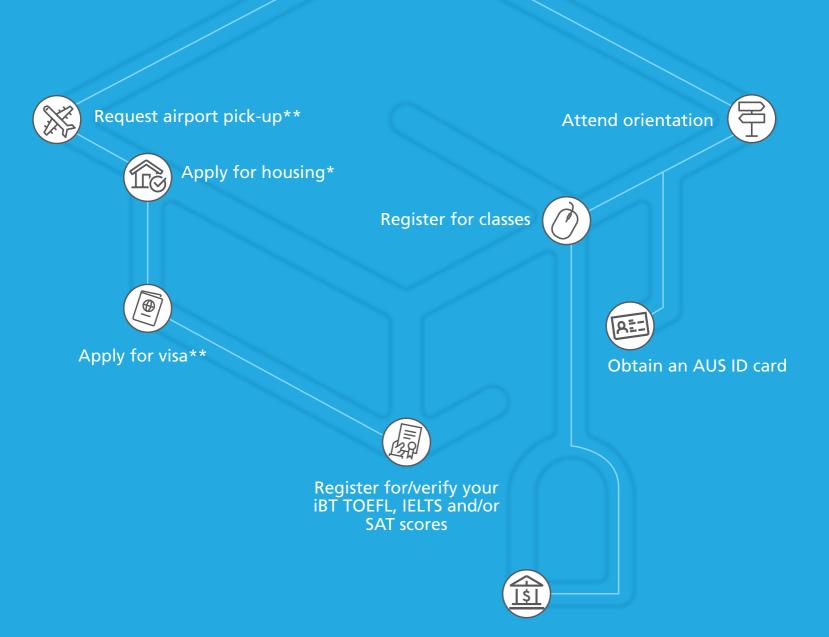
AUS | الجامعة الأميركية في الشارقة American University of Sharjah

New Graduate Students' Guide 2018–2019

# Your Graduate Student Journey

**AUS** 

American University of Sharjah Welcome to campus!



<sup>\*</sup>Priority given to undergraduate students

<sup>\*\*</sup>Optional

Discover | Grow | Learn | Live



















## Welcome to AUS!

Congratulations on your admission as a graduate student to American University of Sharjah! We are pleased to have you as a member of our community. This guide explains procedures and answers important questions frequently asked by newly admitted students.

If you need more information, please contact us in the Office of Enrollment Management or log in to https://infodesk.aus.edu and post your query.

We wish you a successful experience at AUS.

Office of Enrollment Management
Graduate Admissions

#### Dear Graduate Student,

Welcome to American University of Sharjah (AUS). We are pleased that you chose AUS for your graduate studies. Our graduate programs provide an outstanding opportunity for students to gain advanced knowledge and research skills, work with leading faculty members from around the world, establish a professional network and prepare for a challenging work environment. Our state-of-the-art facilities, wide range of services and vibrant multicultural environment will make your experience at AUS memorable.

The Office of Graduate Studies oversees the operation of the university's graduate programs in coordination with their respective college/school. All AUS graduate programs are accredited by the Commission for Academic Accreditation of the Ministry of Education's Higher Education Affairs Division in the United Arab Emirates.

This guide provides important information for graduate students. I also encourage you to read the *AUS Graduate Catalog*, as that is the official source of information on academic policies and procedures.

I look forward to seeing you around campus and wish you all the best in your studies.

Mohamed El-Tarhuni, PhD
Vice Provost for Graduate Studies

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## Before you arrive

#### The Letter of Admission

Before you go through this guide, please read your Letter of Admission carefully. To complete your admission, please make sure you submit the supplemental items before the indicated deadline. Some conditions must be met before registration, while others must be met in order to continue in the program.

## How do I apply for a visa?

AUS will assist accepted students in applying for a UAE student visa, if needed, as per UAE government rules and regulations. Approval of visa requests rests solely with the UAE Immigration Authority. Receiving an offer of admission or being admitted to AUS doesn't mean your application for a visa to the UAE is approved. AUS will submit your visa application form to the concerned UAE authority and inform you of the decision once it is ready. Please note that your passport must be valid for at least one year at the time we receive the form.

Documents required:

- Student Visa Request Form, available at www.aus.edu/new\_international\_students
- colored copy of your passport
- four passport-size colored photographs with white background
- Security Clearance Form (will be sent to you upon receiving your Student Visa Request Form)

Once the visa is issued, AUS will send a scanned copy of the visa to the email you provided on the request form. Please note that this is a temporary visa valid for only two months from the date of issue. You will need to visit AUS Public Relations (Main Building, MM19C) to obtain your permanent residence visa.

To help you prepare for arrival at AUS, we recommend that you visit www.aus.edu/new\_international\_students.

#### **Before You Leave Home**

Keep a copy of your visa and relevant AUS correspondence (such as your Letter of Admission and transfer evaluation). Make sure that you carry along identification documents such as your driving license or other identification cards. Don't put any of these important items in your checked luggage.

#### After Arrival

- Present the visa copy at the Visa Collection Counter in the airport when you arrive. There you will receive the original visa.
- After you arrive safely in the UAE, you MUST visit AUS Public Relations (Main Building, MM19C) as soon as possible to begin
  the process to obtain your residence permit. The visa you receive at the airport is VALID FOR ONLY 60 DAYS from the date
  of entry. You MUST obtain a residence visa.
- The first step in the process of obtaining your residence visa is to stop by AUS Public Relations. Visa fees are as follows (standard undergraduate freshman):
  - Three-year permit: AED 450 (Visiting students are issued a one-year permit.)
  - Medical test: AED 285 (18 years old and above)
  - Emirates ID Card: AED 370

Students MUST submit a copy of their UAE ID card to Public Relations once issued.

For more information, please visit www.aus.edu/new\_international\_students; contact Tel +971 6 515 4500/2079; or email ois@aus.edu.

## How do I apply for on-campus housing?

Living in the AUS residential halls is an ideal way for students to meet and get to know each other. While priority is given to undergraduate students, graduate students are allowed to apply for rooms in the residential halls. For more information, please visit www.aus.edu/osa/residentialhalls.

AUS offers different types of rooms and prices vary accordingly. Room assignments are made on a first-come first-served basis. Preference for specific types of rooms cannot be guaranteed. We therefore encourage students to submit the completed Housing Application Form as early as possible.

To apply for a room in the AUS residential halls, please go to https://banner.aus.edu and log in to Web Enabled Interface for Students using your AUS email username and password. Once logged in, go to Housing Application Form for Applicants and fill out the required information.

**Note**: In addition to the non-refundable 500 UAE room reservation fee, students are required to pay a refundable 1,000 UAE Dirhams maintenance deposit. Please visit www.aus.edu/osa/residentialhalls, call +971 6 515 2427/2244 or email roomassignment@aus.edu for more information.

## How do I register for TOEFL and IELTS?

To complete the requirements for admission to any college/school for any given semester, applicants must take the Test of English as a Foreign Language (TOEFL) or IELTS (Academic). A minimum score of 80 on the Internet-based TOEFL (iBT), or a minimum score of 550 on the institutional paper-based TOEFL (ITP) at AUS, or 6.5 on IELTS (Academic) is required. TOEFL and IELTS scores are valid only for two calendar years.

For inquires and to submit Testing Center forms, please log in to https://infodesk.aus.edu.

#### **Institutional Paper-Based TOEFL at AUS**

The Institutional Paper-Based TOEFL-ITP is valid only for admission at AUS. To register for this test, please go to https://banner.aus.edu and log in to Web Enabled Interface for Students using your AUS email username and password. Once logged in go to Current Applicants, then go to Testing Center Registration and view the test schedule, and then submit the registration request with online payment of AED 600 for approval. For information on test rules and regulations, please visit www.aus.edu/testingcenter/itp.

#### **Test-Preparation Materials**

TOEFL ITP preparation materials are available at the AUS Testing Center, locally in most stationery shops, or through the AMIDEAST office in your country or in Abu Dhabi.

#### **Test Results**

AUS applicants can check the results by signing in to https://banner.aus.edu and logging in to Web Enabled Interface for Students using their AUS email username and password. Once logged in go to Current Applicants then Test Scores. The results will also be available at www.aus.edu/testingcenter. Results will be released four days after the test date.

#### **Internet-Based TOEFL**

The Internet-Based TOEFL (iBT) is offered at AUS. Registration and payment can be completed at www.ets.org/toefl/ibt/about (choose AUS as your examination venue). For more information, please visit www.aus.edu/testingcenter/iBT.

Students who have registered for the iBT must access their personal ETS webpage and add the AUS university code 0526 to ensure that AUS receives official score reports directly from ETS (in the United States). This step must be done before the day of the test. If the student does not add the AUS code, then he or she must submit a copy of the IBT score report, or contact the AUS Testing Center for an iBT Verification Form.

#### **Test-Preparation Materials**

For the Internet-based TOEFL (iBT), you may practice online for free at http://toeflpractice.ets.org.

#### **Test Results**

Students will receive an email notifying them when their scores are available — approximately 10 days after the test date. Students can log in to their TOEFL iBT account on the TOEFL® registration website and click View Scores on their home page to see their scores

#### International English Language Testing System (IELTS) at AUS

AUS is an authorized International English Language Testing System (IELTS) test venue in partnership with the British Council. For registration, please visit https://ielts.britishcouncil.org/uae. For more information, please visit www.aus.edu/testingcenter/ielts.

#### **Test-Preparation Materials**

When a student registers for an IELTS test with the British Council, he/she will receive 20 hours of free access to learning materials available at http://takeielts.britishcouncil.org/prepare/road-to-ielts.

#### **Test Results**

Students can preview their results at https://ielts.britishcouncil.org/CheckResults.aspx 13 days after the main test day. Students can also receive their results by SMS by completing the form given on the test date. Students can order additional original copies (up to a maximum of five) of test report forms to be posted to receiving institutions. Please contact British Council customer services points to place a request. Reports are sent free of charge if applied for within four weeks of the results publication date. However, for secure and faster delivery, additional courier charges may apply.

#### **Required Identification for All Tests**

For all of the above-mentioned tests at AUS, students must present their original, valid and signed passport or UAE National ID for identification purposes on the day of the test. No other form of identification document is accepted. If these documents will not be available on the day of test, contact the AUS Testing Center immediately.

## How do I certify or attest my university records?

#### Attestation Requirements for Graduates of Universities in the UAE

- Graduates of public universities: Official university transcripts should be brought in sealed envelopes. Original certificates should be presented for verification.
- Graduates of AUS: Transcripts should be brought in a sealed envelope, unless attested. The attestations must be done by the Ministry of Education's Higher Education Affairs Division in the UAE. Original certificates should be presented for verification.
- Graduates of UAE universities accredited by the Ministry of Education: Official attested graduation diploma and university transcripts. The attestations must be done by the Ministry of Education's Higher Education Affairs Division in the UAE.

#### Attestation Requirements for Graduates of Universities Outside the UAE

Applicants must submit official attested university transcript(s) and an official attested graduation certificate. The attestations must be done by the authorized educational authority/ministry in the country of graduation. In addition to the above, the attested university transcript(s) and official attested graduation certificate should be certified by the Ministry of Foreign Affairs and the UAE Embassy in the country of graduation.

Applicants must present certificate equivalency for their graduation certificates from the UAE Ministry of Education (MOE). For a detailed list of the requirements and documents, kindly contact the Ministry of Education at 800 51115 or visit https://www.moe.gov.ae/En/Pages/Home.aspx. Applicants who have applied for a Certificate of Equivalency but have not concluded the equivalency process by the time of registration will be given the chance to register for the first semester, provided that they sign the Graduate Admission Contract. Applicants selecting this option must present a copy of the MOE Application Receipt.

## Do I need to enroll in the student insurance plan?

All AUS-sponsored students are required to have Plan I of the student insurance program. Students who are not sponsored by AUS will automatically be placed on NPlan insurance (no insurance). Any student wishing to have medical insurance has the option of doing so. You can collect your insurance card from the University Health Center when advised to do so, approximately two weeks after the add/drop period. Students who do not collect their cards after this announcement will be responsible for all fees accrued outside the University Health Center. For more information on student insurance plans, visit www.aus.edu/health-center.

#### Can I change my program?

Admitted students who wish to change their admission to a different program are requested to submit a new complete application. Applicants applying for engineering programs or for a graduate assistantship are requested to submit new letters of recommendation addressed to the new program.

#### How do I request airport pick-up?

New students can request pick-up service from Sharjah International Airport and Dubai International Airport (Terminals 1, 2 and 3). If you need pick-up service, please fill out the enclosed Airport to Campus Transportation Form. An AUS representative will be assigned to welcome you at the airport.

#### Can I defer my application?

Admitted students who decide not to join AUS may defer their enrollment to the subsequent semester only. Approval is subject to applicants' credentials as well as availability of seats. To defer, kindly complete the Graduate Deferment Form available at www.aus.edu/application-deferment.

## After you arrive

## What is the orientation program?

The orientation program is scheduled one week before the first day of classes to help you make a smooth transition to AUS. The program starts on Saturday evening with a welcome session, where you will have an opportunity to meet AUS faculty and administrators.

All students are encouraged to participate in orientation day, as it provides essential information for a successful graduate school experience.

## Is my file complete?

A student's admission file is considered complete only when all the requirements mentioned in the Letter of Admission have been received by Office of Enrollment Management–Graduate Admissions.

Please refer to your Letter of Admission and any email you have received from Graduate Admissions to make sure that you are not missing any documents. If you live in the UAE, please visit the Office of Enrollment Management–Graduate Admissions as soon as you have the documents available. You can request a meeting with an Admissions staff member to complete your file. If you live abroad, you can complete your file during orientation, which is one week prior to the beginning of the semester for which you have been accepted.

Please do not mail, courier or hand deliver any original document that you cannot duplicate. Graduate Admissions staff will only need to see the original document and will keep a copy. The original documents will be returned to you.

#### What are Admission Holds?

If you have been conditionally admitted to AUS, an Admission Hold might have been placed on your record. For your admission to be considered final, you must submit any missing document.

To view the full list of holds, please go to https://banner.aus.edu and log in to Web Enabled Interface for Students using your AUS email username and password. Once logged in, go to Current Applicants/View Holds. Students with active holds are required to complete their files before the registration period to be able to register for courses. To clear holds, students are required to proceed to the concerned department(s) to deliver the requirement(s) so that the hold(s) can be resolved.

Missing document(s) can be submitted in person. If you were requested to submit original attested documents or transcripts, proceed to Graduate Admissions located in the Main Building-Ground Floor. Applicants who live abroad may submit documents when they visit AUS one week prior to joining the university. For enquiries, please log in to https://infodesk.aus.edu and post your query.

Below is a description of common admission holds.

#### • CGPA of 3 in 1st 2 courses

Conditionally admitted students must maintain a minimum Cumulative Grade Point Average (CGPA) of 3.00 in the first two graduate courses. Failure to meet this condition will lead to your withdrawal from the program. Readmission in this case is not possible. You must contact the Graduate Admissions office to clear this hold once the condition is met.

#### MOE Equivalency

Applicants who earned their undergraduate degrees from universities outside the UAE must present Certificate Equivalency for their graduation certificates from the UAE Ministry of Education. See page 8 for information on obtaining equivalency.

#### Passing TOEFL/IELTS score

Conditionally admitted students must submit an official International TOEFL ITP score report of 550 or higher (equivalent to 80 on the internet based test), or IELTS score report of 6.5 or higher. The reports have to be submitted to AUS Testing Center for verifications. TOEFL (IBT) scores can be sent directly by the test provider to AUS Testing Center by selecting AUS institution code 0526 at the time of registering. For information about registering for TOEFL or IELTS, or for score verifications, please contact the Testing Center through https://infodesk.aus.edu.

#### Attested Transcripts and Attested Graduation Diploma

Applicants must have their transcripts and graduation diplomas attested. See page 8 for information on the attestation process.

## How do I register for classes?

For information on registration please contact your college/school:

#### College of Architecture, Art and Design

Rachida Cherki, +971 6 515 2891, rcherki@aus.edu

#### **College of Arts and Sciences**

Sally Rezeq, +971 6 515 2403, srezeq@aus.edu

#### **College of Engineering**

Lenita Percival, +971 6 515 2929, |percival@aus.edu

#### **School of Business Administration**

Merle Antonio, +971 6 515 1114, mantonio@aus.edu

#### When and where do I pay my tuition fees?

Once you register for your classes, you can view a summary of your tuition fees by logging in to https://banner.aus.edu and logging in to Web Enabled Interface for Students using your AUS email username and password. Once logged in, go to Student Services, click on Student Records and view the statement of fees. For more information on payment methods and dates, please visit www.aus.edu/payment/guide.

## How do I obtain an AUS ID card and car sticker?

All new students will be issued an AUS Identification Card (ID) shortly after the beginning of their first semester at the university. This is usually done when students register for classes and complete all payments. The ID card is essential for university gate access, checking out books and materials from the library, and using lab facilities. The card also entitles students to discounts at participating shops, restaurants and other outlets in Sharjah and Dubai. AUS students are expected to keep their ID cards with them at all times. AUS ID cards are valid for one semester. Therefore, you must renew your card at the beginning of each semester.

If you wish to park your car on campus, you will also need to get an AUS car sticker. Both the ID card and the car sticker are issued by AUS Security. To get your card ID and car sticker, visit the Security office, located on the Mezzanine Floor of the Main Building. Please make sure you have done the following before you go:

- Please ensure your status is "active" in the system.
- Email your passport-size photograph in JPEG format to snaqvi@aus.edu after naming it as @000xxxxx. Enter your ID number in the email subject line.
- Complete the survey form emailed to all new students after registration (master's and transfer students are exempted).
- Register your blood group at the University Health Center.
- Apply for car sticker issuance at https://banner.aus.edu/. After logging in, click the car sticker request to complete the designated form.
- Provide your valid AUS ID/valid UAE driving license and your car registration(s) in the Security office within three days or your online application request will be cancelled.

Pre-paid parking is limited and will be issued on a first-come first-served basis.

For more information, visit www.aus.edu/id\_cards or call 06 515 2114, 2074 or 2075.

## How do I make a payment?

The application fee and room reservation fee can be paid online using any major credit card. Please go to https://banner.aus. edu and log in to Web Enabled Interface for Students using your AUS email username and password. Once logged in, go to Current Applicants—E-payment Main Menu—Submit E-payments. For information on other payment methods, please visit www.aus.edu/payment/methods.

## How do I open a bank account?

A branch of the Sharjah Islamic Bank is conveniently located on campus. The bank requires the following to open an account:

- a valid passport copy
- a copy of your UAE national ID
- a copy of your student ID
- contact information in the UAE (telephone numbers)

Twenty-four-hour automatic teller machines (ATMs) are available on campus.

## How do I obtain a UAE driving license?

First, you must be at least 18 years old to obtain a license. Second, you need to do the following:

- Obtain the necessary form from the Security office (MM30 and MM33 in the AUS Main Building), which must be completed in Arabic.
- Take the form to the University Health Center for blood group verification.
- Take the form to the Sharjah University City Police Office, which is located in University City (opposite Skyline University) along with the following documents:
  - 1. a copy of your UAE national ID
  - 2. a copy of your passport and visa page
  - 3. a letter of enrollment—obtainable from the Office of the Registrar
  - 4. three recent photographs
  - 5. payment for the required fee
  - 6. your current driver's license (if applicable)
  - 7. copy of your AUS ID
  - 8. a No-objection Certificate from your sponsor

Regulations for obtaining a driving license vary by nationality, therefore the Sharjah University City Police Office will inform you of the latest regulations and guide you through the process required for obtaining your driving license.

## **Out and about**

#### **Local traditions**

The UAE is a modern state that hosts people from more than 150 nationalities with a great deal of tolerance and social harmony. However, Islamic and Arab traditions are predominant and observed in the UAE. At AUS, approximately 100 nationalities are represented in the student body. They all share the same objective of creating an ideal learning community where students can live, work, interact and cooperate. For this objective to be achieved, students should be aware of the responsibilities, rights and duties of the AUS student community as defined within the legal framework of the AUS Student Code of Conduct, which can be found in the *Student Handbook* and on the AUS website.

#### Phones and calling

Mobile phones can be purchased from mobile phone retailers located in shopping malls and stores across the country. If you already have a phone but need a SIM card, you can purchase one from either Etisalat (www.etisalat.ae) and du (www.du.ae). Both offer pre-paid and post-paid accounts.

Whether you are dialing from mobile to mobile or from a mobile to a non-mobile phone in the UAE, you must dial the full number minus the country code.

#### **UAE Area Codes:**

- Abu Dhabi 02
- Ajman and Umm Al Quwain 06
- Al Ain 03
- Ras Al Khaimah 07
- Dubai 04
- Fujairah 09
- Sharjah 06

#### Weather

The climate in Sharjah is idyllic from November to April with warm sunny days, cool evenings and low humidity. Daytime temperatures range from 18 to 30 °C. You can expect some rainfall and tropical storms during January, February and March. From May to September, the climate is hot with midday temperatures in July and August reaching in excess of 45 °C. Even the nights are warm, averaging 25 °C.

#### Where to...?

#### **Entertainment and Shopping**

Sharjah is known for its excellent museums, and the UAE's desert and its clean sandy coast offer great opportunities for outdoor recreation. Many concerts, plays and cultural events are held in the UAE each year. And, there are plenty of world-class malls, restaurants and cinemas. Visit the websites below for more information.

- www.sharjahtourism.ae
- www.dubaitourism.ae

#### **Hotels in Sharjah**

The following list includes some hotels in Sharjah and their contact numbers.

Centro Sharjah | +971 6 508 8000

Sharjah International Airport

Hilton Sharjah | 06 519 2222

Khaled Lagoon - Sharjah

Hotel Holiday International | +971 6 573 6666

Khaled Lagoon - Sharjah

Radisson Blu Resort | +971 6 565 7777

Sharjah Beach

Sharjah Grand Hotel | +971 6 528 5557

Sharjah Beach

Sheraton Sharjah Beach Resort | +971 6 563 0000

Sharjah Beach

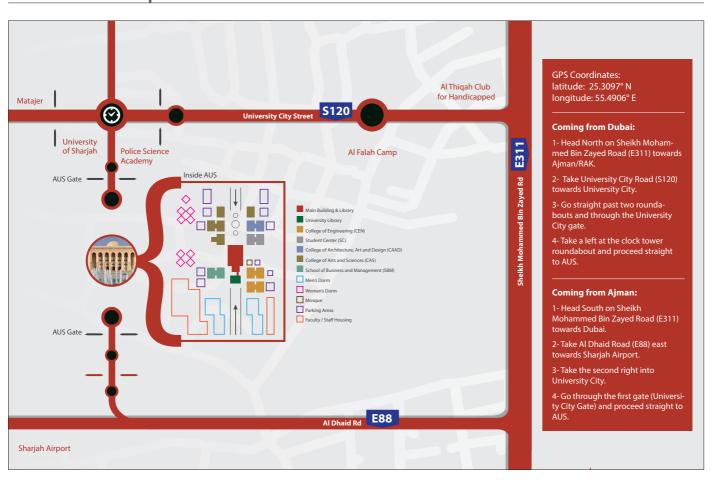
Swiss-Belhotel Sharjah | +971 6 563 7777

Downtown Sharjah

## **AUS Campus Map**



## **AUS Location Map**



## **Contact Directory**

Add 9716 before the number if calling from outside the UAE.

Admissions/Enrollment Management		
Tel 515 1050	Fax 515 1020	https://infodesk.aus.edu
Architecture, Art and Design		
Tel 515 2825	Fax 515 2800	deancaad@aus.edu
Arts and Sciences		
Tel 515 2412	Fax 558 5067	deancas@aus.edu
Business Administration		
Tel 515 2310	Fax 515 4065	deanofsba@aus.edu
Engineering		
Tel 515 2948	Fax 515 2979	deancen@aus.edu
General Information		
Tel 558 5555	Fax 558 5858	info@aus.edu
Graduate Studies		
Tel 515 2944	Fax 515 2208	ogs@aus.edu
Health Center		
Tel 515 2699	Fax 515 2690	clinic@aus.edu
Library		
Tel 515 2252	Fax 558 5008	auslibrary@aus.edu
Public Relations (visa-related questions)		
Tel 515 2079	Fax 515 5078	gr@aus.edu
Registrar		
Tel 515 2031	Fax 515 2040	registration@aus.edu
Student Accounts		
Tel 515 2039/2233	Fax 515 2190	studentaccounts@aus.edu
Student Affairs		
Tel 515 2166	Fax 558 5024	student affairs@aus.edu
Testing Center		
Tel 515 1111	Fax 515 1011	testingcenter@aus.edu

## **Accreditation and Licensing**

AUS is licensed and its programs are accredited by the Commission for Academic Accreditation of the Ministry of Education's Higher Education Affairs Division in the United Arab Emirates. AUS is accredited in the United States of America by the Middle States Commission on Higher Education.

The School of Business Administration is accredited by the Association to Advance Collegiate Schools of Business (AACSB International).

#### **Academic Calendar**

Dates are subject to change. See www.aus.edu/calendar to confirm.

#### Fall Semester 2018

June 3

Assistantship applications deadline for Fall Semester 2018 for new students

July 1

Admission applications deadline for Fall Semester 2018 for applicants from outside UAE

August 5

Admission applications deadline for Fall Semester 2018 for applicants from inside UAE

#### **Spring Semester 2019**

**November 11, 2018** 

Assistantships applicants deadline for Spring Semester 2018 for new students

December 9, 2018

Admission applications deadline for Spring Semester 2018 for applicants from outside UAE

**December 30, 2018** 

Admission applicants deadline for Spring Semester 2018 for applicants from inside UAE

January 27

First day of classes

May 18

Classes end

## **AUS Banner Mobile App**

The Ellucian Go Banner Mobile App gives students convenient access to a host of information and services available on the Banner system. Students can access personalized academic information such as a course calendar, course information and personal grades. It also includes features for a Google campus map, a calendar of important dates, announcements, notifications, campus news and important university contacts.

To download, go to Google Play Store, install Ellucian Go and choose American University of Sharjah. Login using your AUS email username and password.



## www.aus.edu

Office of Enrollment Management Graduate Admissions PO Box 26666, Sharjah, UAE Tel +971 6 515 1050 https://infodesk.aus.edu