THERE’S NO OTHER UNIVERSITY LIKE AUS
Your Graduate Student Journey

Welcome to campus!

Apply for housing*

Attend orientation

Apply for visa**

Register for classes

Obtain an AUS ID card

Request airport pick-up**

Register for/verify your iBT TOEFL, IELTS

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*Priority given to undergraduate students
**Optional

Check out our YouTube channel for highlights of the AUS student experience.
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—a university that is like no other. 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.

This guide explains procedures and answers important questions frequently asked by newly admitted students. We also encourage you to read the AUS Graduate Catalog, as that is the official source of information on academic policies and procedures. If you need more information, please contact us in the Office of Enrollment Management or log in to infodesk.aus.edu and post your query.

We are pleased you have chosen AUS for your graduate studies. We look forward to welcoming you to campus.

Office of Enrollment Management
Graduate Admissions
How do I apply for a visa?
If you are an international, non-resident applicant who is not a GCC national and have been accepted to full-time study in an AUS undergraduate or graduate program, the university is able to provide you with a sponsored student visa, enabling you to study and reside in the UAE.

You must apply for the student visa before arriving in the UAE. The first step towards obtaining the student visa is to apply for the entry permit.

How do I apply for an Entry Permit?
Fill out the International Student Visa Request Form, which is enclosed in this document. Then, please prepare the required documents:
- a colored passport copy
- four recent passport-size photos
- your acceptance letter (received from the Office of Enrollment Management)

Courier the form along with the required documents to:
American University of Sharjah
Public Relations Department
Mezzanine Floor, Main Building
PO Box 26666
Sharjah, United Arab Emirates

Once the Public Relations Department staff receive the required documents, they will process your request and apply for a standard security clearance. Once it is approved by the UAE authorities, your Entry Permit will be issued and sent to you via the email address you provided on the Student Visa Request Form, in addition to your AUS student email. You should use this permit form to enter the UAE. The Entry Permit is valid for only 60 days from the date of issue. Once you have entered the UAE, your temporary visa will be valid only for 60 days from the date of entry.

For information on student visas, please visit www.aus.edu/student-visas.

Important Notes
- Please courier your Student Visa Request Form and the required documents as soon as you receive your admission letter. 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 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 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 Dirhams maintenance deposit, students are required to pay a refundable 1,000 UAE Dirhams 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 make a payment?
The application fee can be paid online using any major credit card. Please go to 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 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 inquiries and to submit Testing Center forms, please log in to 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 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 700 (subject to 5% VAT) for approval. For information on test rules and regulations, please visit www.aus.edu/institutional-paper-based-toefl-itp-0.

Test-Preparation Materials
TOEFL ITP preparation materials are available locally in most bookstores, or through the AMIDEAST office in your country or in Abu Dhabi.

Test Results
AUS applicants can check their results by signing in to 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. 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/toefl-internet-based-test-ibt-0.

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 toeflpractice.ets.org.

Test Results
You will receive an email notifying you when your scores are available—approximately 10 days after the test date. You can log in to your TOEFL IBT account on the TOEFL® registration website and click View Scores on your home page to see your 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 ielts.britishcouncil.org/uae. For more information, please visit www.aus.edu/ielts.

Test-Preparation Materials
If you register an IELTS test with the British Council, you will receive 24 hours of free access to learning materials available at https://takeielts.britishcouncil.org/take-ielts/prepare/courses/road-ielts.

Test Results
Students can preview their results at 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 www.aus.edu/uae-certificate-of-equivalency. 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 (those whose visa is sponsored by AUS) are required to have Plan I of the student insurance program. Students who are not sponsored by AUS will automatically be placed on Plan II (no insurance). Any student wishing to have medical insurance has the option of doing so by visiting the University Health Center during the registration period and submitting the required documents (see link below). 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. Applications to changing for engineering programs or for a graduate assistantship are requested to submit new reference letters for 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 two semesters only within the same academic year. Approval is subject to applicants’ credentials as well as availability of seats. To submit a deferral request, log in to apply.aus.edu. Go to My Account, then My Applications and then choose your active application. Then, click View and scroll down to Deferral Request.

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 with a welcome session, where you will have an opportunity to meet AUS faculty and administrators.

Please expect the orientation invitation email, which will include the date and venue. 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 Admission Letter have been received by Office of Enrollment Management-Graduate Admissions.

Please refer to your Admission Letter 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 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 infodesk.aus.edu and post your query.

Below is a description of common admission holds.

- CGPA of 3 in the First Two Graduate Courses

Conditionally admitted students must maintain a minimum Cumulative Grade Point Average (CGPA) of 3.00 in the first two graduate courses within the first two semesters. 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.
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 get a UAE driving license?
First, you must be at least 18 years old to obtain a license. Second, you need to do the following:
• Complete the required eye test at one of the registered eye test centers. The nearest one is Grand Optics in Matajer Mall.
• Gather the required documents:
  1. a photocopy of your UAE National ID
  2. a photocopy of your passport and visa page
  3. a letter of enrollment—obtainable from the Office of the Registrar, in Arabic
  4. three recent photographs
  5. a copy of your AUS ID
  6. your current driver’s license (if applicable)
  7. a No-objection Certificate from your sponsor
  8. payment for the required fee
• Take the required documents to the Sharjah University City Police Office, which is located in University City (opposite Al Qasimia University).
Regulations for obtaining a driving license vary by nationality. 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.
Academic Calendar

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

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**Fall Semester 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2, 2019</td>
<td>Assistantship applications deadline for Fall Semester 2019 for new students</td>
</tr>
<tr>
<td>August 25, 2019</td>
<td>Registration for new students begins</td>
</tr>
<tr>
<td>August 28, 2019</td>
<td>Welcome session for new students</td>
</tr>
<tr>
<td>September 1, 2019</td>
<td>First day of classes</td>
</tr>
<tr>
<td>December 14, 2019</td>
<td>Last day of classes</td>
</tr>
</tbody>
</table>

**Spring Semester 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 10, 2019</td>
<td>Assistantships applicants deadline for Spring Semester 2020 for new students</td>
</tr>
<tr>
<td>January 19, 2020</td>
<td>Registration for new students begins</td>
</tr>
<tr>
<td>January 22, 2020</td>
<td>Welcome session for new students</td>
</tr>
<tr>
<td>January 26, 2020</td>
<td>First day of classes</td>
</tr>
<tr>
<td>May 16, 2020</td>
<td>Last day of classes</td>
</tr>
</tbody>
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**AUS Campus Map**

Take a 360 tour of AUS. Simply download the Google Earth App, scan the QR code and step into our campus.

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**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 has been accredited in the United States of America by the Middle States Commission on Higher Education (3624 Market Street, Philadelphia, PA 19104, USA, Tel +1 215 662 5606) since June 2004. The School of Business Administration is accredited by the Association to Advance Collegiate Schools of Business (AACSB International).
Out and about

Sharjah: A Great Place to Study
There are many reasons why Sharjah has become a leading destination for university study, at both an undergraduate and graduate level. The third largest city in the UAE, and part of the Dubai-Sharjah-Ajman metropolitan area, Sharjah is a dynamic, international and exciting place for students of all ages and backgrounds.

Sharjah is widely regarded as the cultural capital of the UAE, hosting a number of world-class museums and exhibitions. It is also known for its natural beauty, located on the sparkling Arabian Gulf and in easy driving distance to the sand dunes of the Arabian desert. AUS is located just minutes from the heart of Dubai and the Dubai International Airport, providing students with easy access to the world-famous attractions of the neighboring Emirate.

Sharjah has an active student community, providing a culturally diverse environment from students from all around the globe to meet, explore, develop and innovate. With a mix of languages, cuisines and cultural pursuits, Sharjah is rapidly establishing itself as a world-class student city.

For more information on what Sharjah offers, go to www.visitsharjah.com.

Transportation
We offer several on- and off-campus shuttle services for the convenience of the campus community. There is also a taxi stand located in front of the Main Plaza. For more information, visit www.aus.edu/parking-and-transportation.

Official Healthy City (World Health, 2016)
Ranked in the Top 75 Best Student Cities (QS, 2016)
Located in the World’s Second Safest Country to Visit (Which? Travel Index, 2019)
Complete your admission and start your journey now!