

THERE'S NO OTHER UNIVERSITY LIKE AUS



**New Students' Guide
2019–2020**



*Optional



Your AUS journey starts here

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Check out our YouTube channel for highlights of the AUS student experience.



WELCOME

Congratulations on your admission as an undergraduate 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.

This guide will help you make your transition to AUS. In addition to explaining procedures, the guide answers important questions frequently asked by newly admitted students. We encourage you to read this guide carefully and completely—we know you will have many questions along the way. 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.

There is no other time in your life like your university years, and we are happy that you will spend those years with us. We look forward to welcoming you to campus.

**Office of Enrollment Management
Undergraduate Admissions**

Before you arrive

Before you go through this guide, please read your **Admission Letter** carefully. To complete your admission, please make sure you submit the required items before the indicated deadline. There are a number of very important dates in the letter that you need to note down on your calendar.

How do I pay deposits?

As indicated in your Admission Letter, there are limited seats available for new applicants interested in joining AUS. To ensure that a seat is reserved for you, you are required to pay a seat reservation deposit of 5,000 UAE Dirhams by the stated deadline (refer to the last paragraph of the letter). ONLY applicants who pay the required deposit before the deadline are guaranteed a seat. Failure to pay the deposit before the deadline will result in the removal of your name from the admitted students list and revocation of the offer of admission extended to you. Please don't assume anything regarding the deposit payment; instead, contact us before the deadline if you have any questions related to your deposit. In addition, applicants who plan to reside on campus need to pay a room reservation fee of 500 UAE Dirhams. Both deposits are non-refundable and non-transferable to others under any circumstances. Upon your registration for classes, the paid deposits will be deducted from your tuition and housing fees.

Payment methods

The seat reservation fee and room reservation 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/methods-of-payment.



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 receives 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 package from the Office of Enrollment Management.
- Don't book your flight to the UAE until you receive your Entry Permit.
- In order to process your Entry Permit, you must pay your Seat Reservation Deposit (for undergraduate students only).

- Your passport must be valid for at least one year.
- The same passport must be used upon entering the UAE that is used in your Entry Permit application.
- Students should not apply for other visas for the UAE while AUS is processing their Entry Permit.
- If you use the Entry Permit to enter the UAE and then you decide to exit the country before your Permanent Student Visa is issued, you then must fill out the Entry Permit Cancellation Form and visit the Public Relations Department on the Mezzanine Floor of the Main Building.

How do I apply for the Permanent Student Visa for international students?

After you arrive safely to AUS, you are kindly requested to apply for the Permanent Student Visa.

- Fill out the Visa Expenses Payment– New International Students Form.
- Pay the required fee at the Cashier's Office and get the visa expenses form stamped.
- Submit the stamped form, your original passport and your Entry Permit to the Public Relations Department, Office M19C, Mezzanine Floor, Main Building.

How much the student visa will cost?

Fee in AED		Validity of the Student Visa
(includes fee for medical test, Emirates ID, Residence Visa for 3 years; medical test not required for applicants under the age of 18)		
If age below 18	820	3 years
If age above 18	1,107	

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. The residential halls provide an environment that is convenient, safe and friendly, especially when you are away from home probably for the first time. Besides rooms, the residential halls offer other facilities to make your stay as pleasant and convenient as possible. For more information, please visit www.aus.edu/osa/residential-halls.

AUS offers different types of rooms and prices vary accordingly. AUS is pleased to announce that the sharing room for new first-time students is only AED 2,000 per semester for the first two semesters. Room assignments are made on a first-come first-served basis. Preference for specific types of rooms cannot be guaranteed, so students are encouraged 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 room reservation fee, students are required to pay a refundable 1,000 UAE Dirhams maintenance deposit. Please visit www.aus.edu/residential-halls, call +971 6 515 2427/2244 or email roomassignment@aus.edu for more information.



How do I register for TOEFL, IELTS or SAT?

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), or a minimum score of 1550-1650 on EmSAT (EmSAT Achieve Test) is required. TOEFL and IELTS scores are valid only for two calendar years.

Students who meet the required minimum TOEFL, IELTS or EmSAT score will register for freshman-year courses after sitting for the required major placement tests on campus. Students who do not attain the minimum required scores but who otherwise meet AUS admission standards will be admitted to the Bridge Program of the Achievement Academy at the university. To determine the English level of an admitted student, the student may be required to take the Bridge Program Placement Test offered on campus before the start of the semester. For inquiries and to submit Testing Center forms, please log in to infodesk.aus.edu. For information about the Bridge Program, visit, www.aus.edu/bridge-program.

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-ity-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 20 hours of free access to learning materials available at www.takeielts.britishcouncil.org/prepare-test/apps.

Test Results

You can preview your results at ielts.britishcouncil.org/CheckResults.aspx 13 days after the main test day. You can also receive your results by SMS by completing the form given on the test date. You 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.

Scholastic Aptitude Test (SAT)

AUS is an authorized Scholastic Aptitude Test (SAT) testing center. Please visit sat.collegeboard.com for registration and exam information. To ensure that your score report will be sent to AUS, please use the designated institution (DI) code: 5543. For more information, please visit www.aus.edu/sat-scholastic-aptitude-test-0. Students must present their SAT Admission Ticket on the test day.

Test-Preparation Materials

SAT practice tests are available at collegereadiness.collegeboard.org/sat/practice/.

Test Results

You will get an email from the College Board informing you how to sign into your online score report when scores are ready. SAT scores are typically released between three and six weeks after your test date.

Required Identification for All Tests

For all of the above-mentioned tests at AUS, you must present your original, valid and signed passport or UAE National ID or school ID (for SAT only) 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 verify my iBT TOEFL, IELTS, EmSAT and/or SAT scores?

Students who did not submit their official Internet-based TOEFL (iBT), IELTS, EmSAT or SAT scores to the Office of Enrollment Management need to verify their scores by forwarding a colored scan of the score report to the AUS Testing Center using infodesk.aus.edu. For the EmSAT and SAT, please fill out and submit via infodesk.aus.edu the EmSAT and the SAT Verification form available under the Testing Center section at www.aus.edu/testing-center/academic-exams.



How do I certify or attest my secondary school records?

In order for admitted students to complete their files and to register for courses at the beginning of their semester of admission, they need to submit certified or attested original secondary education certificates and grade reports. Certification or attestation can be done in one of the following ways:

Students completing their secondary education in the UAE

1. Certificates and grade reports must be certified or attested by the UAE Ministry of Education.
2. British system qualifications must be certified or attested by either the British Council in the UAE or the UAE Ministry of Education. The British Council requires the certificates to be attested by the school. The required attested British certificates are the final certificates, NOT the statement of results or the provisional results. Originals must also be submitted along with the certified copies for final verification by the Office of Enrollment Management. Originals will be returned.

Students completing their secondary education OUTSIDE the UAE

1. Certification from country of origin: Documents must be certified or attested by the authorized educational authority, the country's Ministry of Foreign Affairs and the UAE Embassy, or
2. Certification in the UAE: Documents that are certified by the authorized educational authority of the county of origin must be certified or attested by the country's embassy in the UAE and the UAE Ministry of Foreign Affairs.
3. British system qualifications must be certified or attested by the British Council either in the country where the student took the tests or in the UAE. The British Council requires the certificates to be attested by the school. The required attested British certificates are the final certificates, NOT the statement of results or the provisional results. Originals must also be submitted along with the certified copies for final verification by the Office of Enrollment Management. Originals will be returned.
4. Students completing their secondary education in KSA should have their certificates attested by the Ministry of Education in KSA, the Saudi Cultural Attaché in Dubai, and finally the Ministry of Foreign Affairs in the UAE.
5. The West African Examination Council (WAEC) results can be verified by providing the AUS Office of Enrollment Management with the student's WAEC scratch card details (examination number, examination year, examination, card serial number and PIN).

For more information on required attestations, please visit www.aus.edu/attestations.

What are the laptop computer requirements?

To take advantage of the innovative curriculum and technological infrastructure at the School of Business Administration (SBA), students admitted to SBA are required to have a laptop computer that is compatible with the AUS network and have it ready for use in class. The AUS IT Department will provide free copies of Microsoft Desktop Office for registered students for up to five devices. This includes the Microsoft Office 2016 applications for PC and Mac devices. Students will receive instructions through email on how to install the Microsoft Desktop Office during the first week of classes.

Students admitted to the College of Architecture, Art and Design are required to purchase a designated laptop while enrolled in the college.

AUS is evaluating additional student laptop programs and support. Prospective students in any program should not purchase a laptop for use at AUS without checking first with their major school or program. Please contact your college for more information.



What are placement tests?

All admitted applicants are required to take Major Placement Tests to be able to register for freshman-level courses. Upon receiving the Admission Letter, admitted applicants are requested to apply online for math and physics placement tests as required by their intended majors. In order to be able to apply online for the English Placement Test, admitted applicants are required to have a minimum score of 550 on the Institutional TOEFL or 80 on the Internet-based TOEFL or 6.5 on IELTS (Academic) or 1550-1650 on EmSAT Achieve.

The purpose of the tests is to place students in the appropriate level of English, math and physics. There is no "pass or fail" for the major placement tests. Admitted students will register in different levels of their courses based on their exam score. No student is allowed to sit for a placement test more than once.

The preparatory courses' final grades count toward the cumulative grade point average (CGPA), but the preparatory courses' credits do not count toward degree credits. Admitted students are encouraged to register for placement tests as soon as possible.

Placement Test Exemption

Applicants who have completed SAT Subject Test - Math Level 1/Level 2 with a minimum score of 600 are exempt from taking the AUS math placement tests. Applicants meeting any of the placement tests exemption criteria (www.aus.edu/aus-placement-tests-0) and transfer students may be exempted from taking certain placements tests, depending on subjects/ courses completed and grades earned.

Applicants who meet any of the exemption criterion should send a request on infodesk.aus.edu attaching a copy of the reports to get a written confirmation regarding any exemption.

Registering for Placement Tests

To register for placement tests, 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 for approval at least one week prior to the test date. All major placement tests are free of charge.

Major	Required Placement Tests				
	Engineering Math	Business Math	Architecture Math	Physics	English
Architecture/Interior Design	No	No	Yes	No	Yes
Biology/Chemistry/Environmental Sciences/Physics	Yes	No	No	Yes	Yes
Business Administration (all majors)	No	Yes	No	No	Yes
Computer Science	Yes	No	No	Yes	Yes
Design Management	No	Yes	No	No	Yes
Engineering majors	Yes	No	No	Yes	Yes
English Language and Literature	No	No	No	No	Yes
International Studies	No	No	No	No	Yes
Mass Communication	No	No	No	No	Yes
Mathematics	Yes	No	No	Yes	Yes
Multimedia Design/Visual Communications	No	No	No	No	Yes
Psychology	No	No	No	No	Yes
Undeclared Major	**	**	**	**	**

* Students who don't have TOEFL/IELTS/EmSAT English scores may register for math and physics placement tests as required by their intended majors. However, they are not allowed to register for the English placement test.

** Students with an undeclared major should take all the placement tests for their intended major.

Placement Test Results

You can check your results by signing in to banner.aus.edu and logging in to Web Enabled Interface for Students using your AUS email username and password. Once logged in, go to Current Applicants then Test Scores. Bridge Program Placement Test results will be posted on the Achievement Academy announcement board.

Registering for the Bridge Program Placement Test

Students who score below the required TOEFL, IELTS or EmSAT score for the semester of entry must register for the Bridge Program Placement Test/Orientation Session. A student's TOEFL, IELTS or EmSAT score along with the Bridge Program Placement Test score, if needed, will determine the student's Bridge Program level. Students must contact the Office of Enrollment Management to join the Achievement Academy.

Students should visit the Achievement Academy on Sunday of orientation week, and, if needed, the students will be registered for the placement test by the Achievement Academy registration team. The Bridge Program Placement Test is free of charge. Bridge Program Placement Test results will be available in the Achievement Academy.

What is the Medical Record Form?

The Medical Record form, which is enclosed, needs to be filled out by a general physician. You can complete it in your home country with a licensed general physician or have it completed at the AUS University Health Center. Please include a copy of your vaccination record, general physical exam results and all laboratory investigations.

Medical insurance is compulsory for all AUS-sponsored students (visa sponsored by AUS) and for all students who don't have health insurance coverage of their own (Plan I). Any student wishing to have medical insurance has the option of doing so. Students who opt for Plan 1 insurance MUST visit the clinic and submit the required documents during the registration period (passport and visa copy, Emirates ID front and back, visa of sponsor, certificate of continuity from previous insurance and HAAD form for Abu Dhabi visa holders). Failure to do so will result in the student being placed on Plan 2. 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 treatment fees accrued outside the University Health Center.

Students who hold their own medical insurance (Plan II) must provide the University Health Center a copy of their insurance card during the registration period. Medical insurance charges and benefits will be in accordance with the contract originated between the AUS Finance Department and the insurance provider as approved by the administration. You can change your insurance plan ONLY during the registration period of fall and spring semester. For more information on student insurance plans, visit www.aus.edu/health-center.

Can I change my major?

Once admitted to AUS, applicants will not be able to make changes to their applications. Therefore, admitted applicants who want to change their majors would need to submit a new application choosing the new intended major.

Applicants can submit a maximum of two applications in a semester. The request will be evaluated against your school grades and availability of seats in the major you are interested in pursuing. You will be notified of the decision, and, if approved, you will receive a new Admission Letter showing the new major.

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?

If you decide not to join AUS at this time, you can choose to defer your application. Applicants may request deferral of their applications within the same academic year only. Approval is subject to applicants' credentials as well as availability of seats. UAE citizens attending compulsory military service may defer their application to the next academic year. 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 activities and programs are designed to be as informative and fun as possible. The program starts on Friday evening with a welcome session for you and your parents, where you will have an opportunity to meet AUS faculty and administrators. On Sunday, you will be required to attend the academic orientation program of your college (check the schedule that will be sent to you by email). During the program, you will be given essential instructions to be able to register for classes. During the orientation week, latecomers will be able to register for late placement tests and TOEFL.

All students are expected to participate in all orientation activities as they provide essential information for a successful first-year experience. For more information, visit www.aus.edu/new-student-orientation.

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–Undergraduate Admissions.

Please refer to your Admission Letter and any email you have received from Undergraduate Admissions to make sure that you are not missing any documents. If you live in the UAE, please visit the Office of Enrollment Management–Undergraduate Admissions as soon as you have the documents available. If you are in the UAE, you can use the Early File Completion process (see below). If you live abroad, you can complete your file during the orientation week, 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. Undergraduate Admissions staff will only need to see the original document and will keep a copy. The original documents will be returned to you.

Early File Completion

To be able to register for classes, you must have a complete application file and any hold must be inactive. Undergraduate Admissions offers the Early File Completion (EFC) service to help new students avoid long lines during registration. EFC is available only for applicants who have paid the seat reservation deposit.

Refer to your Admission Letter for a list of missing documents. To complete your file, the listed missing documents must be presented during your visit for Early File Completion.

What? Fall semester applicants are invited to Early File Completion.

When? Starting mid-July until the end of August. Exact dates will be emailed in July.

Where? The Senate Room, AUS Main Building, Ground Floor

How? Bring all the requested missing documents as stated in the Admission Letter.

What if? If you can't attend Early File Completion, the second option is to complete your file during the orientation week. Long waiting hours should be anticipated.

What if I have earned IB, AP, A-Level, French Baccalaureate or equivalent?

If you have achieved a minimum grade equivalent to B in IB Higher Level, GCE A-Level, the Lebanese Baccalaureate, the French Baccalaureate, the Spanish Baccalaureate, the German Abitur or the American Advanced Placement tests, you could be awarded course credits for freshman-level courses.

To seek a transfer of credits for these courses, you must submit a copy of your original secondary school certificate(s) attested by the UAE Ministry of Education or the appropriate authority, along with a copy of the AUS Admission Letter, to the Office of the Registrar, Room MG 15A. If you have earned a grade of B or higher in courses not included in the list available at www.aus.edu/transfer-of-credits, you can submit a course syllabus to the Office of the Registrar for consideration of transferability.

Admitted applicants who submit their documents before the end of their first semester of study will have their documents evaluated toward credit transfer. No transfer of credits will be awarded after the completion of the first semester of study at AUS. For more information, please email registration@aus.edu.

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 critical 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.

If you were requested to submit a CAAD declaration, visit www.aus.edu/forms-and-publications to download the requested form(s).

If you are a transfer student and were requested to submit your university transcript or certificate of good standing, please make sure that you submit your official university transcript showing the final CGPA.

Submitting missing document(s) can be done in one of the following ways:

- If you were requested to submit forms or copies of documents, scan the forms or documents and log in to apply.aus.edu and go to View next to your application. Then, using the Supplemental Items & Documents tab, you can attach clear, colored scans to the applicable items by pressing Choose File. Only proper scans will be accepted. Snapshots by devices are not accepted.
- If you were requested to submit original attested documents or transcripts, submit the documents by hand. Proceed to Undergraduate Admissions or Graduate Admissions (as applicable) located in the Main Building-Ground Floor.

Applicants living 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.

How do I register for classes?

Registration for classes is possible only after completing all the required placement tests. Advisors are available to register students and guide them. The complete process will be explained during the academic orientation session, which will be held on Sunday of the orientation week. Be sure to attend this very important session (check the schedule that will be sent to you by email) and follow the instructions provided to avoid confusion and frustration. Students who complete their files at the Office of Enrollment Management will receive a registration pass by email to register for classes in their respective college or school.

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 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 get my 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, so you will be required to renew your card at the beginning of each semester.

If you wish to drive/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:



AUS ID Card

- 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.

Car Sticker

- Apply for car sticker issuance/renewal at <http://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-and-car-stickers or call 06 515 2114, 2074 or 2075.



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:

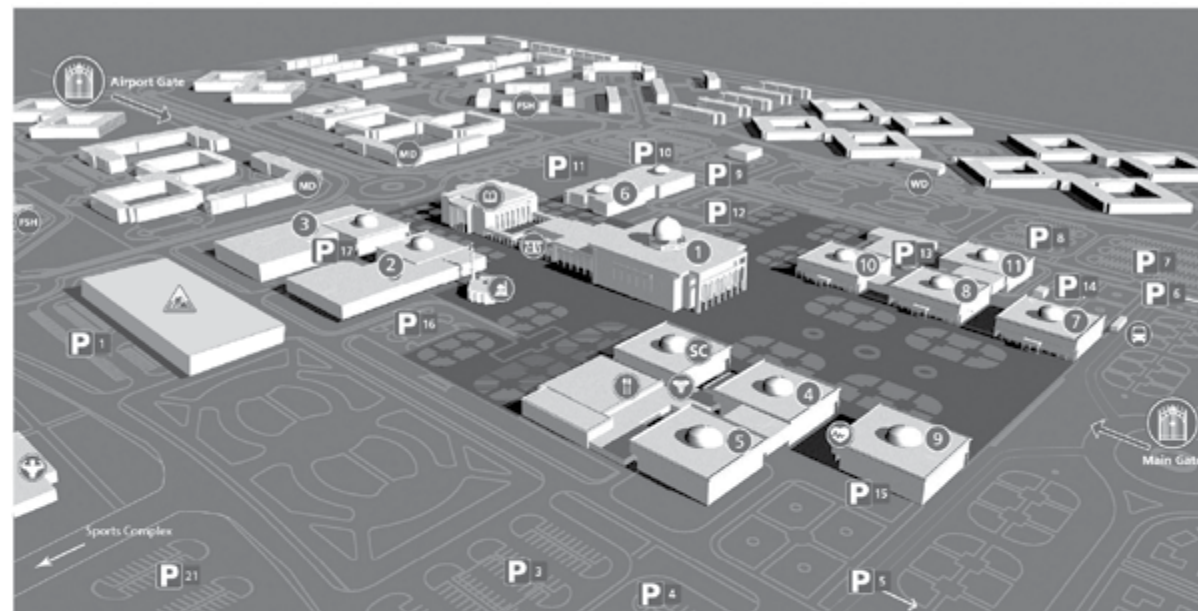
- Complete the required eye test at one of the registered eye test centers. The nearest one is Grand Optics in Matajer Mall.
- Gather the required documents:
 1. a photocopy of your UAE National ID
 2. a photocopy of your passport and visa page
 3. a letter of enrollment—obtainable from the Office of 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.

AUS Campus Map



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



1	Main Building Auditorium	11	New Academic Building	Pharmacy
2	College of Engineering 1	SC	Student Center	Health Center
3	College of Engineering 2	P16	Visitor Parking	Bank
4	Architecture, Art and Design 1	P5 - P6	Free Parking	FSH
5	Architecture, Art and Design 2	P1 to P4	Reserved Parking	Faculty/Staff Housing
6	Business and Management	P7 to P15		WD
7	Arts and Sciences: Physics	P17		Men's Dorm
8	Arts and Sciences: Chemistry	Library		Engineering Sciences Building (Under Construction)
9	Language Building	Food Court		Bus Stop
10	Arts Building	Mosque		
		Sport Complex		

FACTS ABOUT AUS

Our curriculum is modeled on the American-style liberal arts tradition, which means that you can take a wide variety of courses beyond those just offered in your major.

New first-time students at AUS may qualify for a financial grant, a merit-based scholarship and a Family Tuition Grant to cover up to a total of 75 percent of tuition and fees.

We have 26 sports teams, with 11 teams for women, and many compete in regional and international tournaments.

Our sports facilities cater to a wide range of athletic pursuits, including tennis, swimming, basketball, badminton, volleyball, fitness, cricket, baseball, squash and running.

There are 300 active student volunteers in our community service program, which connects students with a number of social service and charitable organizations.

Our campus life is vibrant, with more than 200 student-organized events on campus each semester, and 85 active student clubs.

Through workshops and peer advising, our Academic Support Center can help students make a strong start to their academic career at AUS.

The Writing Center on campus provides free help for students who want to improve their writing.

Architecture students can earn credit for a semester-abroad program in Barcelona, Spain, where they visit local firms and experience Spanish culture.

The College of Engineering has close to 60 labs, offering students opportunities for research, innovation and hands-on learning.

At the School of Business Administration, students get real-time access to global financial information through the Interactive Trading Floor, the only one of its kind in the MENA region.

Students from any major can take part in theatrical productions of the Performing Arts Program, the only one of its kind in the UAE.

Mass communications students get the chance to build real-world skills through hands-on projects in our \$1 million digital studio.

The University Health Center is located in the heart of the campus. Its full-time team of three medical doctors and six nurses are on call 24 hours a day.

AUS hosts career forums and fairs that link students to over 64 multinational firms and potential employers.

Approximately 92 percent of our faculty hold the highest degrees in their field, with a full 82 percent of faculty holding a PhD degree.

AUS has the highest percentage of international students of any ranked university in the world (Times Higher Education World University Rankings).

AUS offers students opportunities for employment, with 346 students currently working on campus.

Our highly qualified faculty represent 48 nationalities, combining a global perspective with a regional understanding.

AUS regularly hosts renowned speakers on campus, ranging from Nobel Laureates and noted scientists to best-selling authors and industry experts.

Contact Directory

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

Admissions/Enrollment Management	
Tel 515 1000	infodesk.aus.edu
Architecture, Art and Design	
Tel 515 2825	deancaad@aus.edu
Arts and Sciences	
Tel 515 2412	deancas@aus.edu
Business Administration	
Tel 515 2310	deanofsba@aus.edu
Engineering	
Tel 515 2948	deancen@aus.edu
Financial Grants and Scholarships	
Tel 515 2055/60/72	scholarship@aus.edu
General Information	
Tel 558 5555	info@aus.edu
Health Center	
Tel 515 2699	clinic@aus.edu
Library	
Tel 515 2252	auslibrary@aus.edu
Public Relations (visa-related questions)	
Tel 515 2117/2077	ois@aus.edu
Registrar	
Tel 515 2031	registration@aus.edu
Residential Halls	
Tel 515 2244/2434	res-halls@aus.edu/roomassignment@aus.edu
Sponsorship Liaison	
Tel 515 1016	sponsors@aus.edu
Student Accounts	
Tel 515 2039/2233/2282	studentaccounts@aus.edu
Student Affairs	
Tel 515 2166	studentaffairs@aus.edu
Testing Center	
Tel 515 1111	testingcenter@aus.edu
Undergraduate Affairs and Instruction	
Tel 515 2281	vpua@aus.edu

Academic Calendar

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

Fall Semester 2019
July 15–August 15 Early File Completion
August 22, Thursday Residential halls open
August 23, Friday Welcome session for new students and parents
August 25, Sunday New students' academic and majors orientation
August 26–27, Monday–Tuesday Placement tests for new students
August 28–29, Wednesday–Thursday Registration for new students
September 1, Sunday First day of classes
December 9, Monday Fall semester classes end
Spring Semester 2020
December 15 (2019)–January 9 Early File Completion
January 16, Thursday Residential halls open
January 17, Friday Welcome session for new students and parents
January 19, Sunday New students' academic and majors orientation
January 20–21, Monday–Tuesday Placement tests for new students
January 22–23, Wednesday–Thursday Registration for new students
January 26, Sunday First day of classes
May 7, Thursday Spring semester classes end
Summer Term 2020
June 7–8, Sunday–Monday Orientation and registration
June 9, Tuesday First day of classes
July 20, Monday Summer term classes end

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 bachelor of science degree programs in chemical engineering, civil engineering, computer engineering, electrical engineering, industrial engineering and mechanical engineering offered by the College of Engineering are accredited by the Engineering Accreditation Commission of ABET, <http://www.abet.org/>.

The bachelor of science degree program in computer science offered by the College of Engineering is accredited by the Computing Accreditation Commission of ABET, <http://www.abet.org/>.

AUS was the first university in the Gulf region and the second outside the United States to receive this accreditation.

The Bachelor of Architecture program of the College of Architecture, Art and Design is accredited by the National Architectural Accrediting Board (NAAB) of the United States. This is the first program outside of North America to receive this prestigious accreditation. NAAB is the only organization authorized to accredit professional degree programs in architecture in the United States.

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

Get Ready for AUS!

From clubs and sports, to plays and community service, life at AUS is vibrant! Find out more by visiting www.aus.edu/student-life.

Make Your First Year Great!

How to Survive Your First Year at an American University in the MENA Region

info.aus.edu/firstyear

Download this guide:

www.aus.edu/admissions-package

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)



International Students Visa Request Form

Please fill out this form and courier it with the required documents mentioned below to:
American University of Sharjah, Public Relations Department, Mezzanine Floor, Main Building, PO Box 26666, Sharjah, United Arab Emirates.

AUS ID		<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate		
		Semester of Interest			
		<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	
Name (as per passport)					
First Name		Middle Name		Last Name	
If you are an Arabic speaker, please indicate your name in Arabic					
اسم العائلة		اسم الأب		الاسم الاول	
Nationality		Religion		Section	
Date of Birth		Place of Birth		Personal Email Address	
Passport Number		Place of Issue		Date of Issue	Date of Expiry
Father's Name		Father's Nationality		Mother's Name	Mother's Nationality
Current Address (UAE If Applicable)					
City		UAE Mobile		UAE Landline	
Permanent Address (Home Country)					
Country		City		International Number	

Required Documents
<ol style="list-style-type: none"> 1. Colored passport copy 2. 4 recent photos, passport-size with white background 3. Acceptance Letter from the Office of Enrollment Management
Important Notes
<ol style="list-style-type: none"> 1. In order to process your visa, you must pay the fees for the Seat Reservation Deposit (for undergraduate students). 2. Your passport must be valid for a least one year. 3. Students must enter the UAE using the passport detailed on this form. 4. Students should not apply for other visas for the UAE while AUS is processing their visa. 5. Public Relations Department will update you regarding the status of the visa via email.

Student's Signature:

Date:

Medical Record

This form should be completed by a general physician, either in your home country or at the AUS University Health Center. If completed outside of AUS, the original form must be submitted to AUS in person during the registration period. Please include a copy of your vaccination record, general physical exam results and all laboratory investigations as mentioned on the form.

School or Department:

Student ID# **Employee ID#**

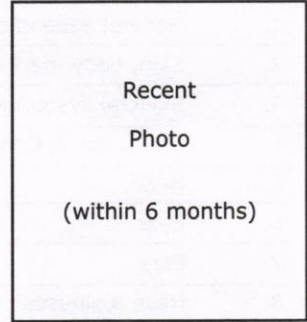
Name
(First) (Middle) (Family)

Date of birth **Nationality** **Sex** Male Female
(month/day/year)

Marital Status Single Married Divorced Widowed

Address

Tel



To the examining physician: Your cooperation in completing this health form will enable us at the University Health Center to offer the student better care during his/her study period, and will only be used for that purpose. If you need more space to include special instructions and recommendations please use a separate form. Thank you.

- Have you ever had any MAJOR medical problems including surgeries ?
No Yes Explain
- Please mention any allergies to medications or foods.
- Do any members of your immediate family (parents, siblings) have or have had any of the following?

Diabetes	Cancer
Hypertension	Allergies
Heart problems	Tuberculosis
Psychiatric problems	Parents death prior to age 55
Mental retardation	Consanguinous marriage

4. Are you currently using any medications? No Yes List

5. Date of last immunizations

Tetanus
month year

Mumps
month year

Diphtheria
month year

Chicken Pox
month year

Polio
month year

Hepatitis B
month year

Measles
month year

BCG Yes No

Rubella
month year

Other

Signature
Applicant

.....
Date

The above information has been verified.

.....
Signature MD

.....
Date

Physical Examination (to be completed by physician)

Height _____ cm	Weight _____ kgs	BP _____	PR _____
Vision Rt. _____	Corr. _____	Hearing Rt. _____	
Lt. _____	Corr. _____	Lt. _____	

Physical Examination	Normal	Abnormal	Notes: Describe positive findings, use numbers for reference.
1. General appearance			
2. Skin, body marks & joints			
3. Skeletal system & joints			
4. Lymphatic system			
5. Head			
6. Eyes			
7. Ears			
8. Nose & sinuses			
9. Throat & tonsils			
10. Teeth			
11. Neck and thyroid			
12. Breast			
13. Lungs			
14. Heart			
15. Abdomen			
16. Hernia			
17. Genitalia			
18. Rectal (hemorrhoids)			
19. Extremities			
20. Varicose veins			
21. Neurological			
22. Other			

Laboratory Results

Blood Group _____	Hgb _____	HCT _____
Urinalysis: Sp. Gravity _____	Sugar _____	Albumin _____
Microscopy: WBC _____	RBC _____	Casts _____
VDRL/RPR _____	HIV I & II _____	
Tuberculin Test: Reactive <input type="checkbox"/> _____ mm	Non Reactive <input type="checkbox"/>	

Chest X-Ray _____

Remarks _____

I consider the applicant's health: Good Fair Poor

Date _____

Address _____

Signature _____

Airport to Campus Transportation Form

The university is pleased to provide, for new first-time students, transportation from either the Sharjah International Airport or the Dubai International Airport.

If you require pick you up from the airport, please complete this form and email it to AUS Public Relations at ois@aus.edu at least three days in advance of your expected arrival.

Sharjah International Airport is only a 10-minute drive from campus. A taxi to AUS will cost approximately 40 Dirhams. Dubai International Airport is about a 30-minute drive from campus, and a taxi to the campus will cost approximately 80 Dirhams, depending on arrival time. If you arrive late at night, you will have to call the residential hall supervisor to grant you access. The late-night telephone numbers for the night supervisors are as follows:

Women's Residential Halls

A & B	+971 6 515 7997
C & D	+971 6 515 7999
E & F	+971 6 515 7777
G & H	+971 6 515 7111
I	+971 6 515 7555

Men's Residential Halls

A & B	+971 6 515 5533
C & D	+971 6 515 5700
E & F	+971 6 515 5800
G & H	+971 6 515 5860
I & J	+971 6 515 5302
K & L	+971 6 515 6081
M & N	+971 6 515 6666
P & Q	+971 6 515 6555

Name (as per your passport)		AUS ID#	
Flight Details			
Flight Number	Airport <input type="checkbox"/> Sharjah <input type="checkbox"/> Dubai: Terminal <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Date of Arrival	Time of Arrival <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Your Contact Information			
Telephone Number(s)		Email	

THERE'S NO OTHER TIME LIKE THIS

Complete your admission and start your journey now!

American University of Sharjah

Office of Enrollment Management - Undergraduate Admission

infodesk.aus.edu

Tel +971 6 515 1000

www.aus.edu

