THERE’S NO OTHER UNIVERSITY LIKE AUS
Welcome to campus!

Your AUS journey starts here

Do early file completion

Request airport pick-up*

Apply for housing*

Apply for visa*

Certify or attest your secondary school records

Register for placement tests

Register for/verify your iBT TOEFL, IELTS, EmSAT and/or SAT scores

Complete Medical Record

Attend orientation

Register for classes

Get your AUS ID card

Open a bank account

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

How much the student visa will cost?

<table>
<thead>
<tr>
<th>Fee in AED</th>
<th>Validity of the Student Visa</th>
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</thead>
<tbody>
<tr>
<td>293</td>
<td>3 years</td>
</tr>
<tr>
<td>1,157</td>
<td></td>
</tr>
</tbody>
</table>

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?

<table>
<thead>
<tr>
<th>Fee in AED</th>
<th>Validity of the Student Visa</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,820</td>
<td>3 years</td>
</tr>
</tbody>
</table>

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 2247/2248 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 inquires 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-itp-0.

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.

Institutional Paper-Based TOEFL at AUS
The Institutional Paper-Based TOEFL-IPT 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 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 service 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.

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 the British Council in the UAE.
2. Certification in the UAE. Documents that are certified by the authorized educational authority of the country 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).

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 1500-1650 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/aua_placement-tests-0) and transfer students may be exempted from taking certain placement tests, depending on subjects' courses completed and grades earned.

Applicants who meet any of the exemption criterion should send a request to 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.

<table>
<thead>
<tr>
<th>Major</th>
<th>Engineering</th>
<th>Math</th>
<th>Business</th>
<th>Math</th>
<th>Architecture</th>
<th>Math</th>
<th>Physics</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture/Interior Design</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Biology/Chemistry/Environmental Science</td>
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<td>No</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Physics</td>
<td>Yes</td>
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<tr>
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<td>Mathematics</td>
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<tr>
<td>Multimedia Design/Visual Communications</td>
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<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Undeclared Major</td>
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* 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 company 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.
What is the orientation program?
The orientation program is scheduled one day 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 parent, where you will have an opportunity to meet AUS faculty and administrators. On Saturday, 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 information 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.

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

When? 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.

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 enquires, 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 ID card and car sticker, visit the Security office, located on the Mezzanine Floor of the Main Building. Please make sure you have done everything 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
- 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.
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).
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.

<table>
<thead>
<tr>
<th>AUS ID</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>Spring</td>
</tr>
</tbody>
</table>

**Name (as per passport)**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
</tr>
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</table>

**If you are an Arabic speaker, please indicate your name in Arabic**

<table>
<thead>
<tr>
<th>اسم العائلة</th>
<th>اسم الأب</th>
<th>الاسم الأول</th>
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</table>

**Nationality**

<table>
<thead>
<tr>
<th>Religion</th>
<th>Section</th>
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**Date of Birth**

<table>
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<tr>
<th>Place of Birth</th>
<th>Personal Email Address</th>
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</table>

**Passport Number**

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<tr>
<th>Place of Issue</th>
<th>Date of Issue</th>
<th>Date of Expiry</th>
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**Father’s Name**

<table>
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<tr>
<th>Father’s Nationality</th>
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**Mother’s Name**

<table>
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<tr>
<th>Mother’s Nationality</th>
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**Current Address (UAE If Applicable)**

<table>
<thead>
<tr>
<th>City</th>
<th>UAE Mobile</th>
<th>UAE Landline</th>
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**Permanent Address (Home Country)**

<table>
<thead>
<tr>
<th>Country</th>
<th>City</th>
<th>International Number</th>
</tr>
</thead>
</table>

**Required Documents**

1. Colored passport copy
2. 4 recent photos, passport-size with white background
3. Acceptance Letter from the Office of Enrollment Management

**Important Notes**

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 at 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:**

---

International Students Visa Request Form | Office of Public Relations | March 2019
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 ____________ (month/day/year) ___________________________ Nationality ___________________________ Sex □ Male □ Female

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.

1. Have you ever had any MAJOR medical problems including surgeries?
   No □ Yes □ Explain ___________________________

2. Please mention any allergies to medications or foods. ___________________________

3. 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 month year ___________________________
   Rubella month year ___________________________ Other ___________________________

Signature ___________________________ Applicant ___________________________ Date ___________________________

The above information has been verified. Signature ___________________________ MD ___________________________ Date ___________________________
Physical Examination
(to be completed by physician)

<table>
<thead>
<tr>
<th>Height cm</th>
<th>Weight kgs</th>
<th>BP</th>
<th>PR</th>
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Physical Examination

<table>
<thead>
<tr>
<th>Normal</th>
<th>Abnormal</th>
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</tbody>
</table>

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

Notes: Describe positive findings, use numbers for reference.

Laboratory Results

- Blood Group
- Hgb
- HCT
- Urinalysis: Sp. Gravity
- Sugar
- Albumin
- Microscopy: WBC
- RBC
- Casts
- VDRL/RPR
- HIV I & II
- Tuberculin Test: Reactive □ mm Non Reactive □

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:

<table>
<thead>
<tr>
<th>Women's Residential Halls</th>
<th>Men's Residential Halls</th>
</tr>
</thead>
<tbody>
<tr>
<td>A &amp; B +971 6 515 7997</td>
<td>A &amp; B +971 6 515 5533</td>
</tr>
<tr>
<td>C &amp; D +971 6 515 7999</td>
<td>C &amp; D +971 6 515 5700</td>
</tr>
<tr>
<td>E &amp; F +971 6 515 7777</td>
<td>E &amp; F +971 6 515 5800</td>
</tr>
<tr>
<td>G &amp; H +971 6 515 7111</td>
<td>G &amp; H +971 6 515 5860</td>
</tr>
<tr>
<td>I +971 6 515 7555</td>
<td>I &amp; J +971 6 515 5302</td>
</tr>
<tr>
<td></td>
<td>K &amp; L +971 6 515 6081</td>
</tr>
<tr>
<td></td>
<td>M &amp; N +971 6 515 6666</td>
</tr>
<tr>
<td></td>
<td>P &amp; Q +971 6 515 6555</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name (as per your passport)</th>
<th>AUS ID#</th>
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<tr>
<th>Flight Details</th>
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<tbody>
<tr>
<td>Flight Number</td>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td>Date of Arrival</td>
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<table>
<thead>
<tr>
<th>Your Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Number(s)</td>
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<td></td>
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</tbody>
</table>

www.aus.edu
Tel +971 6 515 2171, PO Box 26666, Sharjah, United Arab Emirates
ois@aus.edu
Complete your admission and start your journey now!

American University of Sharjah
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www.aus.edu