AUS | الجامعة الأميركية في الشارقة
American University of Sharjah

Welcome to AUS!

Instructions

Please read the following information carefully
This package contains general information about the university and relevant forms. Please fill out the appropriate form(s) and return them as instructed.

Form 1	**Medical Record Form.** This form 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 and all laboratory investigations (as mentioned on the form).
Form 2	**Airport to Campus Transportation Request Form.** If you are arriving for the first time and have no one to pick you up from either Sharjah International Airport or Dubai International Airport, you need to fill out this form. An AUS representative will be assigned to collect you from the airport of arrival
Form 3	**Emirates Writing Test (EWET).** Students admitted to the TESOL program are required take the EWET exam. Complete the EWET registration form and log in to https://infodesk.aus.edu to submit the form.
Tests Information	**Tests information.** Information for registering for the MBA test, EWET, TOEFL (ITP), TOEFL (iBT) or IELTS exam at the AUS Testing Center.
Student Visa	**New International Student Visa Information.** If you want AUS to submit a UAE residency visa request for you, please visit www.aus.edu/new_international_students, fill out the Student Visa Request Form and send it by courier service along with the required documents to: American University of Sharjah, Public Relations Department, PO Box 26666, Sharjah, Tel + 971 6 515 2079 /+971 6 515 2296.
Housing	**Housing Information.** To apply for housing on campus, please visit www.aus.edu/osa/residentialhalls, fill out the Housing Application Form and send it by courier service to American University of Sharjah, Student Residential Life Department, PO Box 26666, Sharjah, Tel + 971 6 515 2427 / + 971 6 515 2244 or email to roomassignment@aus.edu (A 500 UAE Dirhams deposit is required to reserve a room; online payment method not available).
Hotels List	**List of Hotels in Sharjah.** This sheet provides a list of hotels in Sharjah, which may be useful to you.

IMPORTANT INFORMATION

1. Graduates with international bachelor's degrees must obtain degree equivalency from the UAE Ministry of Higher Education and Scientific Research. Please refer to your Letter of Admission for information on obtaining the equivalency.
2. Applying for your AUS ID card and car sticker:

   Step 1: Kindly pass by the University Health Center to perform a blood type test. Note: A blood type test is not required from AUS alumni or new students who submit an official copy of their driving license or a medical test that includes their blood type.

   Step 2: After you complete step 1, kindly pass by the Public Relations Department with your vehicle registration and your ID card to receive a car sticker or contact them at ois@aus.edu or +971 6 515 2074.

AUS | الجامعة الأميركية في الشارقة
American University of Sharjah

Medical Record Information Sheet

Form 1

The enclosed form needs to be completed by a general physician. You can complete it in your home country or have it completed 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).

Medical Insurance

Medical insurance is compulsory for all AUS-sponsored students and for all students that do not have health insurance coverage of their own (Plan I). Any student wishing to have medical insurance has the option of doing so. Collection of insurance cards should occur two weeks following the add/drop period. Students who do not collect their cards after this announcement will be responsible for all fees accrued outside the UHC facilities.

Students who hold their own medical insurance (Plan II) must provide the clinic staff a copy of their medical card during the registration period. Failure to do so will result in being placed on Plan I compulsory insurance.

Medical insurance charges and benefits will be in accordance to the contract originated between the AUS Finance Department, the University Health Center and the insurance provider as approved by the administration.

Alternatively, students may log in to https://banner.aus.edu/ and select Student Medical Insurance under the field Student Services. Further important information regarding student medical insurance can be found here and students will be able to register or change their insurance plans. It is essential that students confirm their medical insurance requirements either in person in the clinic or online before the Late Registration add/drop date.

Medical insurance charges and benefits will be in accordance to the contract originated between the AUS Finance Department, the University Health Center and the insurance provider as approved by the administration.

www.aus.edu/healthcenter
University Health Center
Tel +971 6 515 2760, PO Box 26666, Sharjah, United Arab Emirates
clinic@aus.edu

AUS | الجامعة الأميركية في الشارقة
American University of Sharjah

Medical Record Registration Form

Form 1

School or Department .....

Student ID# ..... **Employee ID#** .....

Recent Photo (within 6 months)

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.

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	☐ Yes	☐ No
Rubella	month year	Other	.....		

Signature ....
Applicant Date

The above information has been verified. ..... MD .....
Signature Date

www.aus.edu/healthcenter
University Health Center
Tel +971 6 515 2760, PO Box 26666, Sharjah, United Arab Emirates
clinic@aus.edu

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 ☐ ..... mm Non Reactive ☐

Chest X-Ray .....

Remarks .....

.....

.....

I consider the applicant's health: Good ☐ Fair ☐ Poor ☐

Date .....

Address .....

.....

Signature .....

www.aus.edu/healthcenter
University Health Center
Tel +971 6 515 2760, PO Box 26666, Sharjah, United Arab Emirates
clinic@aus.edu

AUS | الجامعة الأميركية في الشارقة American University of Sharjah

Airport to Campus Transportation Form

Form 2

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 the university to pick you up from the airport, your complete flight details must be faxed/emailed to the Public Relations Department at least three days in advance of your expected arrival.

Please complete the flight arrival details at the bottom of this form, and email it to ois@aus.edu

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

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** ☐Sharjah ☐Dubai: Terminal ☐1 ☐2 ☐3	**Date of arrival**	**Time of arrival** ☐a.m. ☐p.m.
Your contact information			
Telephone number(s)	**Email address**		

www.aus.edu
Tel +971 6 515 2171, PO Box 26666, Sharjah, United Arab Emirates
ois@aus.edu

AUS | الجامعة الأميركية في الشارقة
American University of Sharjah

Emirates Writing Test Registration Form (EWET)

Form 3

Login to https://infodesk.aus.edu to submit this form.

Students who wish to sit for the Emirates Writing Test must complete this form, submit the required payment to the AUS Cashier (Main Building, Mezzanine floor), and **return or send the completed form to the Testing and Professional Development Center** (located in the lower level of the AUS Library) at least one week before the day of the test.

Name (as per your passport)		**AUS ID#**
Date of Birth (day/month/year)	**Email Address**	**Mobile**

AUS Status (Please check the appropriate boxes.)

☐ New AUS Graduate Applicant (master's degree)

☐ Non-AUS (external test-taker) → Are you planning to apply to AUS? ☐ Yes ☐No

Type of Test ☐ **EWET (Emirates Writing Test)** (AED 200/EWET code)	**Date of Test** (day/month/year)* **Time of Test – 9:00 a.m.**

Today's Date (day/month/year)	**Signature** (as per your passport)

I declare that I have read and understood the testing rules below.

PLEASE READ CAREFULLY

- *For the EWET test dates, please check the TOEFL ITP schedule found at the link below: www.aus.edu/testingcenter/toefl_schedule
- All tests are administered at the Testing Center of American University of Sharjah (lower level of the AUS Library). Please arrive at the Testing Center at least one hour before the test begins. Doors close 10 minutes before starting time.
- The **ORIGINAL VALID AND SIGNED PASSPORT or UAE NATIONAL ID AND temporary AUS ID card** are required in order to enter the testing hall. No other form of identification is acceptable.
- If your passport will not be available on test date or if you have any other identification problems, please contact us immediately.
- The candidate's face must be visible at all times during testing.
- Test fee payment should be completed at least one week before the day of the test.
- **Rescheduling Policy:** Candidates must send an email to https://infodesk.aus.edu one week before the test date to reschedule the exam. The test fee is **non-refundable** in case of no-show.

Candidates will not be tested if they fail to comply with these regulations.

If you are applying for someone else, it is your responsibility to inform the candidate of the above rules.

AUS | الجامعة الأميركية في الشارقة
American University of Sharjah

Test Information

To register for any of the following tests at the AUS Testing Center, please see instructions below:

AUS MBA Admissions Test: Students applying for the MBA program can register for the AUS MBA Admissions Test. To register for the test, please go to https://banner.aus.edu and log in to Web Enabled Interface for Students using your AUS email username and password. Once logged in, go to Current Applicants, then go to Testing Center Registration and view the test schedule. Submit the registration request with payment of AED 300 for approval.

Emirates Writing Test (EWET): Students applying for the TESOL program can register for the EWET Test by completing the attached EWET Registration form (Form 3) to take the test on campus. Login to https://infodesk.aus.edu to submit this form.

AUS ITP TOEFL: To register for TOEFL (ITP) test, please go to https://banner.aus.edu and log in to Web Enabled Interface for Students using your AUS email username and password. Once logged in, go to Current Applicants, then go to Testing Center Registration to view the test schedule. Submit the registration request with payment of AED 550 for approval.

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

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

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

AUS | الجامعة الأميركية في الشارقة American University of Sharjah

New International Student Visa Information

AUS will assist accepted students in applying for a UAE residence visa.
Receiving an offer of admission or being admitted to AUS doesn't mean your application for a visa to the UAE is approved. AUS will submit your visa application form to the concerned UAE authority and inform you of the decision once it is ready. In order to accept/process your visa application form, your passport must be valid for at least one year at the time of receiving the form.

- Documents required:
- Student Visa Request Form, available at www.aus.edu/new_international_students
- copy of your passport
- eight passport-size colored photos with white background

Once the visa is issued, the Public Relations Department will send a scanned copy of the visa to the email you provided on the request form. Please note that is a temporary visa valid for two months only from the date of issue. You will need to visit the Public Relations Department, office MM26 in the Main Building, to obtain your residence visa.

To help you prepare for arrival at AUS, we recommend that you download a copy of the *International Student Handbook*, available at www.aus.edu/new_international_students.

You can also pick up a hard copy of the handbook from the International Student Service Office, MM25, Main Building.

Before You Leave

- Keep copy of your visa and relevant AUS correspondence (such as your Letter of Admission and transfer evaluation). Make sure that you carry along identification documents such as driving license or other identification cards.

After Arrival

- Present the visa copy at the Visa Collection Counter in the airport when you arrive. There you will receive the original visa.
- After you arrive safely in the UAE, you MUST visit the Public Relations Department (Main Building, MM26) as soon as possible to begin the process to obtain your residence permit. The visa you receive at the airport is VALID FOR ONLY 60 DAYS from the date of entry. You MUST obtain a residence visa.
- The first step in the process of obtaining your residence visa is to stop by the Public Relations Department. You then will be directed to pay the following visa fees at the Cashier's Window on the Mezzanine Floor of the Main Building. Visa fees are as follows (standard undergraduate freshman):
    - Three-year permit: AED 350 (Visiting students are issued a one-year permit.)
    - Medical test: AED 260 (18 years old and above)
    - Insurance fees: AED 250 / Health card AED 550
- Students MUST submit a copy of their UAE ID card to the Public Relations Department once issued.

www.aus.edu/new_international_students
Public Relations Department
Tel +971 6 515 2079/2296, PO Box 26666, Sharjah, United Arab Emirates
ois@aus.edu

AUS | الجامعة الأميركية في الشارقة American University of Sharjah

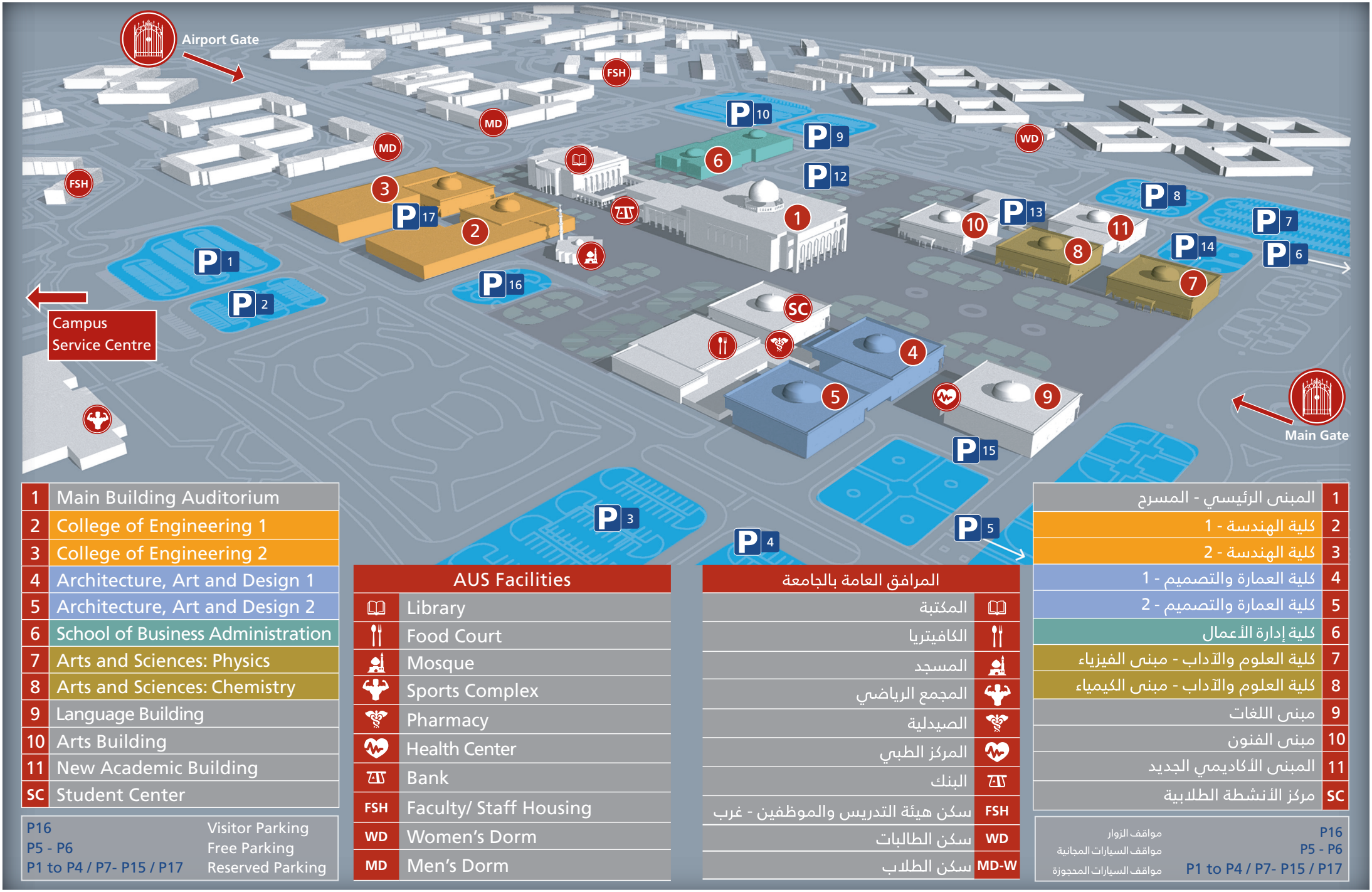
OFFICE OF ENROLLMENT MANAGEMENT
مكتب إدارة الاستقطاب والقبول

Hotels List

A list of hotels in Sharjah and their contact numbers that may be useful to you and your parents

Hotel Name	Contact Number	Location
Centro Sharjah Hotel	(+971) 6 508 8000	Sharjah Intl. Airport Road- Sharjah
Holiday International Hotel	+971 6 573 6666	Khaled Lagoon, Sharjah
Corniche Buhairah Hotel	+971 6 556 6666	Khaled Lagoon, Sharjah
Radisson Blue Hotel	+971 6 565 7777	Sharjah Beach
Sharjah Grand Hotel	+971 6 528 5557	Sharjah Beach
Sharjah Rotana Hotel	+971 6 563 7777	Downtown Sharjah

AUS | American University of Sharjah



1	Main Building Auditorium
2	College of Engineering 1
3	College of Engineering 2
4	Architecture, Art and Design 1
5	Architecture, Art and Design 2
6	School of Business Administration
7	Arts and Sciences: Physics
8	Arts and Sciences: Chemistry
9	Language Building
10	Arts Building
11	New Academic Building
SC	Student Center

P16	Visitor Parking
P5 - P6	Free Parking
P1 to P4 / P7- P15 / P17	Reserved Parking

AUS Facilities	
Library	
Food Court	
Mosque	
Sports Complex	
Pharmacy	
Health Center	
Bank	
FSH	Faculty/ Staff Housing
WD	Women's Dorm
MD	Men's Dorm

المرافق العامة بالجامعة	
المكتبة	
الكافيتريا	
المسجد	
المجمع الرياضي	
الصيدلية	
المركز الطبي	
البنك	
سكن هيئة التدريس والموظفين - غرب	FSH
سكن الطالبات	WD
سكن الطلاب	MD-W

1	المبنى الرئيسي - المسرح
2	كلية الهندسة - 1
3	كلية الهندسة - 2
4	كلية العمارة والتصميم - 1
5	كلية العمارة والتصميم - 2
6	كلية إدارة الأعمال
7	كلية العلوم والآداب - مبنى الفيزياء
8	كلية العلوم والآداب - مبنى الكيمياء
9	مبنى اللغات
10	مبنى الفنون
11	المبنى الأكاديمي الجديد
SC	مركز الأنشطة الطلابية

مواقف الزوار	P16
مواقف السيارات المجانية	P5 - P6
مواقف السيارات المحجوزة	P1 to P4 / P7- P15 / P17

GPS Coordinates:
latitude: 25.3097° N
longitude: 55.4906° E

Coming from Dubai:

1- Head North on Sheikh Mohammed Bin Zayed Road (E311) towards Ajman/RAK.

2- Take University City Road (S120) towards University City.

3- Go straight past two roundabouts and through the University City Gate.

4- Take a left at the clock tower roundabout and proceed straight to AUS.

Coming from Ajman:

1- Head South on Sheikh Mohammed Bin Zayed Road (E311) towards Dubai.

2- Take Al Dhaid Road (E88) east towards Sharjah Airport.

3- Take the second right into University City.

4- Go through the first gate (University City Gate) and proceed straight to AUS.