

NEW GRADUATE STUDENTS' GUIDE

2022–2023



Because tomorrow matters



*Priority given to undergraduate students

**Optional

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



WEL COME

Congratulations on your admission as a graduate student at American University of Sharjah! We are pleased to have you as a member of our community. This is an especially important year at AUS, as we are celebrating our Silver Jubilee, marking 25 years since our founding.

At AUS, we believe that tomorrow matters. We therefore strive for a university experience that is exacting, rewarding, transformative and lifelong. Our graduate programs provide an outstanding opportunity for students to gain advanced knowledge and research skills, work with leading faculty members from around the world, establish a professional network and prepare for a challenging work environment. Our state-of-the-art facilities, wide range of services and vibrant multicultural environment will make your experience at AUS memorable.

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

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

**Office of Enrollment Management
Graduate Admissions**

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 supplemental items before the indicated deadline. Some conditions must be met before registration, while others must be met in order to continue in the program.

How can I apply for a student 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 can provide you with a sponsored student visa, enabling you to study and reside in the UAE.

The visa process can take some time to complete, so please make sure to fill out the enclosed Student Visa Request Form and send it back to AUS as soon as possible. For more information on applying for a visa, please contact AUS Visa Services at VES@aus.edu or visit www.aus.edu/admissions/international-students/student-visas.

Please note that your visa application will be reviewed by the concerned UAE authorities. AUS is not responsible for any rejection from local authorities.

If you are already a resident in the UAE, you are not obliged to change your sponsor unless you would like to. If you want to apply for visa transfer, please email VES@aus.edu.

How much the student visa will cost?

Fee in AED*	Validity of the Student Visa
(Includes fee for medical test, Emirates ID and Residence Visa for two years)	
1,175	2 years

*New graduate students will get a two-year Residence Visa renewable for one year, depending on how many semesters remain until their graduation.

How do I book an English Language Proficiency test?

To complete the requirements for admission to any college/school for any given semester, applicants must submit a valid English Language Proficiency test score report as shown in the table below.

Test Name	Minimum Required Score	Test Registration Link	Test Preparation Materials	Test Score Release	Test Score Validity	Test Venues
Institutional Paper-Based TOEFL (ITP)	550	https://apply.amideast.org/uae_sales/TestPurchase.aspx	https://apply.amideast.org/uae_sales/Product_Catalog.aspx	2-4 days	2 years	TOEFL ITP is offered at the AUS Testing Center. AUS accepts the TOEFL ITP score reports of the AUS Testing Center and Amideast Offices only.
TOEFL Internet-Based Test (iBT)	80	https://www.ets.org/toefl/test-takers/	http://toeflpractice.ets.org/	6-10 days	2 years	TOEFL iBT is offered at the AUS Testing Center. AUS accepts the TOEFL iBT score reports of all approved ETS testing venues.
International English Language Testing System (IELTS Academic) (Paper-Based and Computer-Delivered)	6.5	ielts.britishcouncil.org/uae	https://takeielts.britishcouncil.org/take-ielts/prepare/courses/road-ielts	13 days for paper-based; 3-5 days after the main test day for computer delivered	2 years	IELTS is offered at the AUS Testing Center. AUS accepts the IELTS score reports of all approved testing venues.
Emirates Standardized Tests - EmSAT Achieve English (Computer-Based)	1550	https://emsat.moe.gov.ae/emsat/EmSAT_register_en.aspx	http://emsat.moe.gov.ae/emsat/EmSAT_achieve_en.aspx	A minimum of 10 working days	18 months	EmSAT test venues are only located in the UAE.

For inquires, please log in to infodesk.aus.edu.

Required Identification for All Tests

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

How do I verify my iBT TOEFL, IELTS and/or EmSAT Achieve English Score?

Students who submit their English Language Proficiency score report directly from the test provider do not require further verification. Reports submitted as an upload or by email (a colored scan of the score report sent to the AUS Testing Center via infodesk.aus.edu) will require online verification.

How do I certify or attest my university records?

Attestation Requirements for Graduates of Universities in the UAE

Graduates of UAE universities accredited by the Ministry of Education must submit their official attested graduation diploma and university transcripts. The attestations must be done by the UAE Ministry of Education's Higher Education Affairs Division. Please attest your documents online by visiting www.moe.gov.ae/En/EServices/Pages/ServiceCatalog.aspx.

Attestation Requirements for Graduates of Universities Outside the UAE

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

Do I need to submit a certificate of equivalency?

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

Please note that AUS is not involved in the equivalency process or decisions. Issuing of Certificate Equivalency is controlled fully by the UAE Ministry of Education's Higher Education Affairs Division.

What is the Medical Record Form?

As a new student, you will be required to submit the enclosed Medical Record Form to University Health Services (UHS).

The Medical Record Form must be endorsed and stamped by a physician; you can complete it in your home country with a licensed general physician or have it completed by AUS University Health Services. 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). For more information on student insurance plans, see below.

Do I need to enroll in the student insurance plan?

All AUS-sponsored students (those whose visa is sponsored by AUS) are required to have Plan I–Al Buhaira National Insurance Plan and the University Hospital Sharjah Supplemental Student Health Plan. Students who are not sponsored by AUS will automatically be placed on NPlan insurance (no insurance). Except for students who have completed their undergraduate degree at AUS, the default plan will be the latest plan they had when registered as AUS undergraduate student. These students need to follow the steps communicated by the Student Medical Insurance Team to change it to either Plan 1 or NPLAN.

Any student wishing to have medical insurance has the option of doing so during the registration period by following the steps communicated by the Student Medical Insurance Team and adhering to the deadlines. Email communication will be sent to all registered students advising them on how to apply.

Medical insurance will be accessed via your Emirates ID or the ABNIC App. No medical cards will be issued. Each student who applies for Plan I–Al Buhaira National Insurance Plan will receive an email with the details of their ABNIC ID number and further details regarding the insurance within approximately two weeks after the deadline.

All applications are subject to ABNIC and health authorities approvals. Plans cannot be changed after the deadlines.

For more information on student insurance plans, please visit <https://www.aus.edu/life-at-aus/health-and-wellness/university-health-services/student-health-insurance-plans>.

Is on-campus housing available for graduate students?

Students in our residential halls enjoy convenient access to everything our campus offers. There are separate campus residential halls for men and women. All residential halls are equipped with Internet access, computer labs, gyms, TV and entertainment rooms, vending machines and laundry rooms. Private, semi-private and sharing rooms are available. To find out more, visit www.aus.edu/residential-halls.

Residence on campus is available for full-time students who have paid or arranged for the payment of their room, tuition and other university fees. (Other student categories may be considered depending on the availability of rooms.) For more information fees and payment, please visit the links below:

For master's students: www.aus.edu/admissions/masters-degrees/graduate-tuition-and-fees

For doctoral students: www.aus.edu/admissions/doctoral-degrees/tuition-and-fees

What are the COVID-19 requirements for attending AUS?

The health and safety of the AUS community are always a priority. For the latest COVID-19 requirements in place, visit aus.edu/updates.

Can I change my program?

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

How do I request airport pick-up?

New students can request pick-up service from Sharjah International Airport and Dubai International Airport (Terminals 1, 2 and 3). If you need pick-up service, please fill out the enclosed Airport to Campus Transportation Form. An AUS representative will be assigned to welcome you at the airport. For any other transportation-related questions, please email fleetmanagement@aus.edu or visit <https://www.aus.edu/life-at-aus/around-campus/buses-and-transportation>.

Can I defer my application?

Admitted students who decide not to join AUS may defer their enrollment to the subsequent two semesters only within the same academic year. Approval is subject to applicants' credentials as well as availability of seats. To submit a deferral request, log in to apply.aus.edu. Go to My Account, then My Applications and then choose your active application. Then, click View and scroll down to Deferral Request.



After you arrive

What is the orientation program?

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

Please expect the orientation invitation email, which will include the date and venue. All students are required to participate in the orientation events to receive essential information for a successful enrollment and graduate school experience.

Is my file complete?

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

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

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

Note: Online File Completion is available. Once you are admitted, you will be able to complete your file by booking a File Completion session, using your AUS email, with the admissions staff.

What are Admission Holds?

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

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

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

Below is a description of common admission holds.

- **CGPA of 3 in the First Two Graduate Courses**
Conditionally admitted students must maintain a minimum Cumulative Grade Point Average (CGPA) of 3.00 in the first two graduate courses within the first two semesters. Failure to meet this condition will lead to your withdrawal from the program. Readmission in this case is not possible. You must contact the Graduate Admissions office to clear this hold once the condition is met.
- **MOHE Certificate of Equivalency**
Applicants who earned their undergraduate degrees from universities outside the UAE must present Certificate of Equivalency for their graduation certificates from the UAE Ministry of Education. See page 7 for information on obtaining equivalency.
- **English Language Proficiency Score Reports (TOEFL/IELTS/EmSAT Achieve English)**
An ELP Hold will be placed for students who are conditionally admitted with a minimum Internet-Based TOEFL score of 71, ITP TOEFL score of 530, IELTS score of 6.0 (Academic Version) or EmSAT Achieve English score of 1400.
- **Attested Transcripts and Attested Graduation Certificate**
Applicants must have their transcripts and graduation diplomas attested. See page 7 for information on the attestation process.

How do I register for classes or inquire about assistantships?

For information on registering for classes or to inquire about assistantships, please contact your college/school:

College of Architecture, Art and Design: Rachida Cherki, +971 6 515 2891, rcherki@aus.edu

College of Arts and Science: Sally Rezek, +971 6 515 2403, srezeq@aus.edu

College of Engineering: Rhodalyne Diola, +971 6 515 4902 rdiola@aus.edu

School of Business Administration: Merle Antonio, +971 6 515 2028, mantonio@aus.edu

When and where do I pay my tuition fees?

Once you register for your classes, you can view a summary of your tuition fees by logging in to 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. Please visit www.aus.edu/payment-guide for more information on payment methods and deadlines.

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 latest picture with white background in JPEG format and your name in Arabic to idcards@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).

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.
- Email your valid AUS ID, valid UAE driving license and your car registration(s) within three days to carstrickers@aus.edu otherwise 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 2074 /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:

- your valid original passport
- your UAE national ID
- a letter certifying your enrollment

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

For more information, contact Sharjah Islamic Bank at 06 599 9999.

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 letter of enrollment—obtainable from the Office of the Registrar, in Arabic, or a copy of your AUS ID card
 3. your current driver’s license (if applicable)
- Take the required documents to the Sharjah University City Police Office, which is located in University City (opposite Al Qasimia University), or to the Sharjah Driving Institute (SDI) located on the Mezzanine floor, Main Building Room MM-29. If needed, you can choose to get your driving training on the AUS campus from SDI.

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

Academic Calendar

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

Fall Semester 2022
June 2, 2022 Assistantship applications deadline for Fall Semester 2022 for new students
August 22, 2022 Registration for new students begins
August 24, 2022 Welcome session for new students
August 29, 2022 First day of classes
December 7, 2022 Last day of classes
Spring Semester 2023
November 24, 2022 Assistantships applications deadline for Spring Semester 2023 for new students
January 16, 2023 Registration for new students begins
January 18, 2023 Welcome session for new students
January 23, 2023 First day of classes
May 11, 2023 Last day of classes
Summer Term 2023
May 31, 2023 Registration for new students begins
July 13, 2023 Last day of classes

Contact Directory

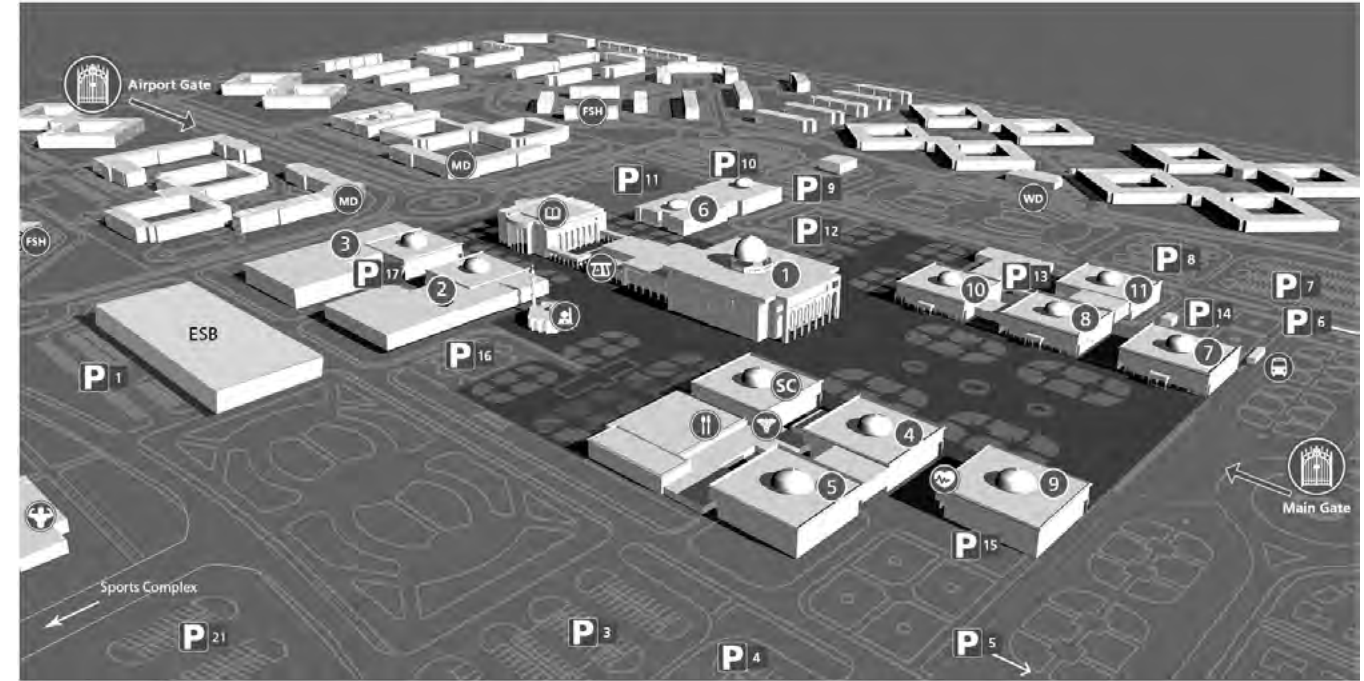
Add 9716 before the number if calling from outside the UAE.

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
General Information	
Tel 558 5555	info@aus.edu
Graduate Studies	
Tel 515 4721	ogs@aus.edu
Health Services	
Tel 515 2760	healthservices@aus.edu
IT	
Tel 515 4900/2121	ITServicedesk@aus.edu
Library	
Tel 515 2252	auslibrary@aus.edu
Registrar	
Tel 515 2031	registration@aus.edu
Residential Halls	
Tel 515 2244/2434	res-halls@aus.edu
Sponsorship Liaison	
Tel 515 1111	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
Visa and Equalization Services	
Tel 515 2117/2240	VES@aus.edu

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		Faculty/Staff Housing
5	Architecture, Art and Design 2	P1 to P4	Reserved Parking		Women's Dorm
6	Business and Management	P7 to P15			Men's Dorm
7	Arts and Sciences: Physics	P17			Engineering Sciences Building
8	Arts and Sciences: Chemistry		Library		Bus Stop
9	Language Building		Food Court		
10	Arts Building		Mosque		
			Sport Complex		

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 (1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801 USA) since June 2004. The MSCHE is an institutional accrediting agency recognized by the US Secretary of Education and the Council for Higher Education Accreditation (CHEA).

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

Out and about

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.

Sharjah: The ideal place to pursue graduate 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 United Arab Emirates (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 the Gulf of Oman 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.

World Book Capital (2019)

Ranked in the Top 60 Best Student Cities (QS, 2019)

Located in the World's Second Safest Country (*Global Finance*, 2021)



Student Visa Request

Please fill out this form (All fields are mandatory):

AUS ID:	Date:
Full Name:	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
Visa Request Type: <input type="checkbox"/> New Visa <input type="checkbox"/> Transfer Visa	Semester of Interest: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer

Personal Profile			
Nationality		Previous Nationality	
Place of Birth		Date of Birth	
Religion		Religion's Sect	
Father's Name		Father's Nationality	
Mother's Name		Mother's Nationality	

Passport Details			
Passport No.		Date of Issue	
Place of Issue		Date of Expiry	

Current Address (UAE if Applicable)			
Home Country Address		UAE Address	
International Mobile No.		UAE Mobile No.	
Email Address		UAE Land No.	

Required Documents: <ol style="list-style-type: none"> Colored copy of your passport copy, valid for at least six months. Recent passport-size photo with white background, without sunglasses. For Current Students: Arabic Enrollment Letter from the Office of Registrar that confirms expected date of graduation. Copy of the current UAE Visa, UAE ID and home country ID (if applicable).
Important Notes: <ul style="list-style-type: none"> Students should not apply for other visas for the UAE while AUS is processing their Entry Permit. VES will update you regarding the status of the entry permit via email. Do not book your flight to the UAE until you receive your Entry Permit.
Student Signature:

Please contact VES@aus.edu if you have any questions.

Medical Record Form

University Health Services

Recent Photo
(within 6 months)

School/College 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 the University Health Services to offer the patient better medical care during their time at AUS, and will only be used for that purpose. If you need more space to include special instructions and recommendations, please attach a separate paper. Thank you.

1. Have you ever had any MAJOR medical problems including surgeries?

☐ No ☐ Yes Explain _____

Note: If you have a need for mental health services, please send a confidential email to ucs@aus.edu.

2. Please mention any allergies to medications or food _____

3. Do any members of your immediate family (parents, siblings) have or have had any of the following:

Diabetes	Cancer
Hypertension	Allergies
Heart problems	Parents death prior to age 55
Psychiatric problems	Others

4. Are you currently using any medications? If yes, please list.

5. Date of Last Immunizations

DPT	Chicken Pox
MMR	Hepatitis B
Tetanus	BCG
Others (list type and date)	

Employee/Student _____ Date _____

The above information is verified. Signature _____ MD Date _____

Complete your admission and

START YOUR JOURNEY NOW!

American University of Sharjah

Office of Enrollment Management - Graduate Admissions

800 ASK AUS (+971 800 275 287)

WhatsApp 050 5 ASK AUS (+971 50 527 5287)

infodesk.aus.edu

www.aus.edu

