



POSTGRADUATE PROGRAMME APPLICATION FORM

Application Number

Student ID Number

4 x RECENT
PHOTOGRAPHS

- PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION FORM AND ATTACH ALL REQUESTED SUPPORTING DOCUMENTS.
- PLEASE USE CAPITAL LETTERS TO FILL IN THIS FORM.
- PLEASE READ THE INSTRUCTION IN SECTION L BEFORE COMPLETING THE FORM.

SECTION A - APPLICATION DETAILS

Personal Details

Title

Mr. Mrs. Ms.

Gender

Male Female

Full Name (as it appears in your passport)

First Name	Second Name	Third Name	Fourth Name	Fifth Name	Surname
<input type="text"/>					

Date of Birth

Country of Birth

CPR/ID No.

Nationality

Passport No.

Passport Expiry Date

Religion

Marital Status

E-mail

Mother's Full Name

Address

Permanent Address

Correspondence Address

House / Flat

House / Flat

Building (If Applicable)

Building (If Applicable)

Road

Road

Block

Block

Area

Area

Country

Country

PO. Box / Area

PO. Box / Area

Contact Details

Mobile No. 1

Resident No.

Mobile No. 2

Facebook ID

Office No.

Instagram ID

Email

Twitter ID

Emergency Contact Person A

Name

Contact No.

Relation

Email

Emergency Contact Person B

Name

Contact No.

Relation

Email

SECTION B - EDUCATION BACKGROUND

Applicant Academic Qualifications

Please list all your academic qualifications to date, placing your most recent first. If you are awaiting the result of any examinations, please write PENDING in the result column. Please provide a copy of your certificates and transcripts with this applications.

Awarding Body	Name of Awarding Body	Degree	Specialization	Teaching Language	Completion Date	Result
(School / College / University / etc.)		(Tawjehia / Bachelor / etc.)		(Arabic / English / etc.)		

Important notes:

1. If you are a Bahraini graduate of a private school or institution, please provide a copy of your endorsed certificate and transcript from the Directorate of Private Education Sector of the Ministry of Education in the Kingdom of Bahrain.
2. For Non-Bahraini applicants, please make sure that you have all your academic qualifications endorsed by the authorities concerned.

Proficiency / Professional Certification

Exam Title	Exam Score	Date Obtained
IELTS		
TOFEL		
OTHER (Specify)		

SECTION C - WORK EXPERIENCE

Please list below all your work experience, training and employment, **starting from the latest.**

Name of Organization	Job Title	Full / Part Time	Start Date	End Date

SECTION D - FEES, FUNDING AND SPONSORSHIP

Who will be responsible for paying your tuition fees for the duration of your study at Ahlia University? (Please tick as appropriate)

Myself	<input type="checkbox"/>	
Next of Kin / Family	<input type="checkbox"/>	Name : Relation :
		Tel : Email :
Organization / Ministry	<input type="checkbox"/>	Name of Organization / Ministry :
		Contact Person :
		Contact No. :
		Email Address :

SECTION E - SPECIAL NEEDS

Ahlia University accepts applicants with special needs based on academic achievement, regardless of their special need. Provided that the university can accommodate their special needs. The university provides certain support and facilities for the students with special needs.

All information relevant to the student's special needs status will be treated confidentially. Please tick the box(s):

- | | |
|--|---|
| <input type="checkbox"/> Deaf / hearing impairment | <input type="checkbox"/> Blind / partially sighted |
| <input type="checkbox"/> Psychological | <input type="checkbox"/> Diabetes, Epilepsy, Asthma, Sickle Cell |
| <input type="checkbox"/> Wheelchair user / mobility difficulties | <input type="checkbox"/> A specific learning difficulty e.g. dyslexia |
| <input type="checkbox"/> Autistic Spectrum | <input type="checkbox"/> Others (Specify) |

* Applicants with special needs must report the special need nature of their disability through supporting medical reports.

SECTION F - PROGRAMME APPLIED FOR

Which postgraduate programme are you applying for?

Indicate your first and second choices according to preference, using number (1) for your first choice and (2) for your second choice.

College of Business & Finance	College of Information Technology
<input type="checkbox"/> Master's Degree in Business Administration (MBA)	<input type="checkbox"/> Masters Degree in Information Technology and Computer Science (MITCS)
<input type="checkbox"/> Master of Science Degree in Engineering Management (EMSE-GWU) <i>In collaboration with George Washington University - USA</i>	

SECTION G - TYPE OF ADMISSION

Admission Status Applied For	<input type="checkbox"/> Fresh	<input type="checkbox"/> Transfer	<input type="checkbox"/> Visiting	<input type="checkbox"/> Exchange
Mode of Study	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time		
When do you want to join Ahlia?	<input type="checkbox"/> First Semester	<input type="checkbox"/> Second Semester	<input type="checkbox"/> Summer Session	
Academic Year	<input type="text"/>			
Have you ever studied at Ahlia University before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If Yes, your previous Student ID No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For Transfer Students Only

Transfer applicants attempting to transfer credits earned from their previous higher education institution may be given transfer credits for courses required in their Ahlia University programme, if they have obtained no less than a "C" grade in those course. (Refer to instructions in Section L)

Awarding Body	Name of Awarding Body	Certificate / Degree	Specialization	Teaching Language	Completion Date	Result in percentage
(College / University)				(Arabic / English / etc.)		

For Visiting Students Only

A visiting student is a student who can register courses for maximum of two semesters and one summer session (one academic year) without following a specific academic programme.

Home Institution Name Programme at Home Institution

Starting from First semester Second semester Summer Session of the Academic year /

Predicted end of Visit First semester Second semester Summer Session of the Academic year /

For Exchange Students Only

An exchange student is a student who joins AU based on a signed agreement with their home university / institution and AU.

Home Institution Name Programme at Home Institution

Starting from First semester Second semester Summer Session of the Academic year /

Predicted end of Visit First semester Second semester Summer Session of the Academic year /

SECTION H - FURTHER INFORMATION

Where did you hear about Ahlia University?

Ahlia University Website Ahlia catalogue Word of mouth

Exhibitions Twitter, Facebook, Instagram Agent

Ahlia Student Recruitment and Careers Directorate Advertisement Other, Specify

Do you know any person associated with Ahlia University?

If Yes, please state: Name Relation Student ID (if applicable)

Personal Statement

What attracts you to study at Ahlia University?

.....

.....

How do your skills, experiences and interest prove you are passionate about, and committed to, taking this course?

.....

.....

What do you hope to achieve by studying at Ahlia University?

.....

.....

SECTION I - ACADEMIC & PROFESSIONAL REFERENCES

Please provide the contact details of two people who have knowledge of your academic and professional ability. You must add at least one lecturer or professor from your previous education degree as a referee.

Academic Referee

Name	<input type="text"/>	Position	<input type="text"/>
Organisation	<input type="text"/>	E-mail	<input type="text"/>
Telephone No.	<input type="text"/>	Fax	<input type="text"/>
Knowledge of Applicant	<input type="text"/>		

Professional Referee

Name	<input type="text"/>	Position	<input type="text"/>
Organisation	<input type="text"/>	E-mail	<input type="text"/>
Telephone No.	<input type="text"/>	Fax	<input type="text"/>
Knowledge of Applicant	<input type="text"/>		

SECTION J - DECLARATION

1. I understand that the application and admission fees paid to Ahlia University are nonrefundable.
2. I confirm that, to the best of my knowledge, the information given in this form is correct and complete.
3. I fully realize that omission or falsification of information in this form could result in Ahlia University rejecting my application.
4. I am fully responsible for the consequences of failing to declare any relevant information in this application form.

Applicant Signature

Date

SECTION K - APPLICATION CHECKLIST

- | | | |
|---|--|---|
| <input type="checkbox"/> 4 recent photographs | <input type="checkbox"/> A copy of Passport Details | <input type="checkbox"/> A copy of CPR/ID |
| <input type="checkbox"/> An endorsed copy of Secondary School Certificate & Transcripts | <input type="checkbox"/> An endorsed copy of the Bachelor's degree certificate & Transcripts | <input type="checkbox"/> Proficiency and Professional certificates; if applicable |
| <input type="checkbox"/> CV | <input type="checkbox"/> A sponsorship letter, if applicable | <input type="checkbox"/> A special need / disability medical report; if applicable. |
| <input type="checkbox"/> Transfer documents, withdrawal letter(s) and academic transcript(s); if applicable for transfer, exchange and visiting students. | <input type="checkbox"/> Medical Report | |

For Official Use Only

For Directorate of Admission & Registration use only

Application Submission Date:

College

CB & F CIT

Programme

Processed by

Signature

Date

Checked by

Signature

Date

Verified by

Signature

Date

For Accounts use only

Application Fee

Application Fee Receipt No.

Admission Fee

Admission Fee Receipt No.

Accountant's Name

Accountant's Signature

Date

SECTION L - INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

GENERAL NOTES

- Please complete all sections of the application form and attach all requested supporting documents.
- Please note incomplete applications will not be processed.

Section A: APPLICANT DETAILS

- Please complete in FULL your Personal Details and Address.
- Name MUST be written as it appears in the passport.
- Mention AT LEAST two contact phone numbers and one Email address in your contact details.

Section B: EDUCATION BACKGROUND

- Please complete Applicants Academic Qualifications in FULL, writing your most recent qualification first. For example,

Awarding Body	Name of Awarding Body	Degree	Specialization	Teaching Language	Completion Date	Result
(School / College / University / etc.)		(Tawjehia / Bachelor / etc.)		(Arabic / English / etc.)		
School	Khawla Secondary School	Tawjehia	Science	Arabic	1999/06/03	90.8

- If you are awaiting for any examination results, please mark the 'Result' column as 'Pending'
- Please provide a copy of all your certificates and transcripts with translations (Arabic or English) if necessary.
- If you are a Bahraini graduate of a private school institution, please provide a copy of your endorsed certificate from the Directorate of the Private Education Sector of the Ministry of Education in the Kingdom of Bahrain.
- For Non-Bahraini applicant please make sure that you have all your academic qualifications endorsed by the authorities concerned, for example:
For a certificate issued in Egypt, it should pass through the following authorities:
 - 1 - Bahraini Embassy in Egypt and the Egyptian Ministry of Foreign Affairs. OR
 - 2 - Egyptian Embassy in Bahrain and the Bahraini Ministry of Foreign Affairs.
 - 3 - High School Equivalency Letter from the Examination Directorate in the Ministry of Education in the Kingdom of Bahrain.
- Recognised Undergraduate level (Bachelor Degree) certificates
 - 1 - Any Bachelor Degree Certificate recognized by the Bahrain Ministry of Education.
 - 2 - For International students, any Bachelor Degree Certificate recognized by the student country of origin and the Bahraini Ministry of Education.

Section C: WORK EXPERIENCE

- Please add details of any work experience relevant to your application, placing your most recent work experience first.
- You must attach a Curriculum Vitae (CV) to your application.

Section D: FEES, FUNDING AND SPONSORSHIP

- Please indicate who will cover the costs of your studies.
- If you are sponsored, please provide a letter of sponsorship.

Section E: SPECIAL NEEDS

- Please tick the box if you have any disability (impairment) or specific learning difficulty that may require additional support for you to successfully complete your studies.
- Please provide any supporting medical documentations and reports.
- There will be no mentioning of the student's special need status on their graduation documents (including transcript).

Section F: PROGRAMME APPLIED FOR

- Please fill in with the appropriate information.
- Indicate the name of the postgraduate programme you are applying for.
- If you are applying for more than one programme, please list in order of preference.

Section G: TYPE OF ADMISSION

- Please fill in with information where appropriate.
- Visiting students are allowed to register courses for one academic year. For example, if the student registers in the First Semester of the Academic Year 2012/2011, he/she has the right to study at Ahlia University until the end of Summer Session of the Academic Year 2012/2011.
- Transfer students:
 - 1 - Transfer applicants must submit a Withdrawal/Dismissal letter from their previous higher education institution.
 - 2 - Courses will be transferred if assessed as being equivalent to the courses offered in the Ahlia University programme.
 - 3 - Courses will be exempted (E grade) only if they carry a grade of (C) and above.
 - 4 - The maximum percentage of transfer credits that shall be equated is no more than %50 of the Master degree at Ahlia University. The Dissertation course cannot be transferred

SECTION H: FURTHER INFORMATION

- Please indicate where you have heard about Ahlia University.
- Please complete all the admission related questions.

SECTION I: ACADEMIC & PROFESSIONAL REFERENCES

- List the details of two people who have knowledge of your academic and professional abilities.
- One referee must be a lecturer or professor from your previous educational degree.
- One referee must be an employer you worked for.

SECTION J: DECLARATION

- Your application will not be processed unless the declaration is signed and dated.
- You are required to show all your certificates and transcripts original copies when applying, for conformity.

SECTION K: APPLICANT CHECKLIST

- Please make sure to attach all required documents.



الجامعة الأهلية
AHLIA UNIVERSITY
BAHRAIN

www.ahlia.edu.bh

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Gosi Campus, Exhibition Road, Manama
call us on **8999 1729** or email us on **admission@ahlia.edu.bh**