



UNDERGRADUATE 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 K 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

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

P.O. Box / Area

P.O. Box / Area

Contact Details

Mobile No. 1	<input type="text"/>	Facebook ID	<input type="text"/>
Mobile No. 2	<input type="text"/>	Resident No.	<input type="text"/>
Office No.	<input type="text"/>	Instagram ID	<input type="text"/>
Email	<input type="text"/>	Twitter ID	<input type="text"/>

Emergency Contact Person A

Name	<input type="text"/>
Contact No.	<input type="text"/>
Relation	<input type="text"/>
Email	<input type="text"/>

Emergency Contact Person B

Name	<input type="text"/>
Contact No.	<input type="text"/>
Relation	<input type="text"/>
Email	<input type="text"/>

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 undergraduate 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 Arts & Science

- Bachelor's Degree in Interior Design (BSID)

College of Business & Finance

- | | |
|---|--|
| <input type="checkbox"/> Bachelor's Degree in Accounting and Finance (BSAF) | <input type="checkbox"/> Bachelor's Degree in Banking and Finance (BSBF) |
| <input type="checkbox"/> Bachelor's Degree in Economics and Finance (BSEF) | <input type="checkbox"/> Bachelor's Degree in Management Information Systems (BSMIS) |
| <input type="checkbox"/> Bachelor's Degree in Management and Marketing (BSMM) | |

College of Engineering

- | | |
|--|--|
| <input type="checkbox"/> Bachelor's Degree in Computer and Communication Engineering (BSCCE) | <input type="checkbox"/> Bachelor's Degree in Mobile and Network Engineering (BSMNE) |
|--|--|

College of Information Technology

- | | |
|--|---|
| <input type="checkbox"/> Bachelor's Degree in Distributed Systems and Multimedia (BSDSM) | <input type="checkbox"/> Bachelor's Degree in Information Technology (BSIT) |
|--|---|

SECTION G - TYPE OF ADMISSION

Admission Status Applied For Fresh Transfer Visiting Exchange

Mode of Study Full Time Part Time

When do you want to join Ahlia? First Semester Second Semester Summer Session

Academic Year

Have you ever studied at Ahlia University before? Yes No

If Yes, your previous Student ID No.

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.

Awarding Body	Name of Awarding Body	Certificate / Degree	Specialization	Teaching Language	Completion Date	Result in percentage
(College / University)		(Bachelor / Diploma / etc.)		(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) []

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 - 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 J - 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 | <input type="checkbox"/> Proficiency and Professional certificates; if applicable | <input type="checkbox"/> A work experience letter; if applicable |
| <input type="checkbox"/> A sponsorship letter, if applicable | <input type="checkbox"/> A special need / disability medical report; if applicable. | <input type="checkbox"/> Medical / immunization form for the Bachelor's Degree in Physiotherapy applicants only. |
| <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 | <input type="checkbox"/> A non-refundable application fee of BD 20. |

For Official Use Only

For Directorate of Admission & Registration use only		For Accounts use only
Application Submission Date:	[D][D][M][M][Y][Y][Y][Y]	Application Fee []
College	CAS & E <input type="checkbox"/> CB & F <input type="checkbox"/> CE <input type="checkbox"/> CIT <input type="checkbox"/>	Application Fee Receipt No. []
Programme	[]	Admission Fee []
Processed by	[]	Admission Fee Receipt No. []
Signature	[]	Accountant's Name []
Date	[D][D][M][M][Y][Y][Y][Y]	Accountant's Signature []
Checked by	[]	[]
Signature	[]	Date
Date	[D][D][M][M][Y][Y][Y][Y]	[D][D][M][M][Y][Y][Y][Y]
Verified by	[]	
Signature	[]	
Date	[D][D][M][M][Y][Y][Y][Y]	

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.

ملاحظات هامة لإكمال عملية تقديم الطلب:

ملاحظات عامة:

- أكمل جميع أقسام استمارة تقديم الطلب مع إرفاق جميع المستندات المطلوبة.
- سوف لن يتم العمل على الاستمارات غير مكتملة البيانات.

قسم (A): بيانات مقدم الطلب

- أكمل معلوماتك الشخصية مع العنوان بالكامل.
- أذكر ما لا يقل عن رقمي اتصال وعنوان بريد إلكتروني واحد في تفاصيل الإتصال.

قسم (B): المؤهلات العلمية

- أكمل جميع المعلومات المطلوبة حول مؤهلاتك العلمية بالكامل، مع ذكر أحدثها أولاً. على سبيل المثال

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	Tawjehi	Science	Arabic	1999/06/03	90.8

- إذا كنت تنتظر نتائج أية امتحانات، قم بكتابة كلمة 'Pending' في خانة 'Result'.
 - قم بإرفاق نسخة من كل شهادتك مع الترجمة في حالة توفرها بلغات غير العربية أو الإنجليزية.
 - يرجى من طلبة المدارس الخاصة تصديق شهاداتهم من قبل إدارة التعليم الخاص التابعة لوزارة التربية والتعليم في مملكة البحرين.
 - يرجى من المتقدمين للدراسة من غير البحرينيين تصديق الشهادات من قبل السلطات المختصة، على سبيل المثال:
- الشهادة الصادرة من مصر على سبيل المثال ، يتم عمل التالي :**
- 1- التصديق من سفارة مملكة البحرين في مصر ووزارة الخارجية المصرية. أو
 - 2- سفارة جمهورية مصر في البحرين ووزارة الخارجية البحرينية.
 - 3- استخراج معادلة الثانوية من جهاز الامتحانات التابع لوزارة التربية والتعليم في مملكة البحرين
 - للطلبة الزائرين: يحق لكل طالب الدراسة لمدة عام كامل، فصلين دراسيين مع فصل صيفي، على سبيل المثال: لو سجل الطالب في الفصل الأول من العام الدراسي 2012-2013، يحق له الانتظام في الدراسة حتى نهاية الفصل الصيفي من العام نفسه.

للطلبة المحولين:

- 1- يجب على الطلبة المحولين تقديم رسالة انسحاب رسمية من المؤسسة التعليمية المحول منها الطالب.
- 2- تتم معادلة المواد في حال كانت مشابهة لمواد التخصص المحول له في الجامعة.
- 3- لا تتم معادلة المواد إلا إذا كانت درجتها تعادل (C) فأكثر.
- 4- تتم معادلة 66% كحد أقصى من مجموع المواد المجتازة في برنامج البكالوريوس المحول منه.

- امتحانات المهارة في اللغة الإنجليزية غير ضرورية، وفي حال عدم تواجدها يُسجل الطالب للمقررات التمهيديّة.

قسم (C): الخبرات المهنية

- قم بإضافة تفاصيل خبراتك المهنية والتي تتعلق بالطلب (إن وجدت)، مع ذكر أحدثها أولاً.
- قد يتطلب الأمر إرفاق نسخة من سيرتك الذاتية.

قسم (D): التمويل

- فضلاً أذكر من سيقوم بتغطية تكاليف دراستك.
- إذا كنت مبدئياً من جهة معينة، فضلاً ارفق رسالة الابتعاث.

قسم (E): الاحتياجات الخاصة

- فضلاً قم بوضع علامة (✓) في المربع المناسب إذا كانت لديك أية إعاقة أو مرض أو صعوبة تعلم معينة تتطلب دعم إضافي وذلك لتسهيل دراستك وإكمالها بنجاح.
- فضلاً قم بإرفاق أي مستند أو تقرير صحي كإثبات على مرضك.

1. Deaf / hearing impairment
 2. Personal care support
 3. An unseen disability, e.g. diabetes, epilepsy, asthma, sickle cell
 4. Autistic spectrum disorder
 5. Blind / partially sighted
 6. Wheelchair user / mobility difficulties
 7. Multiple disabilities
 8. A specific learning difficulty e.g. dyslexia
 9. A disability not listed above.
- Specify.....

- 1- الصمم/مشاكل السمع
- 2- رعاية شخصية خاصة
- 3- أمراض غير مرئية، مثل داء السكري، الصرع، الربو وغيرها، السكر
- 4- التوحد واضطرابات
- 5- العمى واضطرابات البصر
- 6- مستخدم لكروسي متحرك أو صعوبة في الحركة
- 7- إعاقات متعددة
- 8- صعوبة تعلم معينة، مثل الداء الكليشيا (عسر القراءة)
- 9- إعاقة غير مدرجة في الأعلى

أذكرها.....

قسم (F): دراسة البكالوريوس في الجامعة الأهلية

- فضلاً قم بملأ الفراغات بالمعلومات المناسبة.
- حدد اسم البرنامج المراد الالتحاق به.
- إذا أردت التقديم لأكثر من برنامج، قم بترقيتها على حسب الأفضلية.

قسم (G): نوع القبول

- حدد نوع القبول لبرنامج البكالوريوس المراد الالتحاق به .
- للطلبة الزائرين: يحق لكل طلب الدراسة لمدة عام كامل، فصلين دراسيين مع فصل صيفي.
- على سبيل المثال: لو سجل الطالب في الفصل الأول من العام الدراسي 2012-2013، يحق له الانتظام في الدراسة حتى نهاية الفصل الصيفي من العام نفسه.
- للطلبة المحولين:

- 1- يجب على الطلبة المحولين تقديم رسالة انسحاب رسمية من المؤسسة التعليمية المحول منها الطالب.
- 2- تتم معادلة المواد في حال كانت مشابهة لمواد التخصص المحول له في الجامعة.
- 3- لا تتم معادلة المواد إلى إذا كانت درجتها تعادل (C) أو أكثر.
- 4- تتم معادلة 76% كحد أقصى من مجموع المواد المجتازة في برامج البكالوريوس المحول منه.

للطلبة المحولين:

- للطلبة ضمن برنامج التبادل الطلابي قم بذكر اسم المؤسسة التعليمية الأم والبرنامج التعليمي والفترة المراد دراستها في الجامعة الأهلية

قسم (H): معلومات إضافية

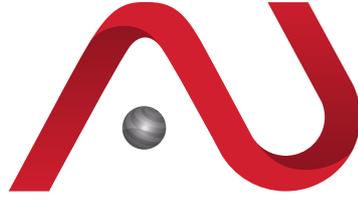
- فضلاً قم بإدراج المعلومات المناسبة.

قسم (I): تصريح مقدم الطلب

- سوف لن يتم إكمال معاملة مقدم الطلب في حالة عدم التوقيع على التصريح.
- يرجى إحضار النسخ الأصلية من الشهادات في وقت تقديم الطلب، وذلك للمطابقة.

قسم (J): قائمة المستندات المطلوبة

- قم بالتأكد من إرفاق جميع المستندات المطلوبة.



الجامعة الأهلية
AHLIA UNIVERSITY
BAHRAIN

www.ahlia.edu.bh

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call us on **8999 1729** or email us on info@ahlia.edu.bh