



## DOCUMENTS TO ACCOMPANY APPLICATION

- |   |  |
|---|--|
| <input type="checkbox"/> Certified/Attested University Certificate and Transcript | <input type="checkbox"/> *Personal Statement                     |
| <input type="checkbox"/> Official copy of English Language Result                 | <input type="checkbox"/> Copy of Passport                        |
| <input type="checkbox"/> *Current Curriculum Vitae (CV)                           | <input type="checkbox"/> Copy of Emirates ID Card (front & back) |
| <input type="checkbox"/> *Two (2) Letters of Recommendation                       | * MBA Only   |

## 5. ACADEMIC BACKGROUND

For direct entry, applicants must meet the academic requirements as published on the School's website: [www.adsm.ac.ae/admissions/](http://www.adsm.ac.ae/admissions/). Applicants not meeting direct entry will be considered for conditional acceptance.

QUALIFICATION AWARDED	NAME OF UNIVERSITY /COLLEGE	COUNTRY	CGPA	DATE COMPLETED					
				D	D	M	M	Y	Y
				D	D	M	M	Y	Y
				D	D	M	M	Y	Y

## 6. ENGLISH LANGUAGE PROFICIENCY

Applicants must meet the English language requirements of ADSM. Evidence of achieving the required score is required when submitting an application to the School. Exemptions may apply in certain instances. Visit [www.adsm.ac.ae/admissions/](http://www.adsm.ac.ae/admissions/) for detailed information.

What is your first language? \_\_\_\_\_

Have you completed an internationally recognised English language test?  Yes  No

	Score	Date		Score	Date
IELTS (Academic)			Pearson PTE		
TOEFL			Other:		

## 7. WORK EXPERIENCE

Please provide details of your work experience and include your most recent Curriculum Vitae (CV) with your application. Applicants may be required to attend an interview with the Admissions Committee.

COMPANY NAME	POSITION	YEARS OF SERVICE

## 8. ATTESTATION OF DOCUMENTS

Applicants are required to have their academic documents attested. The attesting process is dependent on whether studies were undertaken in or outside the UAE. For detailed information, visit [www.adsm.ac.ae/admissions/](http://www.adsm.ac.ae/admissions/) for detailed information.

## 9. SPECIAL NEEDS

If you have a disability or health matter and require advice or assistance with your studies, please contact the Registrar's Office on **02 6917898** or email: [registrar@adsm.ac.ae](mailto:registrar@adsm.ac.ae). Supporting medical documentation may be requested and you may need to meet with staff to talk about any reasonable adjustment ADSM can help with. The School will endeavour to accommodate students to meet their needs.

## 10. APPLICATION FEE

All applications to the ADSM are charged a non-refundable application fee. This fee is to be paid to the Finance department and the receipt attached to your application and submitted to Student Recruitment.

## 11. TUITION FEES AND REFUNDS

Students enrolling are required to pay an initial registration fee to secure a place in the program in which they have been accepted. In addition, tuition fees are to be paid as outlined in the Finance policy. The schedule of fees and other student-related costs are available at [www.adsm.ac.ae/tuition-financial-aid/](http://www.adsm.ac.ae/tuition-financial-aid/)

Students ceasing their studies, and if eligible for a refund, will be required to submit the relevant form to the Registrar. Refunds of tuition fees are governed by the ADSM Finance policy.

## 12. IMPORTANT INFORMATION FOR APPLICANTS

- a. **Student Records Policy:** ADSM collects and maintains information about students for the purposes of Admissions, Academic progress and performance, compliance with government and regulatory requirements and any other information related to the student's participation and involvement with the ADSM community. This information is protected by procedures and methods designed to keep it secure and reliable.
- b. **Release of Information Policy:** ADSM respects the confidentiality of the student data that it holds and will only release it to the student and any authorized individuals as outlined in the Release of Information Policy.

## 13. DECLARATION AND SIGNATURE

1. I declare that all the information that I have given in this application is true, correct and complete and is not false or misleading. I understand there may be consequences if I give false or misleading information which may result in rejection of an application or expulsion from the school.
2. I declare that I have signed this form and have not had it signed on my behalf by another person.
3. I declare that I have not been excluded or subject to disciplinary action at any tertiary institution.
4. I understand that ADSM may obtain records from any educational institution I have previously attended.
5. For the purpose of verifying my supporting documentation, I authorise any institution or organisation named on any document provided as evidence of my qualifications or work experience or which are named in my application, to release to ADSM, personal information which they may hold about me.
6. If payment for my program is made by a sponsor (a third party paying my tuition fees), I agree to the release of all information to my sponsor regarding my application and subsequent enrolment including course results and enrolment details.
7. I agree to be bound by all the Rules and any relevant policies of the School.
8. I understand that I am required to pay all tuition fees in full for my course as outlined in the Student Finance Policy. Failure to make payment in accordance with the aforementioned policy may result in being placed on 'Administrative Suspension' or terminating enrolment.
9. I understand that in the event that I am unable to pay my tuition fees, ADSM has no obligation to provide any financial assistance.
10. This application, together with all documents received by Abu Dhabi School of Management becomes the property of the School and will be managed in accordance with the Student Records Policy.

### By signing this form, I declare that:

I will abide by the rules, policies and procedures of ADSM

I have read and agree to the terms as outlined in Section 13 of this application

I declare that the information I have provided is true and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Application

**SEND**  
P.O. BOX 6844  
ABU DHABI  
UAE

**VISIT**  
VILLA 6  
AL SALAM & 31st STREET  
ABU DHABI, UAE

**ENQUIRE**  
800 MYADSM  
info@adsm.ac.ae  
www.adsm.ac.ae

**Office Use Only**

Program applied for:		Year				Semester:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring
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**DOCUMENT CHECKLIST** *(tick box)*

- |                          |                          |                         |  |
|--------------------------|--------------------------|-------------------------|--|
| Original                 | Copy                     |                         | <input type="checkbox"/> *Curriculum Vitae (CV)                  |
| <input type="checkbox"/> | <input type="checkbox"/> | University Certificate  | <input type="checkbox"/> *Two (2) Letters of Recommendation      |
| <input type="checkbox"/> | <input type="checkbox"/> | Academic Transcript     | <input type="checkbox"/> *Personal Statement                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Attested Documents      | <input type="checkbox"/> Copy of Emirates ID Card (front & back) |
| <input type="checkbox"/> | <input type="checkbox"/> | English Language Result | <input type="checkbox"/> Copy of Passport                        |
|                          |                          |                         | <input type="checkbox"/> 1 Passport Size Photo                   |
|                          |                          |                         | <input type="checkbox"/> Receipt of Application Fee              |

\* MBA Only

**IS AN INTERVIEW IS REQUIRED?**  Yes  No

<b>THE APPLICATION IS:</b>	<b>ACADEMIC QUALIFICATIONS:</b>		
<input type="checkbox"/> APPROVED	INSTITUTE		
<input type="checkbox"/> NOT APPROVED	QUALIFICATION		
	CGPA		
<b>LETTER:</b>	<b>ENGLISH LANGUAGE RESULTS:</b>		
<input type="checkbox"/> A (general admission)	<b>TEST:</b>	<b>SCORE:</b>	<b>DATE:</b>
<input type="checkbox"/> B (English)	IELTS		
<input type="checkbox"/> C (academic)	TOEFL		
<input type="checkbox"/> D (academic + English)	PEARSON PTE		
<input type="checkbox"/> E (not approved)	OTHER		
	ACCEPTED	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**ADMISSIONS COMMITTEE NOTES:**

\_\_\_\_\_

CHAIR, ADMISSIONS C'TEE \_\_\_\_\_ Signature & Date \_\_\_\_\_

PROCESSED BY \_\_\_\_\_ Signature & Date \_\_\_\_\_

QA \_\_\_\_\_ Signature & Date \_\_\_\_\_

The Abu Dhabi School of Management attempts to ensure the information contained in this form is correct at the time of publication (APR 2017); however, sections may be amended without notice in response to changing circumstances or for any other reason. Visit the ADSM website or contact the School for any updated information.

Student Number

Student Name