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Passport Sized
Photo

Office Use Only - Student Number

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GRADUATE APPLICATION FORM

Please complete Sections 1 – 7. Section 13 requires your signature.

1. PERSONAL DETAILS (USE BLOCK LETTERS)

Title: Mr Mrs Ms Other _____ Gender: Male Female

Full Name (English)* _____

Full Name (Arabic)* _____

* As shown in passport

Date of Birth:

D	D	M	M	Y	Y	Y	Y
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2. PASSPORT DETAILS

Passport Number: _____ Expiry Date:

D	D	M	M	Y	Y	Y	Y
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Emirates Identity Number:

			-				-												
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Emirates ID Expiry Date:

D	D	M	M	Y	Y	Y	Y
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3. MAILING ADDRESS

Mailing Address

P.O. Box _____

Emirate _____

Email _____

Mobile _____

Home Address

Street No. _____

Street Name _____

Emirate _____

Mobile _____

4. PROGRAM APPLICATION

Program you are applying for:		Year				Term:	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring
Have you previously applied to ADSM? If so, when?		Year				Term:	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring

Please note the following when submitting an application to study at ADSM

1. Applicants are encouraged to apply as early as possible. Applicants may be requested to attend an interview with the Admissions Committee.
2. Applications can only be considered when all required documents have been submitted. Missing documents may lead to delays in a full assessment of your application.
3. This application, together with all documents received by Abu Dhabi School of Management (ADSM), becomes the confidential property of the School and will not be returned, forwarded to another institution or duplicated for any other purpose. For more details refer to the Student Records Policy.

DOCUMENTS TO ACCOMPANY APPLICATION

- Certified/Attested University Certificate and Transcript
- Official copy of English Language Result
- *Current Curriculum Vitae (CV)
- *One (1) Letter of Recommendation
- *Personal Statement
- Copy of Passport
- Copy of Emirates ID Card (front & back)
- * 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/admission-requirements/. 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	

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.

What is your first language? _____

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

	Score	Date		Score	Date
IELTS (Academic)			EmSAT		
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/admission-requirements/ 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 6917800** or email: 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/

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 courses 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: Fall Winter Spring

DOCUMENT CHECKLIST *(tick box)*

- | | | | |
|--------------------------|--------------------------|-------------------------|------------------------------------------------------------------|
| Original | Copy | | <input type="checkbox"/> *Curriculum Vitae (CV) |
| <input type="checkbox"/> | <input type="checkbox"/> | University Certificate | <input type="checkbox"/> *One (1) Letter 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

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

ADMISSIONS COMMITTEE NOTES:

CHAIR, ADMISSIONS COMM. _____ 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 (May 2019); 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