

Attach 1
Passport Sized
Photo

Office Use Only - Student Number					

UNDERGRADUATE APPLICATION FORM

Please complete Sections 1 – 7. Section 12 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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People of Determination: Yes No Unknown/Undeclared

Special Needs Category: Specific Learning Disabilities Physical and Health Related Disability

Visual Impairment Hearing Impairment Including Deafness Speech and Language Disorders

Autism Spectrum Disorders Emotional and Behavioural Disorders Intellectual Disabilities

Other Disabilities not covered above: _____

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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Name of the Guardian/Parent _____ Contact No. _____

3. MAILING ADDRESS

P.O. Box _____ Emirate _____ Street No. _____ Street Name _____

Mobile _____ Email _____

4. PROGRAM APPLICATION

Bachelor of Science in Management	Year				Semester:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring
Have you previously applied to ADSM? If so, when?	Year				Semester:	<input type="checkbox"/> Fall	<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.
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.

5. DOCUMENTS TO ACCOMPANY APPLICATION

- | | |
|--|--|
| <input type="checkbox"/> Certified/Attested High School Certificate & Transcript | <input type="checkbox"/> Copy of Passport |
| <input type="checkbox"/> Copy of Emirates ID Card (front & back) | <input type="checkbox"/> Passport Size Photo |
| <input type="checkbox"/> Official Copy of English Language Result | <input type="checkbox"/> No Objection Letter from National Service Department (for Male Emirati students). |
| <input type="checkbox"/> Official Copy of Mathematics Test Result | <input type="checkbox"/> Official Transcripts and Course Syllabi (For Credit Transfer Student) |
| <input type="checkbox"/> Original Equivalency Letter | |

6. ACADEMIC BACKGROUND

QUALIFICATION AWARDED	NAME OF SCHOOL	COUNTRY	CGPA	DATE COMPLETED						
				D	D	M	M	Y	Y	

7. 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.

	Score	Date		Score	Date
IELTS (Academic)			EmSAT		
TOEFL			Other:		

8. MATHEMATICS TEST RESULT

Applicants must meet the Mathematic & Arabic Language requirements of ADSM. Evidence of achieving the required score is required when submitting an application to the School.

	Score	Date		Score	Date
SAT 1			EmSAT		
Other:					

9. 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.

10. 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.

11. APPLICATION FEE

All applications to the ADSM are charged a non-refundable application fee of AED 500+VAT. This fee is to be paid to the Finance office and the receipt attached to your application and submitted to Student Recruitment.

12. 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 Student 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 Student Finance policy.

13. 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.

14. 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 ADSM.
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 14 of this application

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

Applicant's Signature

Date of Application

Office Use Only

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

- | | |
|--|--|
| <input type="checkbox"/> Application Fee
<input type="checkbox"/> Certified/Attested High School Certificate & Transcript
<input type="checkbox"/> Copy of Emirates ID Card (front & back)
<input type="checkbox"/> Official Copy of English Language Result
<input type="checkbox"/> Official Copy of Mathematics Test Result
<input type="checkbox"/> Official Copy of Arabic EmSAT Test Result
<input type="checkbox"/> Original equivalency Letter | <input type="checkbox"/> Copy of Passport
<input type="checkbox"/> Passport Size Photo
<input type="checkbox"/> Police Clearance Certificate
<input type="checkbox"/> Certificate of Good Conduct
<input type="checkbox"/> No Objection letter from National Service Department (for Male Emirati students).
<input type="checkbox"/> Official Transcripts and Course Syllabi (For Credit Transfer Student) |
|--|--|

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:	ALL TEST 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)	EmSAT		
	SAT 1		
	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 (Nov 2023). 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