



NOTRE DAME
UNIVERSITY
— LOUAIZE —
جامعة السيدة
اللويزة

GRADUATE STUDY

APPLICATION FORM



MAIN CAMPUS
ZOUK MOSBEH

NORTH LEBANON CAMPUS
BARSA - KOURA

SHOUF CAMPUS
DEIR EL KAMAR

Dear Applicant,
Please find below the required documents for graduate application to NDU:

- Application Form, submitted online (<https://sis.ndu.edu.lb/iApply>) or by hand to the Office of Admissions;
- A certified copy of the Bachelor Degree and its equivalence (NDU graduates should submit a non-certified copy);
- An Official Transcript of the undergraduate record;
- Two Letters of Recommendation (1 Academic and 1 Professional);
- A photocopy of the National Identity Card or Passport;
- Two recent passport-size photos; and
- A certified copy of the Lebanese Baccalaureate Part II or its equivalence (excluding NDU graduates).

Applicants must either sit for the NDU English Entrance Exam or submit scores of external exams (TOEFL or IELTS) except for graduates of English language institutions

MBA applicants must additionally submit:

- Official GMAT or GRE score (excluding applicants holding doctoral degrees);
- Curriculum Vitae; and
- Employment Certificate.

MS in Engineering applicants must additionally submit:

- Official GRE score;
- Curriculum Vitae.

Applicants must submit original or certified copies of all the required documents. All submitted documents, whether the applicant has been accepted or not, become the property of NDU

APPLICATION FEE	ENTRANCE EXAMINATION FEES	ALL FEES ARE NON-REFUNDABLE
L.L. 200,000	English Exam L.L. 75,000	
(USD 133)	(USD 50)	

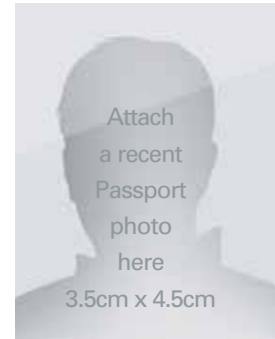
Important Admission dates and deadlines for the academic year 2017-2018:

Semester	Application Timeline		
Spring Semester, 2018	Monday, October 2 - Monday, December 4, 2017		
Fall Semester, 2018	Monday, January 8 - Monday, July 30, 2018		
Semester	Application Deadline	Exam Dates	Decision Dates
Spring Semester, 2018	Dec. 4, 2017	Dec. 7, 2017	Dec. 21, 2017
Early Admission, Fall 2018	Jan. 31, 2018	Feb. 3, 2018	Feb. 23, 2018
Regular Admission I, Fall 2018	Mar. 14, 2018	Mar. 17, 2018	Apr. 19, 2018
Regular Admission II, Fall 2018	May 28, 2018	May 31, 2018	June 21, 2018
Regular Admission III, Fall 2018	July 30, 2018	Aug. 2, 2018	Aug. 23, 2018
Graduate Open House-Main Campus	Wednesday, May 2, 2018		



APPLICATION FOR ADMISSION TO GRADUATE STUDY

Please read instructions before completing this application



All applicants are considered on the basis of their qualifications regardless of race, color, sex, disability, religion, age or national origin.

1.	_____	_____	_____	الإسم الكامل
	إسم الأب	الإسم الأول	العائلة	
2.	Full Name	_____	_____	_____
		Family	First	Middle (or Father's)
3.	Country of Birth	District / Caza	City	
	_____	_____	_____	
4.	Date of Birth	_____	_____	_____
		Day	Month	Year
5.	Nationality	_____	_____	_____
		1st	2nd	Chosen
* 6.	Religion	_____	* 7. Sect	_____
8.	Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
	Marital Status	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow (er) <input type="checkbox"/>
9.	If married, spouse's name	_____	_____	
		First	Last	

* Optional



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اللويزة

10. Home Address

Bldg./ No. _____ Street _____ Town _____ District/Caza _____ Country _____

Phone # _____ Mobile _____

P.O. Box _____ Email _____

11. Mailing Address

(if other than above)

Bldg. / No. _____ Street _____ Town _____ District / Caza _____ Country _____

Phone # _____ Mobile _____

P.O. Box _____ Email _____

12. Father's Name _____ Is he still living? Yes ☐ No ☐

Occupation _____

Company _____ Company Address _____ Work Phone _____

P.O. Box _____ Email _____

13. Mother's Maiden Name _____

Family _____ First _____ Father's _____

Occupation _____

Company _____ Company Address _____ Work Phone _____

P.O. Box _____ Email _____

14. Date you expect to join NDU _____ Fall ☐ Spring ☐ Year _____

Campus of your choice _____ Main, Zouk Mosbeh ☐ NLC, Barsa ☐ Shouf, Deir El-Kamar ☐

15. Were you previously enrolled at NDU? No ☐ Yes ☐ Date _____

Student ID No. _____ Day _____ Month _____ Year _____

16. List Secondary Schools or Universities last attended and dates of attendance

Name of College/ University	Location	Dates of Attendance	
		From	To



17. Identify the strand of your Baccalaureate- Part II _____

18. Indicate languages you know and level of mastery

	Writing			Reading			Speaking		
	Very Well	Well	Fair	Very Well	Well	Fair	Very Well	Well	Fair
English									
Arabic									
French									
Other									

19. List hobbies & co-curricular activities of interest to you _____

20. List academic distinctions, awards, or prizes you hold _____

21. List publications, if any _____

22. List below your work experience

Firm or Organization	Kind of work	Inclusive Dates	
		From	To

23. Who covers tuition and other expenses? My parents ☐ Myself ☐ A Sponsor ☐ Others(specify) ☐

Name _____

Family

First

Father's

Address _____

Bldg. / No.

Street

Town

District / Caza

Country

Phone # _____ Mobile _____

P.O. Box _____ Email _____

24.	Do you have any physical disability? If yes, specify _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Do you require special assistance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
25.	Do you have any relatives or Alumni at NDU? If yes, specify _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
26.	If your father and/or mother is/are presently members of the staff and/or faculty please indicate		
	Name _____		
	Family	First	Father's
	Position _____		

27. Indicate your choice of Faculty and Major. Choose one Faculty and one major

Faculty of Architecture, Art and Design (FAAD)

- ☐ 102 - Master of Arts in Design 36 credits
- ☐ 142 - Master of Arts in Music 36 credits

Faculty of Business Administration and Economics (FBAE)

- ☐ 3-Master of Business Administration (General M.B.A.) 39 credits
- Master of Business Administration (M.B.A.) with the following emphasis
- ☐ 127 - Finance 39 credits
- ☐ 128 - Human Resources Management 39 credits
- ☐ 206 - Project Management 39 credits
- ☐ 188-Master of Science in Financial Risk Management 30 credits
- ☐ 198-Master of Science in Business Strategy* 30 credits

Faculty of Engineering (FE)

- ☐ 260 - Master of Science in Civil Engineering 30 credits
- ☐ 262 - Master of Science in Electrical and Computer Engineering 30 credits
- ☐ 264 - Master of Science in Mechanical Engineering 30 credits

Faculty of Humanities (FH)

- Master of Arts in English Language & Literature with the following emphasis
- ☐ 27 - Applied Linguistics and TEFL 30 credits
- ☐ 28 - Literature 30 credits
- Master of Arts in Translation with the following emphasis
- ☐ 184 - Translation 36 credits
- ☐ 194 - Interpretation 36 credits
- Master of Arts in Media Studies with the following emphasis
- ☐ 204 - Television Management and Production 39 credits
- ☐ 205 - Electronic Journalism and Public Relations 39 credits
- ☐ 123 - Advertising 39 credits
- Master of Arts in Education with the following emphasis
- ☐ 136 - School Management and Educational Leadership 33 credits
- ☐ 137 - Special Education 33 credits
- ☐ 138 - Educational Technology 33 credits
- ☐ 171 - Master of Arts in Psychology - Educational Psychology 36 credits

* Footnote: Major offered in North Lebanon and Shouf campuses only.

Faculty of Natural and Applied Sciences (FNAS)

- | | |
|--|------------|
| <input type="checkbox"/> 18 - Master of Sciences in Computer Science | 30 credits |
| <input type="checkbox"/> 181 - Master of Sciences in Biology | 36 credits |
| <input type="checkbox"/> 182 - Master of Sciences in Financial Mathematics | 33 credits |
| <input type="checkbox"/> 67 - Master of Sciences in Mathematics | 33 credits |
| <input type="checkbox"/> 174 - Master of Sciences in Astrophysics | 36 credits |
| <input type="checkbox"/> 197 - Master of Sciences in Industrial Chemistry | 36 credits |
| <input type="checkbox"/> 265 - Master of Sciences in Actuarial Sciences | 30 credits |

Faculty of Nursing and Health Sciences (FNHS)

- | | |
|--|------------|
| <input type="checkbox"/> 193 - Master of Science in Human Nutrition | 35 credits |
| <input type="checkbox"/> 203 - Master of Science in Food Safety and Quality Management | 36 credits |

Faculty of Law and Political Science (FLPS)

- | | |
|--|------------|
| <input type="checkbox"/> 104 - Master of Arts in Political Science with the following emphasis | 36 credits |
| <input type="checkbox"/> 144 - NGOs | 36 credits |
| <input type="checkbox"/> 178 - Human Rights | 36 credits |
| <input type="checkbox"/> 107 - Master of Arts in International Affairs & Diplomacy with the following emphasis | 36 credits |
| <input type="checkbox"/> 105 - International Law | 36 credits |
| <input type="checkbox"/> 106 - Master of Arts in Public Administration | 36 credits |

Write about your personal and educational background and your expectations from a graduate education at NDU

I certify that all the information provided in this application is, to the best of my knowledge, complete and accurate.

I further understand that any misrepresentation or the withholding of information or documents may result in immediate suspension and renders me liable to legal action.

 Date

 Signature

RECOMMENDATION FOR THE DEGREE OF MA/MBA/MS

Family Name Of Applicant _____

First Name _____

Date of Birth _____

Day Month Year

Applying for ☐ MA ☐ MBA ☐ MS Emphasis* _____ ☐ Fall ☐ Spring Year _____

Thank you for taking the time to write on behalf of this candidate who is applying to the MA/MS/MBA program. We value your direct contact with the candidate, and this will contribute to distinguishing the most suitable candidates from among a pool of well-qualified young professionals. We ask for your personal and candid opinion on the candidate's personal qualities and his/her potential for graduate work. Please answer the questions listed on the back of this form and return it to the candidate, in a sealed envelope with your signature across the seal. We suggest you retain a copy for your records. The candidate will submit the sealed and signed envelope to NDU as part of the complete application. You may wish to submit your recommendation directly to the NDU Office of Admissions. The contents of your recommendation will not be communicated to any person who is not directly involved in the admissions process, nor to the candidate. We appreciate your efforts on behalf on this candidate.

Details of Person Completing this Form

Family Name _____

First Name _____

Affiliation _____

Title _____

Street _____

Town _____

Postal Code _____

Country _____

Telephone _____

Mobile _____

E-Mail _____

How long and in what capacity have you known the candidate? _____

P.S. - Since NDU reserves the right to verify all credentials and information on a candidate's file, please ensure you have indicated all your contact information.

* To be specified by the applicant.

How do you rate the candidate on the following criteria

	Outstanding Top 2%	Very Good	Above Average	Average	Below Average	Unobserved
Competence						
Professional						
Achievement						
Readiness To Use Opportunities For Achievement						
Creativity And Resourcefulness						
Intellectual Curiosity						
Energy And Drive						
Personal Integrity						
Ability To Work In A Team						
Leadership Qualities						
Others						

How do you rate the candidate's potential for becoming a responsible and successful career person compared with others whom you have known in a similar capacity?

Excellent ☐ Very Good ☐ Above Average ☐ Average ☐ Below Average ☐

Comment on the candidate's career progress to date and his/her career focus: _____

What do you consider to be the candidate's major strengths and weaknesses? _____

Comment on the candidate's potential for graduate research ability: _____

Additional comments that may assist the Graduate Admissions Committee in its final decision

Signature

Date

RECOMMENDATION FOR THE DEGREE OF MA/MBA/MS

Family Name Of Applicant _____

First Name _____

Date of Birth _____

Day Month Year

Applying for ☐ MA ☐ MBA ☐ MS Emphasis* _____ ☐ Fall ☐ Spring Year _____

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Street _____

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Comment on the candidate's potential for graduate research ability: _____

Additional comments that may assist the Graduate Admissions Committee in its final decision

 Signature

 Date

FOR OFFICE USE ONLY

RESULTS OF ENTRANCE EXAMINATIONS

Name of Applicant

 Family Name First Name Father's Name
 1 _____ 2 _____ 3 _____
 Exam Date Exam Date Exam Date

	SCORE	SCORE	SCORE
English			
EET			
TOEFL			
Others			
GRE			
GMAT			

Admissions Office Comments

Name

Signature

Date

Faculty Graduate Committee Comments

Name

Signature

Date

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Date _____

TRANSFER APPLICANTS

FOR APPLICANT USE

Name and Address of University _____

Major Followed (Previous Major) _____

Cum. GPA or Average _____

Status _____

Applied Major (New Major) _____

Comments _____

Note: It is the Applicant's responsibility to submit to the Admissions Office, within the first two weeks of the semester, course descriptions, catalogs or any other document that may contribute to the identification of transferable credits.

RESULTS OF ENTRANCE EXAMINATIONS FOR OFFICE USE

Name of Applicant

_____ Family Name _____ First Name _____ Father's Name _____
1 _____ 2 _____ 3 _____
Exam Date Exam Date Exam Date

	SCORE	SCORE	SCORE
English			
EET			
TOEFL			
Others			

ADMISSIONS COMMITTEE

Comments _____

Date _____

Remarks _____

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Date _____

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