

**MAIN CAMPUS**  
ZOUK MOSBEH

**NORTH LEBANON CAMPUS**  
BARSA - KOURA

**SHOUF CAMPUS**  
DEIR EL KAMAR

Dear Applicant,

Notre Dame University-Louaize is delighted to welcome you to one of its three campuses. To be eligible for admission to graduate studies, you must hold a Bachelor's degree from a recognized institution based on a secondary school certificate recognized by the Lebanese Ministry of Education and Higher Education. In addition, certain faculties request at least one year of practical working experience.

Applicants from institutions whose language of instruction is not English will be required to sit for the NDU English Entrance Test (EET) or the TOEFL. In addition, some departments may require other examinations such as the GRE or GMAT for admission.

If you are interested in a Graduate Teaching Assistantship (GTA) or Graduate Research Assistantship (GRA) position, please enquire about available positions within the Faculty you are applying to. You may also access the Graduate Student Assistantship Rules and Regulations online via this link:

[http://www.ndu.edu.lb/research/assistantship\\_policy.htm](http://www.ndu.edu.lb/research/assistantship_policy.htm)

The following tables identify the deadlines for submitting applications, examination and decision dates. These dates will change according to the calendar year.

Semester	Application Timeline	
Spring Semester, 2017	Tuesday, October 4 - Tuesday, December 13, 2016	
Fall Semester, 2017	Tuesday, January 10 - Tuesday, August 1, 2017	
Semester	Examination Dates	Decision Dates
Spring Semester, 2017	December 15, 2016	January 12, 2017
Early Admission, Fall 2017	February 25, 2017	March 16, 2017
Regular Admission I, Fall 2017	April 22, 2017	May 11, 2017
Regular Admission II, Fall 2017	June 22, 2017	July 13, 2017
Regular Admission III, Fall 2017	August 3, 2017	August 24, 2017
Graduate Open House Main Campus	May 4, 2017	
Graduate Open House Shouf Campus	April 28, 2017	

**The required documents are the following:**

- A certified copy of the Bachelor degree from the University and its equivalence certified from the Lebanese Ministry of Education and Higher Education (NDU graduates only need to submit a non-certified copy).
- An official transcript of the undergraduate record.

- A certified copy of Lebanese Baccalaureate Part II or its equivalence (excluding NDU graduates).
- A photocopy of the Identity Card or Passport.
- Two recent passport-size photos.
- Two letters of recommendation (1 Academic and 1 Professional).

**MBA applicants must in addition provide the following documents:**

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

**MS in Engineering applicants must in addition provide the following documents:**

- Official GRE score.
- Curriculum Vitae.

The concerned Faculty will contact applicants to schedule interviews with the Graduate Admissions Committee.

All documents become part of the permanent records of the University and will not be returned. When the application and all required documents are available, the application will be reviewed by the concerned Faculty and acted upon by the University Admissions Committee. The decision of the committee will be communicated to the applicant in writing by the Director of Admissions.

NDU offers a Masters Degree in the following:

- Faculty of Architecture, Art & Design (FAAD)
- Faculty of Business Administration & Economics (FBAE)
- Faculty of Engineering (FE)
- Faculty of Humanities (FH)
- Faculty of Law and Political Science (FLPS)
- Faculty of Natural & Applied Sciences (FNAS)
- Faculty of Nursing & Health Sciences (FNHS)

If you have questions or doubts prior to completing this application, please review the Admissions Guide for clarification or visit our website [www.ndu.edu.lb](http://www.ndu.edu.lb) You can also reach the Office of Admissions by mail, phone, or fax as specified on the back of this booklet.

Please complete this application form for graduate studies and submit it with a fee of 200,000 L.L. to the Admissions Office. Applicants who are required to do the EET must pay 75,000 L.L. (All fees are non-refundable.)

We trust that your education at Notre Dame University-Louaize will help you achieve your academic and professional endeavors.

Sincerely,



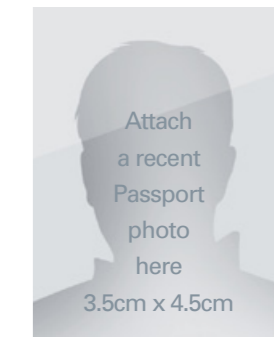
**Viviane Nakhle**

Director of Admissions



## 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 العائلة      الإسم الأول      إسم الأب		
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



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)**

- 18 - Master of Sciences in Computer Science 30 credits
- 181 - Master of Sciences in Biology 36 credits
- 182 - Master of Sciences in Financial Mathematics 33 credits
- 67 - Master of Sciences in Mathematics 33 credits
- 174 - Master of Sciences in Astrophysics 36 credits
- 197 - Master of Sciences in Industrial Chemistry 36 credits
- 265 - Master of Sciences in Actuarial Sciences 30 credits

**Faculty of Nursing and Health Sciences (FNHS)**

- 193 - Master of Science in Human Nutrition 35 credits
- 203 - Master of Science in Food Safety and Quality Management 36 credits

**Faculty of Law and Political Science (FLPS)**

- 104 - Master of Arts in Political Science with the following emphasis 36 credits
  - 144 - NGOs 36 credits
  - 178 - Human Rights 36 credits
- 107 - Master of Arts in International Affairs & Diplomacy with the following emphasis 36 credits
  - 105 - International Law 36 credits
- 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

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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

(MUST BE IN A SEALED ENVELOPE)

**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/MBA/MS 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



## OFFICE OF ADMISSIONS

(MUST BE IN A SEALED ENVELOPE)

### 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/MBA/MS 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.

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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

**FOR OFFICE USE ONLY**

**RESULTS OF ENTRANCE EXAMINATIONS**

Name of Applicant \_\_\_\_\_

Family Name

First Name

Father's Name

1

Exam Date

2

Exam Date

3

Exam Date

	SCORE	SCORE	SCORE
English			
EET			
TOEFL			
Others			
GRE			
GMAT			

Admissions Office Comments \_\_\_\_\_

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\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Faculty Graduate Committee Comments \_\_\_\_\_

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\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Please turn over the page

Additional Comments

Lined area for additional comments with horizontal lines.

Name

Signature

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 Exam Date 2 Exam Date 3 Exam Date

	SCORE	SCORE	SCORE
English			
EET			
TOEFL			
Others			

**ADMISSIONS COMMITTEE**

Comments \_\_\_\_\_

Date \_\_\_\_\_

Remarks \_\_\_\_\_



Faculty Evaluation Committee Comments

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Name

Signature

Date