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| شعار جامعة القدس المفتوحة **ppu logo** |
| **ماجستير المحاسبة والتمويل** **M.Sc.in Accounting and Finance** |

**Admission Application**

**for the Master Program in Accounting and Finance**

**Admission requirement**

*For Formal Admission, kindly provide the following documents:*

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| *Personal**photo* |

1. *A copy of Higher Education of the transcript of your B.A studies and the B.A. certificate*
2. *A copy of the transcript of Tawjihi grades*
3. *A copy of Birth certificate*
4. *Two recommendation Letters.*
5. *One personal photo.*

*Send this completed application form and a non-refundable JD 50 application fee to the Finance Office.*

1. **Personal Data**

**□**Mr. **□**Miss. **□** Mrs.

Full Name as in Passport:

Arabic: :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

English: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Place of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact for emergency cases : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

English language:

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| The Language Capabilities |
| Speaking | Writing | Reading |
| □ Poor | □ Poor | □ Poor |
| □ Good | □ Good | □ Good |
| □ Excellent | □ Excellent | □ Excellent |

1. **Educational Background**

- Please, state your educational background:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Institution** | **Location** | **Start year- End year** | **Degree Conferred** | **Major** | **\*Grade Point Average (%)** |
|  |  |  |  |  |  |
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**\* Please write your degree using the percentage scale not the numerical or other scales.**

1. **Referees (Recommendation Forms)**

- Kindly provide us with name and contact details of your referees in order to contact him/her before their reference arrives.State for how long, and in what capacity, the referees have known you. If you do not have an academic referee, please submit a reference from some one (not a relative) who is familiar with your work.List below the names of two persons to whom you have given the enclosed recommendation forms:

 for providing us with suitabel recomendation:

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| --- | --- | --- |
| 1. | Name: ……………………………Position ………………………….Institution………………………..Address:………………………….……………………………………... | Tel: ………………Fax …………….E-mail:Length of time known: …………….In what capacity………...…………….…………………………………..........…… |
| 2. | Name: ……………………………Position ………………………….Institution………………………..Address:…………………………………… | Tel: ………………Fax ……………........E-mail:Length of time known: …………….In what capacity…………………….……………………………………… |

1. **Current Employment Status and Previous Experience**

- Are you currently an employee? No **□** Yes **□,** If Yes, please complete the following :

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| --- | --- | --- | --- |
| **Institution** | **Location / address** | **Date of employment** | **Main tasks** |
|  |  |  |  |

-Please fill and complete the following table regarding any experience and/or recognition you have received.

|  |  |  |
| --- | --- | --- |
| **Institution** | **Address / location** | **Experience gained** |
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1. **Writing Sample**

Please writ an essay explanning why you are interested in pursuing a Master's degree in **Accounting and Finance**. This essay will serve as your writing sample for evaluation by the graduate committee.(*250 words-continue on a separate sheet if more space is required)*

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1. **Agreement and Signature:**

I certify that the information on this application is correct and complete to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **For Official Use Only** |

Recommendation of the Joint Academic Committee:

**□** Accepted **□** Waiting List **□** Not Accepted

**Notes:**

Signature/Chair of the Committee: Date:

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