**Administrative Sciences Master Program**

**Admission Application**

**For The Administrative Sciences Master Program ( MAS )**

**Admission requirement**

*For Formal Admission, you must provide the following documents:*

*Personal Education of the transcript of your B.A studies and the Personal*

*photo*

1. *B.A. certificate*

*2.* *A copy of the transcript of Tawjihi grades*

*3.* *A copy of Birth certificate.*

1. *Two recommendations.*
2. *Send this completed application form and a*

*non-refundable JD 40 application fee to the Finance Office.*

* 1. *One personal photo.*
1. **Personal Data**

**Please Print**

****Mr. Miss. Mrs.

Full Name as on Birth Certificate:

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

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

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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Main Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| Other languages: Spoken | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Poor | Good | Excellent |
| Written | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Poor | Good | Excellent |
| Understood \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Poor | Good | Excellent |



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**2. Educational Background**

* Please forward with your application official transcripts from all of your undergraduate studies. List, with the most recent first, all universities, and schools you have attended.

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

**3. Referees (Recommendation Forms)**

* You are required to send in two academic references. Please give the name and contact details of your referees in case we need 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 someone (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:

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1. Name: …………………………… | Tel: ………………Fax ……………. |  |
|  |  | Position …………………………. | E-mail: |  |
|  |  | Institution……………………….. | Length of time known: ……………. |  |
|  |  | Address:…………………………. | In what capacity……………………. |  |
|  |  | …………………………………… | ……………………………………… |  |
|  | 2. Name: …………………………… | Tel: ………………Fax ……………. |  |
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|  |  | Position …………………………. | E-mail: |  |
|  |  | Institution……………………….. | Length of time known: ……………. |  |
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**4. Current Employment Status and Previous Experience**

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| - Are you currently an employee? No | Yes | **.** If the answer is Yes, please fill the |
| following table |  |  |  |  |  |
| **Institution** | **Location / address** |  | **Date of** | **Main tasks** |
|  | **employment** |
|  |  |  |  |  |
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-Please fill the following table regarding any experience and/or recognition you

have received that might contribute to earning this Master’s degree.

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| --- | --- | --- |
| **Institution** | **Address / location** | **Experience gained** |
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**5. Choosing a Track**

This master program contains five main tracks, the first is in Contemporary Business Administration ,the second is Information Systems, the third is Accounting, the fourth is Business Economics, and the fifth is Construction Project Management, in case you have received an acceptance in the program which track would you choose?

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**6. Writing Sample**

Please write an account of why you are interested in pursuing a Master's degree in Administrative sciences. 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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**7. Agreement and Signature:**

I certify that the information on this application is correct and complete to the best of my knowledge. I understand that failure to answer any question on this form truthfully, fully, and accurately may make me ineligible for admission to the master program in Administrative sciences.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **For Official Use Only** |
|  |
| Recommendation of the Joint Academic Committee: |
| Accepted | Waiting List | Not Accepted |
|  | **Deficiency Courses** |
|  | 1. ----------------------------------------------------------------------------- |
|  | 2. ----------------------------------------------------------------------------- |
|  | 3. ----------------------------------------------------------------------------- |
| Signature/Chair of the Committee: | Date: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |