

MAIN CAMPUS
ZOUK MOSBEH

NORTH LEBANON CAMPUS
BARSA - KOURA

SHOUF CAMPUS
DEIR EL KAMAR

Dear Applicant,

Notre Dame University 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 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

The following table identifies the deadlines for submitting applications and exam dates. These dates will change according to the calendar year.

Semester	Application Deadline	Examination Dates
Spring Semester, 2016	November 3 - December 22, 2015	January 14, 2016
Early Admission, Fall 2016	January 19 - February 23, 2016	February 27, 2016
Regular Admission, Fall 2016	May 3 - June 21, 2016	June 23, 2016
Late Admission, Fall 2016	July 5 - August 2, 2016	August 4, 2016

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 Bac 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.
- 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 Natural & Applied Sciences (FNAS)
- Faculty of Nursing & Health Sciences (FNHS)
- Faculty of Law and Political Science (FLPS)

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 You can also reach the Admissions Office 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 will help you achieve your academic and professional endeavors.

Sincerely,



Viviane Nakhlé

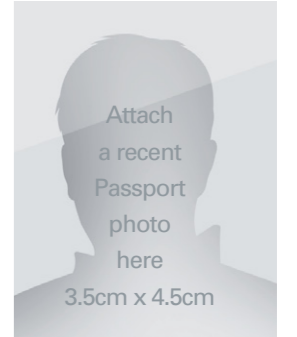
Director of Admissions

Director of the Office of Tests, Measurement & Evaluation



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, handicap, 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

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

Mobile Phone Professional Email Personal Email

13. Mother's Maiden Name _____

Family First Father's

Occupation _____

Company Company Address Work Phone

Mobile Phone Professional Email Personal 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)

- 187 - Master of Architecture - Environmental and Urban Design 36 credits
- 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

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 36 credits
 - 137 - Special Education 36 credits
 - 138 - Educational Technology 36 credits
- 171 - Master of Arts in Psychology - Educational Psychology 36 credits

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

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

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



ADMISSIONS OFFICE

(MUST BE IN A SEALED ENVELOPE)

RECOMMENDATION FOR THE DEGREE OF MA/MS/MBA

Family Name Of Applicant _____

First Name _____

Date of Birth _____

Day _____ Month _____ Year _____ Candidate For The Ba/Bs Program Starting 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 Admissions Office. 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.

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 _____

Name

Signature

Date

Faculty Graduate Committee Comments _____

Name

Signature

Date

Additional Comments

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. _____ 2. _____ 3. _____
Exam Date Exam Date Exam Date

	SCORE	SCORE	SCORE
English			
EET			
TOEFL			
Others			

ADMISSIONS COMMITTEE

Comments _____

Date _____

Remarks _____

Faculty Evaluation Committee Comments

Name

Signature

Date