



REGISTRATION FORM BBA/ASB/Univ. Transfer

SECTION A. HOW TO APPLY:

- All details on this form must be completed in English, preferably in **BLOCK LETTERS** and must be **consistent** with the information in your passport.
- Attach the following items:
 - **Application Fee of AED 900** (non-refundable). Your application cannot be processed without the application fee.
 - **A copy of your high school certificate** attested by the Ministry of Education from the country in which you studied. Include English translations of all records.
 - **Two recent passport size photographs and a passport copy.**
 - **Emirates I.D / UAE Residency or Visa Copy**
 - **University / College Transcripts**, if applicable.

SECTION B. PERSONAL INFORMATION:

Complete all personal data in this section, **PLEASE PRINT IN ENGLISH**. Do not omit any portion of the required information. **Incomplete applications cannot be processed!**

NAME: (as mentioned in the passport) _____
(Last/Family name) (First name) (Middle name)

Male Female MARITAL STATUS: Single Married

PLACE OF BIRTH: _____ DATE OF BIRTH: _____
(City) (Country) (Month) (Day) (Year)

NATIONALITY: _____ NATIONALITY OF MOTHER: _____

PASSPORT NO: _____ UAE NATIONAL ID NO: _____

*FOR UAE NATIONALS ONLY: FAMILY ID NO: _____

MAILING ADDRESS IN UAE: c/o _____ P.O. BOX: _____
(to which all correspondence should be sent)

_____ United Arab Emirates
Organization City Emirates

RESIDENCE TEL. NO: _____ STUDENT'S MOBILE NO : _____

STUDENT'S EMAIL ADDRESS: _____ @ _____

NAME OF FATHER or LEGAL GUARDIAN: _____

ADDRESS OF FATHER or GUARDIAN: _____

OFFICE TEL. NO: _____ FAX: _____ MOBILE: _____

GUARDIAN'S EMAIL ADDRESS: _____ @ _____

Please mention any health condition/s of which the college should be aware.

SECTION C.

ACADEMIC INFORMATION:

SEMESTER FOR WHICH YOU WISH TO ENROLL:

Fall Spring Summer Year: _____ Day Evening Weekend

PROGRAM FOR WHICH YOU ARE ENROLLING:

BBA – Bachelor of Business Administration
Concentration Option: Management Human Resource Management Marketing Finance

Associate Degree in Business: _____

University Transfer Option, in (major): _____

Foundation Coursework for Transfer, in (major): _____

SECTION D.

ACADEMIC RECORDS:

1. HIGH SCHOOL LEAVING CERTIFICATE

CBSE XII ___% ISC ___% GED ___/5000 FBISE ___% 'O' Level No. of Subjects: _____

'AS' Level No. of Subjects _____ 'A' Level No. of Subjects: _____ IB _____ Taughi Boards ___%

Others (Please specify) _____

NAME OF HIGH SCHOOL: _____ CITY: _____

YEAR OF COMPLETION: _____

2. Please list previously attended Colleges/Universities (if applicable / attach additional sheets if required):

NAME OF COLLEGE/UNIVERSITY _____

NO. OF SEMESTER COMPLETED _____ NO. OF CREDITS COMPLETED _____

3. TOEFL / IELTS / EMSAT OVERALL SCORE: _____ ACT / SAT _____

4. CEPA ENGLISH: _____ CEPA MATH: _____

NOTE: Students transferring from other Colleges/Universities will have their previous academic records evaluated by the College. Please enclose all necessary documentation and arrange for the original transcript to be forwarded to the College as soon as possible.

SECTION E.

EMPLOYMENT RECORDS:

FULL TIME EMPLOYMENT STATUS: YES NO

IF YES, POSITION: _____ NAME OF COMPANY: _____

I hereby agree to all American College of Dubai's rules and regulations.

Signature of Applicant / Parent

_____/_____/_____
Day / Month / Year

CHECKLIST OF ATTACHED DOCUMENTS:

- Attested High School Certificate Passport Copy 2 Passport-Size Photographs
- Registration Fee AED 400 Copy of UAE National ID & Visa