



APPLICATION FOR ADMISSIONS

I. APPLICATION DETAILS

I am applying for the following programme (Please Tick):

Master of Science in International Hospitality Management

Bachelor of Science (Honours) in International Hospitality Management (BSc)

Associate of Science in International Hospitality Operations (ASc)

Study Abroad programme

Language Centre

English as a Foreign Language/TOEFL Preparation Course

Other foreign language (specify)

I am applying for enrolment in:

September January April

Year _____

II. CURRENT ADDRESS

(This is the address where the correspondence for your application will be sent)

Apartment/building, Street Address and/or PO Box number

City and Postal Code

Country

Telephone Number (country – area code – telephone)

Mobile Number (country – area code – telephone)

Email Address

III. PERMANENT ADDRESS

Apartment/building, Street Address and/or PO Box number

City and Postal Code

Country

Telephone Number (country – area code – telephone)

Mobile Number (country – area code – telephone)

IV. PERSONAL INFORMATION

Last Name/Family Name

First Name

Preferred First Name

Date of birth (day/month/year)

Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Unmarried
Citizenship	Country of Birth

V. PARENT/GUARDIAN/EMPLOYER INFORMATION

Full name of your parent/guardian or employer

Apartment/building, Street Address and/or PO Box number

City and Postal Code

Country

Telephone Number (country – area code – telephone)

Mobile Number (country – area code – telephone)

VI. RELEASE OF ACADEMIC INFORMATION

Who should receive your academic information?

Self

Guardian/Parents

Employer

VII. ACCOMMODATION AND VISA

Do you require on-campus accommodation? Yes No

Do you currently hold a UAE residence visa? Yes No

VIII. PREVIOUS AND CURRENT EDUCATION

Name of School/University and Department/Faculty	Qualification Obtained	Duration	

IX. ENGLISH LANGUAGE PROFICIENCY

All applicants will be required to provide a proof of adequate English proficiency - the IELTS or TOEFL test. The applicant must arrange the original certificate to be sent to The Emirates Academy of Hospitality Management as copies will not be accepted. Our TOEFL institutional code is 7116.

If you have sat either of the tests before please indicate your scores below.

Academic IELTS (score)

Date of Test: _____

Overall	Listening	Reading	Writing	Speaking

TOEFL (score)

Date of Test: _____

Overall	Reading	Listening	Speaking	Writing

If you do not have test results, please indicate when you sat or intend to sit the test.

The Emirates Academy of Hospitality Management administers the institutional TOEFL test. For more details, please contact the Language Centre.

The English language proficiency requirements:

UNDERGRADUATE DEGREE		MASTER DEGREE
TOEFL		
Paper Based	Total Score: 550 and 5.0 on writing	Total Score: 600 and 5.0 on writing
Internet Based	20 points on each section (reading, writing, speaking and listening)	25 points on each section (reading, writing, speaking and listening) <input type="checkbox"/>
IELTS (ACADEMIC)		
Overall Score of 6.0		Overall Score of 7.0

If you do not meet the English language proficiency requirements for entry to the undergraduate or master programme, do you wish to enroll in our English as a Foreign Language/TOEFL preparation programme? Yes No (If you tick Yes, you will be contacted by the Language Centre as soon as your application is received).

X. OTHER LANGUAGES

What other languages do you know? Please rate your fluency.

Language	Speaking	Writing
	<input type="checkbox"/> Basic <input type="checkbox"/> Proficient <input type="checkbox"/> Fluent	<input type="checkbox"/> Basic <input type="checkbox"/> Proficient <input type="checkbox"/> Fluent
	<input type="checkbox"/> Basic <input type="checkbox"/> Proficient <input type="checkbox"/> Fluent	<input type="checkbox"/> Basic <input type="checkbox"/> Proficient <input type="checkbox"/> Fluent
	<input type="checkbox"/> Basic <input type="checkbox"/> Proficient <input type="checkbox"/> Fluent	<input type="checkbox"/> Basic <input type="checkbox"/> Proficient <input type="checkbox"/> Fluent

If you are applying to the Language Center for English as a Foreign Language, TOEFL Preparation or any other foreign language course, go directly to section XV.

XI. WORK EXPERIENCE/EMPLOYMENT

Type of Work/Position Held	Employer	Duration (From-To)	Hours per week

XII. PERSONAL STATEMENT

Please provide us with a letter explaining your motivation for attending The Emirates Academy of Hospitality Management and pursuing a career in the hospitality industry. The letter should be between 300-500 words and typewritten.

This is required only from degree programme applicants.

XIII. ACADEMIC OR PROFESSIONAL EVALUATION

In evaluating your application, we give considerable importance to the comments of a referee (teacher/employer) who knows you and your abilities well. Please give the enclosed Evaluation Form to your selected referee and ask him or her to fill it out and return it sealed in an envelope for confidentiality. Enclose this envelope, unopened, with your application to the Academy.

Alternatively, you can provide us with your referee's e-mail and we will contact him/her directly.

Referee's Name & Position Mr/Ms/Mrs _____

Title _____

E-mail _____

XIV. MEDICAL INFORMATION

Please complete the enclosed Medical Information Form. Disclosing a medical condition will not affect your admission to The Emirates Academy of Hospitality Management. The Emirates Academy of Hospitality Management recognizes and supports students with particular learning requirements such as dyslexia, numeracy issues, etc.

XV. HOW DID YOU FIND OUT ABOUT US?

- An employer A school counselor/teacher The internet An article/advertisement (name of publication) _____
- An educational fair _____ An educational agent _____
- A current student of the Academy (name of student) _____
- Other (please specify) _____

XVI. DECLARATION

Please note that submitting any fraudulent documents may result in adverse effect on your application up to and including dismissal from the Academy.

I hereby certify that all the information I have provided is correct and true.

Signature	Date
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APPLYING TO THE ACADEMY

CHECKLIST

The following is a checklist of all the documents required for submitting your application:

- A completed application form
- Original transcripts – photocopies may be submitted at the time of application, however before being fully admitted, original attested transcripts and parchment are required.
- Original TOEFL or IELTS result (if available)
- An evaluation/reference form completed by one of your teachers or employers.
- A completed medical information form
- Your personal statement (only for degree programme applicants)
- Copy of academic awards and honours
- Copy of employment certificate (if available)
- Coloured passport copy (including valid residence visa page, if available)
- One coloured passport type photo in JPEG format (or six printed photos)
- Confirmation of the AED 500 application fee payment

ATTESTATION OF YOUR EDUCATIONAL QUALIFICATIONS

If you completed your secondary school or undergraduate degree in the UAE

The original or a certified true copy of your parchment and the detailed transcript of the marks you have obtained must be authenticated by the school at which you have studied in the UAE and by The Ministry of Education of the UAE for secondary school or The Ministry of Higher Education and Scientific Research of the UAE for undergraduate degree.

If you completed your secondary school or undergraduate degree outside the UAE

You may apply and will be conditionally accepted by The Emirates Academy of Hospitality Management. However, you must still have your secondary or undergraduate degree records and certificates certified by the following authorities:

- 1) Official education authorities of the country where the certificate is given such as The Ministry of Education, Education Councils, Cultural British Council, etc.
- 2) The Ministry of Foreign Affairs of the country where the certificate is given.
- 3) Embassy of the UAE in the country where the certificate is given or the embassy of such country in the UAE.
- 4)* The Ministry of Higher Education and Scientific Research of the UAE must attest all undergraduate parchments and transcripts. After this process is done, the Ministry will issue the Certificate of Equivalency. (This last procedure is applicable to Master degree applicants only).

*A student who is unable to secure the Certificate of Equivalency before the start of the first trimester must complete the Certificate of Equivalency Form agreeing to secure the equivalency. The student may commence his/her study at the Academy but will be given until the end of the first trimester to secure the equivalency. If the student is not able to secure the equivalency by the end of the first trimester, The Emirates Academy of Hospitality Management may take the appropriate action against the student, which could result in termination of the student's enrolment.