



## APPLICATION FOR ADMISSIONS

### I. APPLICATION DETAILS

I am applying for the following programmes (Please tick):

Master of Business Administration in International Hospitality Management [MBA]

Bachelor of Business Administration (Honours) in International Hospitality Management [BBA (Hons.)]

Transfer to BBA (Hons.)

Associate of Business Administration in International Hospitality Management [ABA]

Study Abroad programme

Internship  Yes  No

Period  Before  After Studies

English as a Foreign Language  Basic  Intermediate

TOEFL Preparation Course

Other Foreign Language (specify) \_\_\_\_\_

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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

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City and Postal Code

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Country

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Telephone Number (country - area code - telephone)

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Mobile Number (country - area code - telephone)

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Email Address

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Alternative Email Address

### III. 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

### IV. PARENT/GUARDIAN/EMPLOYER INFORMATION

Full Name of your Parent/Guardian or Employer

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

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City and Postal Code

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Country

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Telephone Number (country - area code - telephone)

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Mobile Number (country - area code - telephone)

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Email Address

### V. RELEASE OF ACADEMIC INFORMATION

Who should receive your academic information?

Self

Guardian/Parents

Employer

### VI. ACCOMMODATION AND VISA

Do you require on-campus accommodation?  Yes  No

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Do you require an UAE residence visa?  Yes  No

## VII. PREVIOUS AND CURRENT EDUCATION

Name of High School/University	Qualification/Degree Obtained	Duration	

## VIII. OTHER LANGUAGES

What languages do you speak? 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

## IX. WORK EXPERIENCE/EMPLOYMENT

Type of Work/Position Held	Employer	Duration (From - To)	Part-time or Full-time

## X. 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 (name of agent) \_\_\_\_\_  
 A current student/alumni of EAHM (name of the student/alumni) \_\_\_\_\_  
 Other (please specify) \_\_\_\_\_

## XI. DECLARATION

Please note that submitting any fraudulent documents may result in adverse effect on your application up to and including dismissal from EAHM. I hereby certify that all the information I have provided is correct and true.

Signature	Date
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## APPLYING TO EAHM

### ENGLISH LANGUAGE PROFICIENCY

(Not applicable for Study Abroad applicants)

The applicant must arrange the original TOEFL/IELTS certificate to be sent to EAHM before the start of the trimester. Our TOEFL institutional code is 7116. Copies can be submitted together with the application documents while you wait for the original to arrive.

\* If you have taken either of the following tests before, please indicate your scores below:

Academic IELTS (score) \_\_\_\_\_ Date of Test: \_\_\_\_\_

Overall	Listening	Reading	Writing	Speaking
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TOEFL (score) \_\_\_\_\_ Date of Test: \_\_\_\_\_

Overall	Listening	Reading	Writing	Speaking
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\* If you do not have test results, please indicate when you sat or intend to sit the test.

Date of test: \_\_\_\_\_

EAHM also administers the Institutional TOEFL Paper-based test in Dubai. To register, please contact us at [info@emiratesacademy.edu](mailto:info@emiratesacademy.edu)

MINIMUM TOEFL/IELTS REQUIREMENTS			
ABA / BBA (Hons.) Programme		MBA Programme	
TOEFL			
Paper Based	Total Score: 500 and 5.0 on writing	Total Score: 550 and 5.0 on writing	
Internet Based	Total Score: 61	Total Score: 79 - 80	
IELTS (Academic)			
Overall Band Score of 5.0		Overall Band Score of 6.0	

## CHECKLIST

Please refer to the following checklists when preparing your application documents (with official English translation if necessary):

### Masters [MBA]

- Application form
- Curriculum Vitae
- Copies of Bachelors transcripts and parchment
- Proof of English proficiency (Test results of TOEFL/IELTS or registration confirmation)
- Medical information form
- Personal statement of motivation
- Two evaluation letters/reference forms
- Coloured passport copy
- UAE residence visa copy (if available)
- UAE National Identification Card copy (if available)
- One coloured passport type JPEG photo
- Copies of employment certificates
- Receipt for paid AED 500 application fee or credit card authorisation form

### Associate & Bachelors [ABA & BBA (Hons.)]

- Application form
- Copies of transcripts and high school diploma (Year 10, 11 and 12)
- Proof of English proficiency (Test results of TOEFL/IELTS or registration confirmation)
- Evaluation letter/reference form
- Medical information form
- Personal statement of motivation
- Coloured passport copy
- UAE residence visa copy (if available)
- UAE National Identification Card copy (if available)
- One coloured passport type JPEG photo
- Receipt for paid AED 500 application fee or credit card authorisation form

**Transfer to BBA (Hons.) - in addition to the above mentioned documents:**

- Transcripts from your university
- Employment certificate/Reference letter from employer if internship was completed
- Detailed learning outcomes and syllabus of the courses from your university which you would like to transfer to EAHM
- An additional receipt for paid AED 1,500 transfer of credits fee or completed credit card authorisation form

**Study Abroad**

- Application form
- Copies of latest transcripts from your university
- Evaluation letter/reference form
- Medical information form
- Personal statement of motivation
- Curriculum Vitae
- Coloured passport copy
- One coloured passport JPEG photo
- Receipt for paid USD 500 application fee or credit card authorisation form

**English as a Foreign Language**

- Application form
- Medical form
- Coloured passport copy
- UAE residence visa copy (if available)
- UAE National Identification Card copy (if available)
- One JPEG passport type photo
- \* For Intermediate Level course applicants – TOEFL 450 points/IELTS score 4.0 or registration confirmation

**Language Course**

- Application form
- Coloured passport copy
- UAE residence visa copy (if available)
- UAE National Identification Card copy (if available)
- One JPEG passport type photo

**PERSONAL STATEMENT**

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

**ACADEMIC OR PROFESSIONAL EVALUATION**

In evaluating your application, we give considerable importance to the comments from referees (teacher/employer) who know 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 to us with the other documents or to send it directly to [admissions@emiratesacademy.edu](mailto:admissions@emiratesacademy.edu).

**MEDICAL INFORMATION**

Please complete the enclosed Medical Information Form. Disclosing a medical condition will not affect your admission to EAHM. EAHM recognises and supports students with particular learning requirements such as dyslexia, numeracy issues, etc.

**ATTESTATION OF YOUR EDUCATIONAL QUALIFICATIONS (only for ABA, BBA (Hons.) and MBA programmes)**

**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 (MoFED) for secondary school or The Ministry of Higher Education and Scientific Research of the UAE (MoHESR) for undergraduate degree.

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

You may apply and will be conditionally accepted by EAHM by submitting copies of your parchment and the detailed transcripts of the marks. 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 issued such as The Ministry of Education, Education Councils, etc.
- 2) The Ministry of Foreign Affairs of the country where the certificate is issued.
- 3) Consulate or Embassy of the UAE in the country where the certificate was issued or the embassy of such country in the UAE.
- 4) \* The Ministry of Higher Education and Scientific Research of the UAE (MoHESR) 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 Masters applicants only).

\* A student who is unable to secure the Certificate of Equivalency before the start of the first trimester may commence his/her study at EAHM 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, EAHM may take the appropriate action against the student, which could result in termination of the student's enrolment.