

## 6.a. Undergraduate Admissions

<b>Subject</b>	Students	<b>Effective From</b>	Sep - 2011
<b>Policy #</b>	6.a.	<b>Latest Revision</b>	Dec - 2023
<b>Title of The Policy</b>	Undergraduate Admissions	<b>Next Review</b>	Dec - 2024
<b>Responsible Entity</b>	Colleges Councils, Admission and Registration Unit	<b>Policy Pages</b>	9
<b>Definitions</b>	<p><b>University:</b> Al Ain University.</p> <p><b>Bachelor's degree:</b> Educational stage that follows the High school stage and estimated as four years.</p> <p><b>Academic program:</b> specialties offered by each college.</p> <p><b>Student ID:</b> The student's official University number. It indicates the academic year and semester when the student joined the University. The last four digits indicate the student's unique serial number at AAU.</p> <p><b>Study plan:</b> A group of compulsory and elective courses that a student has to successfully complete in order to obtain a degree in his/her major.</p>		
<b>Purpose</b>	Criteria for accepting students according to the academic standards set by the Ministry of Education in the United Arab Emirates.		
<b>Scope</b>	The policy applies to students who wish to enroll in the University.		
<b>Statement</b>	This policy defines the criteria for accepting students in academic programs to obtain a Bachelor's degree in according with the academic standards of the Ministry of Education in the United Arab Emirates for each program.		
<b>Procedures</b>	<ul style="list-style-type: none"> <li>• A student who wishes to enroll at AAU fills out an application form from the Admission and Registration Unit, pays the non-refundable application fee at the Financial Department, and submits the application according to the dates announced by AAU.</li> <li>• A student will be accepted at AAU after his/her academic file is completed. This file includes an application form that is to be signed by the applicant as well as the documents mentioned in "required documents section". In certain cases, conditional acceptance could be granted for student with some missing documents. Given that student with conditional acceptance should sign undertaking letter.</li> <li>• Admissions staff will verify the submitted papers and ensure achieving criteria for admission to the academic program.</li> <li>• If eligible, the applicant should fill the university admission file accompanied with all the required papers and their educational qualifications.</li> <li>• Handle the university admission file to admission staff.</li> <li>• After verifying that all student data and papers exist, admission file are given a "request number".</li> <li>• The student will review the finance unit to pay fees for enrollment by using "request number".</li> <li>• Confirming the enrollment of admitted students at the university after the acceptance of</li> </ul>		

admission request and giving them an AAU ID number and study plan for the program they joined.

- The students will be notified regarding their admission decision through their student email id and they will also get an SMS to their registered mobile number.
- The student deadline for admission would be exactly two months from the admission open date, the details are as follows;

Event	Date
Admissions Open	2 months before the beginning of the semester
Classes begin	Week #1
Add and Drop period	
Last date for dropping courses or semester postponement with a refund of 100%	Week #1
Late registration and withdrawal period with a 40% fine	Week #2
Withdrawal/drop with 100% fine starts	Week #3
Incomplete examinations period (from previous semester)	Week #3
Beginning of withdraw/drop without failure (W)	Week #4
Mid-term examinations period	Week #9, Week #10
Beginning of withdraw/drop with failure (F)	Week #14
Final examinations period	Week #16
Deadline for Incomplete Requests	Five working days since final exam date of the course
Deadline for Total Course Mark and Grades Appealing	Five working days from grades announcement

- For Undergraduate admission, conditional admission does not apply except for the English language proficiency.

**Recent Changes**

The admission requirements are updated as per the most recent guidelines distributed by the CAA

## Bachelor degree Admission Requirements

Students may be admitted into a college at AAU based on the special admission requirements that are determined by each college. The following specifies the different college admission requirements:

### College of Engineering:

#### 1. Computer Engineering

- UAE Secondary School Certificate (Science/advanced) or, its equivalent approved by the UAE Ministry of Education, with a minimum average of 80%, OR 75% in (Elite).
- A valid English Language Proficiency Certificate in one of the below certificates or its equivalent, at least as the following:

EmSAT	TOEFL ITP	IELTS Academic
1100	500	5

- Pass the EmSAT Math with a score not less than (800) or equivalent.
- Pass the EmSAT Physics with a score not less than (800) or equivalent.
- Passing any other AAU admission conditions.

#### 2. Networks and Communication Engineering

- UAE Secondary School Certificate (Science/advanced) or, its equivalent approved by the UAE Ministry of Education, with a minimum average of 80%, OR 75% in (Elite).
- A valid English Language Proficiency Certificate in one of the below certificates or its equivalent, at least as the following:

EmSAT	TOEFL ITP	IELTS Academic
1100	500	5

- Pass the EmSAT Math with a score not less than (800) or equivalent.
- Pass the EmSAT Physics with a score not less than (800) or equivalent.
- Passing any other AAU admission conditions.

#### 3. Computer Science

- UAE Secondary School Certificate (Science\Advanced\General) or its equivalent approved by the UAE Ministry of Education, with a minimum average of 60%.
- A valid English Language Proficiency Certificate in one of the below certificates or its equivalent, at least as the following:

EmSAT	TOEFL ITP	IELTS Academic
1100	500	5

- Pass the EmSAT Math with a score not less than (700) or equivalent.
- Pass in one of the EmSAT (Physics – Chemistry – Biology) with a score not less than (700) or its equivalent.
- Passing any other AAU admission conditions.

#### 4. Software Engineering

- UAE Secondary School Certificate (Science\Advanced\General) or its equivalent approved by the UAE Ministry of Education, with a minimum average of 60%.
- A valid English Language Proficiency Certificate in one of the below certificates or its equivalent, at least as the following:

EmSAT	TOEFL ITP	IELTS Academic
1100	500	5

- Pass the EmSAT Math with a score not less than (700) or equivalent.
- Pass in one of the EmSAT (Physics – Chemistry – Biology) with a score not less than (700) or its equivalent.
- Passing any other AAU admission conditions.

#### 5. Civil Engineering

- UAE Secondary School Certificate (Science/advanced) or, its equivalent approved by the UAE Ministry of Education, with a minimum average of 80%, OR 75% in (Elite).
- A valid English Language Proficiency Certificate in one of the below certificates or its equivalent, at least as

the following:

<b>EmSAT</b>	<b>TOEFL ITP</b>	<b>IELTS Academic</b>
1100	500	5

- Pass the EmSAT Math with a score not less than (800) or equivalent.
- Pass the EmSAT Physics with a score not less than (800) or equivalent.
- Passing any other AAU admission conditions.

#### 6. Cybersecurity

- UAE Secondary School Certificate (Science\Advanced\General) or its equivalent approved by the UAE Ministry of Education, with a minimum average of 60%.
- A valid English Language Proficiency Certificate in one of the below certificates or its equivalent, at least as the following:

<b>EmSAT</b>	<b>TOEFL ITP</b>	<b>IELTS Academic</b>
1100	500	5

- Pass the EmSAT Math with a score not less than (700) or equivalent.
- Pass in one of the EmSAT (Physics – Chemistry – Biology) with a score not less than (700) or its equivalent.
- Passing any other AAU admission conditions.

### College of Pharmacy

#### 7. Pharmacy

- UAE Secondary School Certificate or, its equivalent approved by the UAE Ministry of Education, with a minimum average of 85% (Science/advanced) or 80% for Elite.
- A valid English Language Proficiency Certificate in one of the below certificates or its equivalent, at least as the following:

<b>EmSAT</b>	<b>TOEFL ITP</b>	<b>IELTS Academic</b>
1100	500	5

- Pass the EmSAT Math with a score not less than (800) or equivalent.
- A score of (800) in 2 of 3 science subjects (Chemistry, Biology, or Physics).
- Pass any other AAU admission conditions.

#### 8. Nutrition and Dietetics

- Secondary School Certificate (Science\Advanced\General) with a minimum average of 60% or its equivalent.
- A valid English Language Proficiency Certificate in one of the below certificates or its equivalent, at least as the following:

<b>EmSAT</b>	<b>TOEFL ITP</b>	<b>IELTS Academic</b>
1100	500	5

## College of Law

### 9. Law

- UAE Secondary School Certificate or its equivalent approved by the UAE Ministry of Education, with a minimum grade of 75% for the Science/advanced track, or 80% for the Art/general track, or 70% for Elite.
- Pass the EmSAT Math with a score not less than (600) or equivalent.
- Pass any other AAU admission conditions.

## College of Education, Humanities and Social Sciences

### 10. Special Education

- UAE Secondary School Certificate (Science/advance or Arts/general) or its equivalent approved by the UAE Ministry of Education, with a minimum average of 60%.
- Pass any other AAU admission conditions.

### 11. Applied Psychology

- UAE Secondary School Certificate (Science/advance or Arts/general) or its equivalent approved by the UAE Ministry of Education, with a minimum average of 60%.
- Pass any other AAU admission conditions.

### 12. Applied Sociology

- UAE Secondary School Certificate (Science/advance or Arts/general) or its equivalent approved by the UAE Ministry of Education, with a minimum average of 60%.
- Pass any other AAU admission conditions.

### 13. Arabic Language and Literature

- UAE Secondary School Certificate (Science/advance or Arts/general) or its equivalent approved by the UAE Ministry of Education, with a minimum average of 60%.
- Pass any other AAU admission conditions.

### 14. Islamic Studies

- UAE Secondary School Certificate (Science/advance or Arts/general) or its equivalent approved by the UAE Ministry of Education, with a minimum average of 60%.
- Pass any other AAU admission conditions.

### 15. English Language and Translation

- UAE Secondary School Certificate (Science/advance or Arts/general) or its equivalent approved by the UAE Ministry of Education, with a minimum average of 60%.
- A valid English Language Proficiency Certificate in one of the following, or its equivalent:

EmSAT	TOEFL ITP	IELTS Academic
1100	500	5

## College of Business

### 16. Business Administration - Management

- UAE Secondary School Certificate (Science\advance or Arts\general) or its equivalent approved by the UAE Ministry of Education, with a minimum average of 60%.
- A valid English Language Proficiency Certificate in one of the below certificates or its equivalent, at least as the following:

EmSAT	TOEFL ITP	IELTS Academic
1100	500	5

### 17. Business Administration - Accounting

- UAE Secondary School Certificate (Science\advance or Arts\general) or its equivalent approved by the UAE Ministry of Education, with a minimum average of 60%.
- A valid English Language Proficiency Certificate in one of the below certificates or its equivalent, at least as the following:

<b>EmSAT</b>	<b>TOEFL ITP</b>	<b>IELTS Academic</b>
1100	500	5

- Pass the EmSAT Math with a score not less than (600) or equivalent.
- Pass any other AAU admission conditions.

#### **18. Business Administration – Finance & Banking**

- UAE Secondary School Certificate (Science\advance or Arts\general) or its equivalent approved by the UAE Ministry of Education, with a minimum average of 60%.
- A valid English Language Proficiency Certificate in one of the below certificates or its equivalent, at least as the following:

<b>EmSAT</b>	<b>TOEFL ITP</b>	<b>IELTS Academic</b>
1100	500	5

- Pass the EmSAT Math with a score not less than (600) or equivalent.
- Pass any other AAU admission conditions.

#### **19. Business Administration – Marketing**

- UAE Secondary School Certificate (Science\advance or Arts\general) or its equivalent approved by the UAE Ministry of Education, with a minimum average of 60%.
- A valid English Language Proficiency Certificate in one of the below certificates or its equivalent, at least as the following:

<b>EmSAT</b>	<b>TOEFL ITP</b>	<b>IELTS Academic</b>
1100	500	5

- Pass any other AAU admission conditions.

#### **20. Business Administration – Human Resources Management**

- UAE Secondary School Certificate (Science\advance or Arts\general) or its equivalent approved by the UAE Ministry of Education, with a minimum average of 60%.
- A valid English Language Proficiency Certificate in one of the below certificates or its equivalent, at least as the following:

<b>EmSAT</b>	<b>TOEFL ITP</b>	<b>IELTS Academic</b>
1100	500	5

- Pass any other AAU admission conditions.

#### **21. Business Administration – Management Information Systems**

- UAE Secondary School Certificate (Science\advance or Arts\general) or its equivalent approved by the UAE Ministry of Education, with a minimum average of 60%.
- A valid English Language Proficiency Certificate in one of the below certificates or its equivalent, at least as the following:

<b>EmSAT</b>	<b>TOEFL ITP</b>	<b>IELTS Academic</b>
1100	500	5

- Pass any other AAU admission conditions.

### **College of Communication and Media**

#### **22. Mass Communication and Media**

- UAE Secondary School Certificate (Science\advance or Arts\general) or its equivalent approved by the UAE Ministry of Education, with a minimum average of 60%.

#### **Holder of Technical Certificate**

(College of engineering (except Civil Engineering, Computer Engineering, and Networks and Communication Engineering) College of Education, Humanities and Social Sciences (except Special Education) College of Communication and Media)

- Student must have Technical Certificate from the UAE or its equivalent approved by the UAE Ministry with minimum average of 60%.

### **Students with Diploma degrees**

(College of Engineering, College of Pharmacy, College of Law, College of Education, Humanities and Social Sciences, College of Business, College of Communication and Media)

- A Certificate equivalent to the diploma issued by the UAE Ministry of Education if a diploma is issued from outside the UAE.

### **Students transferring from other educational institutions**

(College of Engineering, College of Pharmacy, College of Law, College of Education, Humanities and Social Sciences, College of Business, College of Communication and Media)

- The university to be transferred from is accredited by the Ministry of Education in the United Arab Emirates.
- If a student is studying at a University from outside the UAE, the transcript must be certified by the Foreign Ministry of that country and by the Embassy of UAE.
- Student must have successfully completed at least 9 credit hours in the previous university or college.
- Student must be enrolled in a regular full-time study program in the previous university or college.
- Student must meet the admission requirements of both Al Ain University and the relevant College in order to join.

### **Visiting Students**

(College of Engineering, College of Pharmacy, College of Law, College of Education, Humanities and Social Sciences, College of Business, College of Communication and Media)

- Student must submit an official letter from the original University providing a list of the courses in which a student is allowed to register.

### **Student listener admission**

(College of Engineering, College of Pharmacy, College of Law, College of Education, Humanities and Social Sciences, College of Business, College of Communication and Media)

- Student must obtain the approval of the dean of college and the program's coordinator.

## Required Documents

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### General Secondary Students (Science\ Advanced and Arts\General Stream)

AAU student admission policy is based on the student's academic achievements in the secondary school certificate or its equivalent, regardless of gender, ethnicity, religion, age, disability, or national origin. If, for any reason, documents presented by the applicant are deemed to be fraudulent, AAU reserves the right to expel the student without refund or prior notice.

#### **To apply for undergraduate programs and required documents**

Applicants to undergraduate programs must fill out the Admission form, accompanied by all the following documents:

UAE Secondary School Certificate (Science/advance or Arts/general) or its equivalent:

1. A General Secondary school certificate/ transcript, or its equivalent certified by the Ministry of Education in the UAE. Or a certified copy of it.
2. In case the General Secondary Education certificate is issued from abroad; an equivalency from the UAE Ministry of Education must be submitted.
3. A valid English Language Proficiency certificate according to the required score in each specialization – if applicable-.
4. EmSAT Certificates according to the required score in each specialization – if applicable-.
5. A copy of a valid passport.
6. A valid Emirates ID.
7. Family Book (UAE Citizens)
8. Two passport-sized photographs.
9. A Health Certificate.
10. Certificate of no objection to study by the national service and reserve authority (UAE Citizens).

#### **Technical Stream**

Any student who has a Technical Secondary Certificate with an average of 60% or above may apply to AAU in any of the following colleges; Engineering (except civil engineering – Computer Engineering – Network & Communication Engineering), Pharmacy (except bachelor of science in pharmacy), Business Administration, Education, and mass communication and media, must meet the admission requirements of the specified college he/she wishes to join, and should include the following documents with his/her application form:

1. Technical secondary certificate, certified copy may be submitted.
2. A certificate of equivalency that is issued by the Ministry of Education in the UAE.
3. A valid English Language Proficiency certificate, according to the required score in each specialization
4. A copy of a valid passport
5. A valid Emirates ID
6. Two passport-sized photographs.
7. A Health Certificate.

#### **Required Documents**

A General Secondary school certificate, or its equivalent certified by the Ministry of Education in the UAE. Or a certified copy of it.

1. A valid English Language Proficiency certificate. according to the required score in each specialization
2. An official and attested transcript from the previous University or college showing all earned credits and grades, along with the university's course catalog, describing the courses the student had previously taken.
3. The transcript must be certified from the Ministry of Foreign Affairs and the Embassy of the United Arab Emirates if the student has studied at a university from outside the country.
4. A copy of a valid passport
5. A valid Emirates ID
6. Two passport-sized photographs.
7. A Health Certificate.



### **Students who hold a Diploma**

Students who hold a diploma may apply to Al Ain University, provided that the University or college from which the student obtained the diploma is accredited by the Ministry of Education in the UAE. The student must also meet the general admission requirements of AAU as well as the admission requirements of the specified college he/she wishes to attend.

The following documents must be included with the application:

1. A General Secondary school certificate/ transcript, or its equivalent certified by the Ministry of Education in the UAE. or a certified copy of it.
2. A valid English Language Proficiency certificate according to the required score in each specialization
3. An official, attested transcript from the previous university or college showing all earned credits and grades, along with the University's course catalog, describing the courses the student had previously taken;
4. certificate of equivalency for the diploma issued by the UAE Ministry of Education, if the diploma is from a country other than the UAE
5. A copy of a valid passport
6. A valid Emirates ID
7. Two passport-sized photographs.
8. A Health Certificate.

**Note:** If the certificate of equivalency for the diploma issued by the Ministry of Education in the UAE should be shown if the diploma is from a country other than the UAE.

### **Students Transferring from Other Educational Institutions**

A student who is registered at another University or college may apply to transfer to Al Ain University, provided that the University or college from which the student is transferring is accredited by the Ministry of Education in the UAE. And the following regulations apply to transfer students:

1. The student must meet the general admission requirements of AAU as well as the admission requirements of the specified college he/she wishes to attend;
2. The student must have successfully completed at least nine credit hours at his/her previous university or college;
3. The student had to have been a full-time student at the previous university or college.

### **Visiting Students**

1. Official letter from the original University providing a list of the courses in which a student is allowed to register.
2. A copy of a valid passport.
3. A valid Emirates ID.
4. Personal photo.

### **Listener Student**

1. A copy of a valid passport.