



Graduate Application



MAJORS

Master of Business Administration:

Accounting

Finance

General Business Administration

Human Resources Management

Management

Marketing

Master of Arts in Psychology:

Emphases:

Clinical

Counseling

General Psychology

Industrial / Organizational

Marketing and Advertising

Master of Arts in Education:

Emphases:

Counseling

Educational Administration & Supervision

Special Education

GENERAL INSTRUCTIONS & ADMISSION REQUIREMENTS

General Instructions

- The graduate application must be filled by the applicant using Block letters.
- It must be submitted to the Admissions Office, along with the required documents, before the deadline:
April 30 for Fall Semester & Summer Session December 30 for Spring Semester
- The required documents are:
 1. Application fee (non-refundable).
 2. A photocopy of the identity card or passport (for non-Lebanese applicants).
 3. One recent passport-size photograph pasted on page 7.
 4. A certified copy of the secondary school certificate.
 5. For Lebanese students, an authenticated photocopy of the undergraduate degree and the accreditation of the degree by the Lebanese Ministry of Higher Education as equivalent to the Lebanese licence.
 6. For non-Lebanese students, an authenticated photocopy of the degree or its equivalent.
 7. Official transcript(s) of all university work.
 8. Recommendations from three people who know the applicant academically and/or professionally.
 9. Institutional TOEFL or its equivalent. The Internet-Based TOEFL (iBT) Haigazian University institutional code is 4278.
 10. GMAT for the MBA program. Indicate Haigazian University as score recipient.
 11. GRE for the MA program. The GRE Designated Institution code of Haigazian University is 4278.
- All documents presented by the applicant, whether accepted at Haigazian University or not, become the property of the University and will not be returned to the applicant.
- Only complete applications will be considered for admission.
- The acceptance for admission is valid for two semesters. Applicants, who have been admitted but do not join the University in their admitted semester, can reactivate their application in the following semester by filling the Reactivation of Accepted Application form. Applicants who have not enrolled after two semesters, must reapply for admission by filling the Renewal of Application form.

Admission Requirements

In order to pursue a graduate degree, students must be formally admitted by the appropriate graduate department. Each graduate program has specific admission requirements, which are set by the academic department, and mentioned below:

1. A Bachelor's degree or its equivalent from an accredited institution of higher learning.
2. A cumulative average of 80 or higher at the undergraduate level in the courses of the same major that will be pursued in the Master's Program.
3. A minimum score of 550 in the Institutional TOEFL or its equivalent, and the GMAT for the MBA program.
4. A minimum score of 600 in the Institutional TOEFL or its equivalent, and the GRE for the MA program.

Requirements for applicants with a different undergraduate background

1. For the MBA program, applicants with a non-business background are required to apply to the undergraduate program to take the following pre-requisite courses: (25 Crs.)

| | |
|---------------------------------|--------------------------------|
| Finance (FIN 226) | Marketing (ADC 241) |
| Financial Accounting (ACC 211) | Microeconomic Theory (ECO 201) |
| Management (BAD 231) | Operations Research (BAD 255) |
| Managerial Accounting (ACC 213) | Quantitative Methods (BAD 281) |
2. For the MA Program, applicants are required to petition to the Graduate Committee for the major to be pursued. In addition to the petition, they are required to present official transcript of records and a copy of the undergraduate degree.

CHECKLIST

FOR UNIVERSITY USE ONLY.
APPLICANTS SHOULD NOT WRITE ON THIS PAGE.

| | |
|------|--|
| I.D. | |
|------|--|

This is to remind you that your application form is incomplete and cannot be considered by the Admissions Committee. Only complete applications will be considered for admission.

Name of applicant

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b) For non-Lebanese students – an authenticated photocopy of the degree or equivalent.
5. ☐ The official transcript of all university work.
6. ☐ Recommendations from three people who know you academically and/or professionally.
7. ☐ An application fee of L.L. (not refundable).

II. YOU ARE REQUIRED TO PASS THE ENTRANCE EXAMINATIONS CHECKED BELOW:

1. ☐ TOEFL
2. ☐ GMAT for MBA applicants.
3. ☐ GRE for MA applicants.

Application received by Date

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Application received by Date



Haigazian University

APPLICATION FOR GRADUATE ADMISSION

Paste a
recent
photograph
here

| | | | | |
|--|---|-------------|--|----------------|
| Name in accordance with identity card or passport: | | | | |
| 1. | In English | | | |
| | In Arabic | | | |
| | First name or names | Family name | Maiden name (for married women) | |
| 2. | Father's Name: | | Still living: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | In English | | In Arabic | |
| 3. | Mother's full name: | | Still living: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | In English | | In Arabic | |
| 4. | Date and place of birth: | | | |
| | Day | Month | Year | City & country |
| 5. | Nationality: | | | |
| | Nationality to be used for registration | | | |
| | Other nationality (if any) | | | |
| 6. | Gender, marital status and family: | | | |
| | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | | Marital status: <input type="checkbox"/> Married <input type="checkbox"/> Single | |
| | Name of spouse | | N° of children | |
| 7. | Do you have any family member(s) currently enrolled at HU? | | | |
| | Name | | Relationship | |
| | 1. | | | |
| | 2. | | | |
| | 3. | | | |
| 8. | Applicant's address: | | | |
| | Bldg. Name | Street | Quarter | City |
| | P.O.Box | Country | Tel. | Mobile E-mail |

| 9. | Date you expect to join Haigazian University: <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Summer Session Academic Year | | | | | | | | | | | | | | | | | | | |
|--------------------|--|---|---|---|--------------------|--------------------------|--------------------------|--------------------------------|---------|-------|-------|-------|---------|-------|-------|-------|---------|-------|-------|-------|
| 10. | Choice of specialization: (indicate first and second choices) | Business Administration <input type="checkbox"/> Accounting <input type="checkbox"/> Finance <input type="checkbox"/> General <input type="checkbox"/> H.R. Management <input type="checkbox"/> Management <input type="checkbox"/> Marketing | Psychology <input type="checkbox"/> Clinical <input type="checkbox"/> Counseling <input type="checkbox"/> General Psychology <input type="checkbox"/> Industrial/Organizational <input type="checkbox"/> Marketing/Advertising | Education <input type="checkbox"/> Counseling <input type="checkbox"/> Educational Administration & Supervision <input type="checkbox"/> Special Education | | | | | | | | | | | | | | | | |
| 11. | Exams taken: TOEFL, GRE, GMAT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Name of Exam</th> <th style="width: 20%;">Date</th> <th style="width: 40%;">Score</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table> | | | | Name of Exam | Date | Score | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | |
| 12. | Universities attended: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Name of University</th> <th style="width: 20%;">Date of Attendance</th> <th style="width: 20%;">Degrees Received</th> <th style="width: 20%;">Date</th> </tr> </thead> <tbody> <tr><td>1.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3.</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table> | | | | Name of University | Date of Attendance | Degrees Received | Date | 1. | | | | 2. | | | | 3. | | | |
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| 1. | | | | | | | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | | | | | | | |
| 13. | Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Job Title</th> <th style="width: 30%;">From To</th> <th style="width: 40%;">Company/Institution Name</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table> Address and contact information | | | | Job Title | From To | Company/Institution Name | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | |
| 14. | Previous work experience: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Job Title</th> <th style="width: 20%;">Company/Institution Name</th> <th style="width: 20%;">Contact Information</th> <th style="width: 40%;">Dates in this Position From-To</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table> | | | | Job Title | Company/Institution Name | Contact Information | Dates in this Position From-To | | | | | | | | | | | | |
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| 15. | Professional achievements: | | | | | | | | | | | | | | | | | | | |
| 16. | Publications, if any (attach additional sheet if necessary): | | | | | | | | | | | | | | | | | | | |

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| <p>Languages: Indicate proficiency by “Very good”, “Good” & “Fair”.</p> | | | | |
| | | Reading | Writing | Speaking |
| 17. | Arabic: | | | |
| | English: | | | |
| | French: | | | |
| | Others: | | | |
| 18. | Do you have any physical disabilities or learning needs/difficulties? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | If yes, describe | | | |
| 19. | Are you able to meet all educational expenses? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | If not, how do you expect to raise the necessary funds? | | | |
| 20. | Names of Recommenders: | | | |
| | 1. | Tel. N° | | |
| | 2. | Tel. N° | | |
| | 3. | Tel. N° | | |
| 21. | Person to notify in case of emergency: | | | |
| | Name | | | |
| | Address | | | |
| | Tel. N° Mobile E-mail | | | |
| 22. | Persons you authorize to collect academic documents or information on your behalf *. | | | |
| | Name | Relationship | Tel. N° | |
| | 1. | | | |
| | 2. | | | |
| <p>*These references may be changed during study in the University upon your request.</p> | | | | |
| 23. | <p>Personal Statement</p> <p>Type on a separate sheet an essay describing your personal and educational background and academic interests, and your motivation for pursuing graduate education.</p> | | | |
| <p>I, the undersigned, certify that the answers to the above questions and statements on this application form were completed by me. To the best of my knowledge, they are true and complete. I authorize verification of all statements given. I further understand that misrepresentations or omissions made on this form render me morally and legally liable.</p> <p>I also declare that I abide by the objectives of Haigazian University as they are stated in the University catalog. I pledge to conform to the standards and rules of this institution and abstain from engaging in political activities while studying at Haigazian University.</p> | | | | |
| <p>Signature of applicant Date</p> | | | | |



Haigazian University

RECOMMENDATION FOR GRADUATE ADMISSION

Address: P.O.Box 11-1748, Riad El Solh, 1107 2090, Beirut - Lebanon Tel: (01) 349230/1 - (01) 353010/1/2 Fax: (01) 350926
e-mail: admissions@haigazian.edu.lb

- 1. To the applicant:** This recommendation must be filled by one of your professors or employers and sent in a sealed envelope directly to the Registrar's Office before the deadline for submitting the application.
- 2. To the recommender:** This report is a confidential personal recommendation on a candidate for admission to graduate studies at Haigazian University. All information will be treated as strictly confidential, and your frank assessment of the applicant would be appreciated.

Name of applicant
(same as it is on student's application for admission)

Faculty Major

Reference requested from

1. a) How long have you known the applicant?

.....

b) How well do you know the applicant?

.....

c) In what capacity have you known the applicant?

.....

2. How would you rate the applicant on the following qualities?

| | Outstanding (top 5%) | Very Good (next 10%) | Good (next 20%) | Average | Poor | Do not know |
|-----------------------|--------------------------|-------------------------|--------------------|---------|------|----------------|
| Intellectual Capacity | | | | | | |
| Written Expression | | | | | | |
| Oral Expression | | | | | | |
| Organizing Ability | | | | | | |
| Leadership | | | | | | |
| Motivation to Succeed | | | | | | |
| Maturity | | | | | | |
| Initiative | | | | | | |
| Relations with others | | | | | | |
| Management Potential | | | | | | |

3. Please describe the group of people on which you have based your comparison.

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4. What are the applicant's strengths?

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5. What are the applicant's weaknesses?

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6. Please make any other comments which you feel would be useful in considering the candidate's application.

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7. Details of referee completing the report.

| | | | |
|---------------------|--|---------|--|
| Name: | | | |
| Position and Title: | | | |
| Organization: | | | |
| Address: | | | |
| Business Phone N°: | | E-mail: | |
| Signature: | | Date: | |



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| Signature: | | Date: | |



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