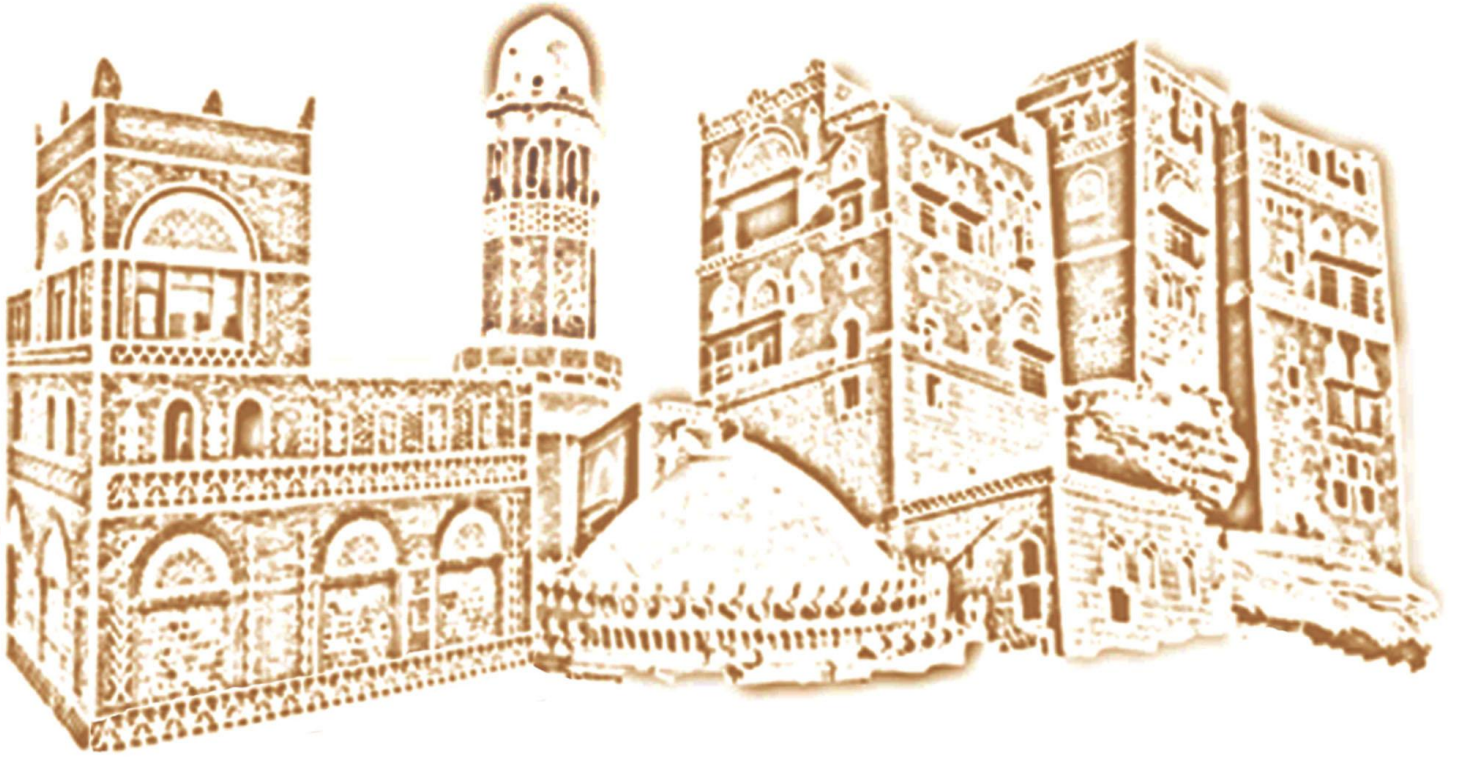


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الكلية اليمنية لدراسات الشرق الأوسط  
Yemen College of Middle Eastern Studies



## Admissions Application

2010-2011

Yemen College of Middle Eastern Studies  
26<sup>th</sup> of September Street, Building 11  
P.O. Box 3671  
Sana'a, Republic of Yemen  
Telephone: +967 1 270 200  
Fax: +967 1 270 127  
ycmes@ycmes.org  
www.ycmes.org

The YCMES is comprised of two programs, the Program in Arabic Language (PAL) and the Program in Contemporary Middle Eastern Studies (PCMES).

*For students who intend to apply to only the PAL program*, please consult page 3 and fill out pages 4–11 of the application, then fax or scan and email the application back to [PAL@ycmes.org](mailto:PAL@ycmes.org).

*For those students who intend to apply to only the PCMES program – or who wish to enroll in both programs* – please consult page 3 and fill out pages 4–13 of the application, then fax or scan and email the application back to [ycmes@ycmes.org](mailto:ycmes@ycmes.org). **Note: The next available PCMES semester is Spring 2011. Feel free to go ahead and apply if you are interested! Courses will be announced no later than September 1<sup>st</sup>, 2010.**

#### Registration Information:

- A **10% tuition discount** will be given to pre-arranged groups of five or more students.
- A **25% tuition discount** will be given to university students attending for a full year, with proof of registration from the registrar's office.
- During academic breaks, classes and meals will not be provided. Housing is provided.
- A **deposit of \$500 is due upon registration and is required to guarantee your enrollment**. \$200 of this is a non-refundable program deposit that will be applied to your tuition. **The balance of your total fees is due 30 days prior** to your arrival in Yemen.
- **Refund Policy for regular terms (1- 6):** All fees paid, minus the \$200 program deposit, will be returned to any student terminating their program prior to arrival in Yemen, UNLESS tickets and visa have been purchased. Tickets and visas are non-refundable. After a student arrives in Yemen, the refund policy for all fees is a 50% refund with a two-week written notification. Students will receive a 50% refund on tuition, meals and housing fees remaining after the two-week notice period. Any additional airfare or fees resulting from the early termination will be the responsibility of the student.
- **Refund Policy for summer terms (7- 9):** All fees paid, minus the \$200 program deposit, will be returned to any student terminating their program prior to arrival in Yemen, UNLESS tickets and visa have been purchased. Tickets and visas are non-refundable. After a student arrives in Yemen, no refund policy applies.
- After transferring monies to the proper account listed below, please email a scanned copy of your bank's transfer form/receipt to the YCMES at [pal@ycmes.org](mailto:pal@ycmes.org) or [ycmes@ycmes.org](mailto:ycmes@ycmes.org), or fax a copy to us at +967 1 270 127. Please ensure that your name is included to identify your transfer.

#### **In North America:**

Beneficiary Bank: Credit Agricole C.I.B.  
Bank Address: 308 Zubeiry Street; Sanaa; Republic of Yemen  
Swift Code: BSUIYESAXXX; Chips UID: 130493; Account No. 36154765  
Beneficiary Name: Yemen College of Middle Eastern Studies  
Beneficiary Account No. 202640012031  
Further Instructions: send through JP Morgan Chase Bank N.A.  
Address: 270 Park Avenue; 10017 New-York; USA  
Swift Code: CHASUS33

#### **In Europe:**

Beneficiary Bank: Berliner Bank  
Bank Address: Uhland St. 97; 10715 Berlin; Germany  
Beneficiary Name: Sabri Saleem  
Purpose of Payment: Yemen College of Middle Eastern Studies  
Account # 314165201  
Bank Code: 100 708 48  
IBAN: DE 841 007 084 803 141 652 01



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### Admissions Application Checklists

#### **Checklist for PCMES (Program in Contemporary Middle Eastern Studies) Study Abroad Admissions Application:**

- \_\_\_ Application form  
*Online application downloaded, scanned and sent electronically*
- \_\_\_ Scanned copies of official transcripts
- \_\_\_ **Two** letters of recommendation  
*Emailed by referee as indicated on recommendation form*
- \_\_\_ Student Essay
- \_\_\_ Signed Student Agreement form
- \_\_\_ Previous Arabic Experience forms (*if enrolling for an Arabic course*)
- \_\_\_ Copy of photo page of passport
- \_\_\_ TOEFL Scores for non-native English speakers  
*Scanned and sent by email*

#### **Checklist for PAL (Program in Arabic Language) Study Abroad Admissions Application:**

- \_\_\_ Application form  
*Online application downloaded, scanned and sent electronically*
- \_\_\_ Scanned copies of academic transcript or student ID card  
*If applying for student prices*
- \_\_\_ Signed Student Agreement form
- \_\_\_ Previous Arabic Experience forms
- \_\_\_ Copy of photo page of passport

*The total program balance must be paid in full at least 30 days prior to arrival in Yemen to avoid \$200/€120 late fee. Applications will be reviewed on a rolling basis until the program is full.*

**YCMES Application Form for Admission**  
**Study Abroad 2010-2011**

**Program in Contemporary Middle Eastern Studies (PCMES)**

Intended term(s) of study:

{ } Spring 2011

{ } Summer I 2011

{ } Summer II 2011

**Program in Arabic Language (PAL)**

Intended term(s) of study:

**Fall 2010                      October 03 – December 15**  
Term 1: 5 weeks                      October 03 to November 03        { }  
Term 2: 5 weeks                      November 07 to December 15        { }  
Breaks :                      November 15 – 22 approximately (Eid Al-Adha)  
   December 16 – January 01

**Winter 2011                      January 02 – March 09**  
Term 3: 5 weeks                      January 02 to February 02        { }  
Term 4: 5 weeks                      February 06 to March 09        { }  
Break: March 10 – March 19

**Spring 2011                      March 20 – May 25**  
Term 5: 5 weeks                      March 20 to April 20        { }  
Term 6: 5 weeks                      April 24 to May 25        { }  
Break: May 26 – June 04

**Summer 2011                      June 5 – September 21**  
Term 7: 5 weeks                      June 05 to July 06        { }  
Term 8: 5 weeks                      July 10 to August 10        { }  
Term 9: 5 weeks                      August 14 to September 21        { }  
Break: August 27 - September 2 approximately (Eid al-Fitr)



الكلية اليمنية لدراسات الشرق الأوسط  
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## I. Biographical Information

Name (as it appears on your passport):

-----  
First Middle Last/Family

Citizenship: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Date of Issue: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

City/Country of Issue: \_\_\_\_\_

Gender: \_\_\_ Male \_\_\_ Female

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

Country of Birth: \_\_\_\_\_

## II. Contact Information of Applicant

Current Address: Street \_\_\_\_\_

Valid until: City \_\_\_\_\_ State \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Month Day Year

Permanent Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Type: Home/Work/Mobile

Telephone: \_\_\_\_\_ Type: Home/Work/Mobile

Email: \_\_\_\_\_

### III. Current Educational Information

*\*For PCMES Students: Please submit a scanned copy of your official transcript to [ycmes@ycmes.org](mailto:ycmes@ycmes.org).*

*\*\*If you have not attended or have finished your education at university please write your current occupation/employer next to "Current College/University Attended."*

Current College/University Attended: \_\_\_\_\_

Location: \_\_\_\_\_  
City State Country

Current Class Standing (year): \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Major Field of Study: \_\_\_\_\_ Minor Field of Study: \_\_\_\_\_

Current GPA (if applicable): \_\_\_\_\_

Degree(s) awarded: \_\_\_\_\_

Name of Study Abroad Advisor (if applicable): \_\_\_\_\_

Title: \_\_\_\_\_ University: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

### IV. Emergency Contact Information

Primary Contact Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Address: Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Type: Home/Work/Mobile

Telephone: \_\_\_\_\_ Type: Home/Work/Mobile

Email: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Address: Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Type: Home/Work/Mobile

Telephone: \_\_\_\_\_ Type: Home/Work/Mobile

Email: \_\_\_\_\_

**V. Health Information**

Do you have any serious health problems?                      Yes                      No

If yes, please explain: \_\_\_\_\_

Do you regularly take any medications?                      Yes                      No

If yes, please explain: \_\_\_\_\_

Do you have any allergies to medications?                      Yes                      No

If yes, please explain: \_\_\_\_\_

**VI. Housing**

- A **housing deposit of \$100** is due in addition to the cost of tuition and accommodations. This will be returned at the conclusion of your stay, minus any charges for damages or outstanding account balances. There will be a **\$50 charge** if any student loses his/her keys.
- Students are provided housing one day prior to, and one day after the conclusion of study. Additional nights of housing may be arranged for \$15 per night for a single room and \$10 per night for a double room, subject to availability.
- Sheets, blankets, and towels are all provided by the YCMES for the duration of your stay.

Housing in YCMES facilities is mandatory for the first semester. Please note that the YCMES does not assist in acquiring outside housing.

Housing Options:

*Please read the dormitory descriptions on our website and rank your order of preference.*

\_\_\_\_\_ The Markez    \_\_\_\_\_ Guest House

I prefer: \_\_\_\_\_ Single Room (extra cost)                      \_\_\_\_\_ Shared Room

Roommate Request:

*Please list the name and university of your preference for roommate, if applicable:*

\_\_\_\_\_

**VII. Travel & Visa**

I want YCMES to arrange my travel: \_\_\_Yes \_\_\_No

If yes: Departure City \_\_\_\_\_

Date of Desired Arrival to Yemen \_\_\_\_\_

Date of Desired Departure from Yemen \_\_\_\_\_

Because of the current visa regulation in Yemen, YCMES students are required to arrange their entry visa and other extension visas (included in package price) through the YCMES. Students will be sponsored for their visa in Yemen for the time of their study in Yemen. Please consult the YCMES for specific questions and/or concerns.

*Also note the following:*

*\*Israeli or Iranian stamps in your passport may prevent you from entering Yemen, even if your entry visa has been previously arranged.*

*\*If you are staying in Yemen for longer than 1 month (non-E.U. citizens), or longer than 3 months (E.U. citizens), you will be required to take and pass an HIV test administered in Sana'a after your arrival. The cost of this HIV test is not included in the regular package price.*

### **VIII. Anticipated Plan of Study Abroad (PCMES Students Only)**

Field(s) of Interest: \_\_\_\_\_

Non-Arabic Courses to Take:

Title \_\_\_\_\_

Title \_\_\_\_\_

### **IX. Additional Information**

How did you hear about Study Abroad at YCMES? \_\_\_\_\_

Name of referral (if applicable): \_\_\_\_\_

### **X. Signature**

With my signature, I attest that the information provided in the forms above and supplemental materials is correct. I am aware that all materials regarding admission into the Yemen College of Middle Eastern Studies become the property of the YCMES, and that this registration form, the Student Agreement, and the Emergency Contact and Health Information portions of the application must be completed and signed prior to starting instruction. Violation of any part of this registration or the attached forms is grounds for expulsion from the YCMES and the Republic of Yemen upon issuance of an exit visa and flight ticket from the YCMES.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## STUDENT AGREEMENT FOR STUDY AT THE YEMEN COLLEGE OF MIDDLE EASTERN STUDIES

I hereby state that I have come to Yemen for the exclusive purpose of learning Arabic, studying the contemporary Middle East, and experiencing Arab culture. I realize that I am sponsored by the YCMES for my study visa in Yemen, and therefore, I will not break any of the clauses listed below. This includes the following:

- I will not work or seek employment, even without pay, while I am residing in Yemen under a YCMES-sponsored visa.
- I will not intern or volunteer, or seek internship, unless arranged with the YCMES prior to arrival in Yemen.
- I will not study at another institute in Yemen while I am residing in Yemen under a YCMES-sponsored visa.
- I will not become involved in political, religious, or military affairs while in Yemen.
- I agree not to have intimate relations with a Yemeni national.
- I understand that smoking in any part of the YCMES facilities (including dorm rooms) other than the roof mafraj is prohibited.
- I understand that returning to the YCMES in a visibly intoxicated state is prohibited and that alcohol is not allowed into YCMES facilities. Public intoxication is illegal by Yemeni law as is underage consumption.
- I understand that bringing or allowing non-YCMES students into any student housing area is prohibited.
- I understand that dressing or acting in a culturally unacceptable fashion outside of student housing areas is prohibited.
- I understand that class attendance is mandatory, and absences are only excused if I am sick. Failure to attend 80% of the class can result in failure and expulsion. I also understand that the YCMES will only certify my level of ability after the successful completion of the examination and attendance requirements. If I happen to fail a given term, I will have to repeat the term.
- I will not harass or disrespect any fellow student, teacher, or staff at the YCMES.
- I understand that I am liable to follow Yemeni law and judicial procedure.
- I understand that the YCMES is not held responsible for any security breaches outside of its control.

I am aware in the event of inappropriate behavior and/or infractions of the YCMES Student Agreement and/or Yemeni culturally acceptable practices, I forfeit my housing deposit and/or may be expelled from all YCMES programs without a refund of any monies paid to the institution. I am also aware upon my expulsion from the program at the YCMES, my visa will be cancelled and I will have to depart from the Republic of Yemen upon issuance of an exit visa and flight ticket. If I chose to terminate my studies at the YCMES, or when my studies at the YCMES come to an end, I agree to depart Yemen and return to my country of origin upon issuance of an exit visa and flight ticket, in accordance with the current visa regulation in Yemen. I am aware that if I am found to be employed by or volunteering for a Yemeni company without permission from the YCMES I will be immediately expelled from the country. By signing this agreement, I agree to all of the principles listed above.

Student Name (Please Print)	Passport Number
Student Signature	Date



## Previous Arabic Experience

Name: \_\_\_\_\_

First Language: \_\_\_\_\_ Second Language: \_\_\_\_\_

Educational background (degrees received, area(s) of concentration, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Sex: { } Male { } Female Date of Birth: \_\_\_\_\_

Anticipated Period of Study at the YCMES: { } 1 Semester { } 2 Semesters

Other: \_\_\_\_\_

Have you studied Arabic at any other school before coming to the YCMES?

{ } Yes { } No

*If yes, please give:*

- 1- The name and location of that school.....
- 2- Program (Classical or Colloquial Arabic).....
- 3- The period of time you studied there.....
- 4- The book.....

Have you studied al-Kitaab?

{ } Yes { } No

*If yes, please give:*

Book one { } chapter { }

Book two { } chapter { }

Book three { } chapter { }

Comment:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





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YEMEN COLLEGE OF MIDDLE EASTERN STUDIES

## ***FOR PCMES STUDENTS ONLY***

### **Additional Materials for Admission into the PCMES Program**

#### **IA. Letters of Recommendation**

*Instructions are found on the recommendation form at the end of this registration packet.*

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Name	Title	Affiliation/University
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Name	Title	Affiliation/University
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#### **IIA. Essay**

Please write and attach to your application an essay covering the following:

Chose a topic of your interest on the contemporary Middle East, such as politics, religion, gender, anthropology, modern history, etc., and write a 1500-2000 word essay about that topic. While examining this issue, comment on your previous academic study of the Middle East and consider your future academic plans to become an informed student in the field of Middle Eastern studies. With this in mind, you may want to mention previous class lectures, fieldwork, or personal experiences, and how you see the academic program at YCMES fitting into your future goals.



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YEMEN COLLEGE OF MIDDLE EASTERN STUDIES

## ***FOR PCMES STUDENTS ONLY***

### **Study Abroad Recommendation Form**

#### **Directions for Applicant:**

Fill out your name on the top of this form and then pass it on to your referee for instruction on the recommendation.

Name of Applicant: \_\_\_\_\_

Passport Number and Country: \_\_\_\_\_

By signing below, I waive my right of access to this form and attached recommendation letter

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

#### **Instructions for the Referee:**

This recommendation for the above applicant is for admission into the study abroad program at the Yemen College of Middle Eastern Studies. The YCMES will keep your letter of recommendation in strict confidence during the admissions process. Please email the recommendation and requested personal information to [admissions@ycmes.org](mailto:admissions@ycmes.org) with the name of the applicant in the subject field followed by recommendation, i.e. John Smith Recommendation.

In the electronic letter of recommendation, please include the following:

Your name and title, university or affiliation, address, email, telephone, and relationship to the applicant.

The letter of recommendation should include the following:

the capacity in which you know the applicant, the applicant's maturity level and independence, his/her ability to cope and live in a foreign environment such as Yemen, his/her academic preparedness for the YCMES curriculum.