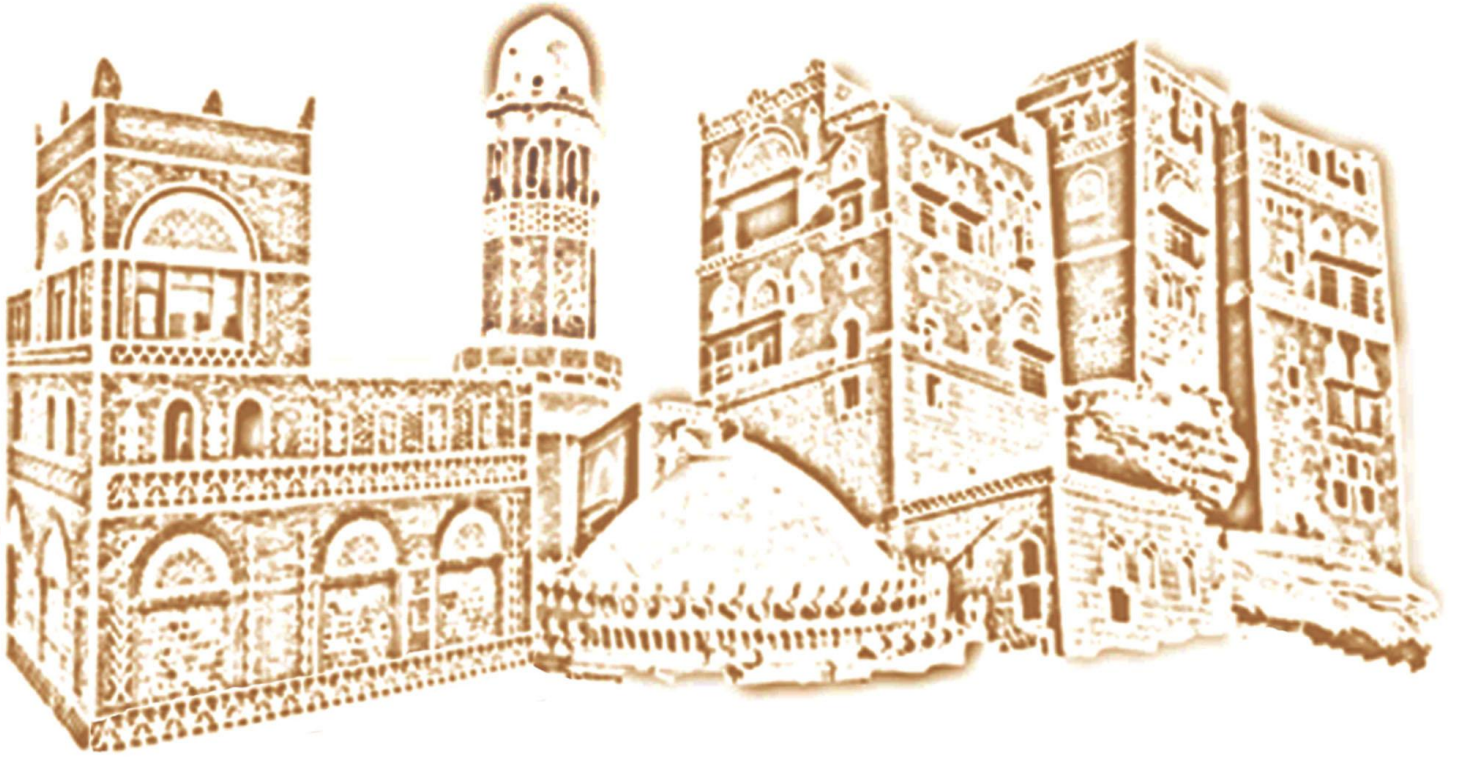


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الكلية اليمنية لدراسات الشرق الأوسط
Yemen College of Middle Eastern Studies



Admissions Application
For the Program in Arabic Language (PAL)
2010-2011

Yemen College of Middle Eastern Studies
26th 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

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 spring and fall 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 or 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; Sana'a; 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



الكلية اليمنية لدراسات الشرق الأوسط
YEMEN COLLEGE OF MIDDLE EASTERN STUDIES

Admissions Application Checklists

- ___ 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 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)



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

**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. Additional Information

How did you hear about Study Abroad at YCMES? _____

Name of referral (if applicable): _____

IX. 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:

