



الكلية اليمنية لدراسات الشرق الأوسط

Yemen College of Middle Eastern Studies

P.O. Box 3671, 26th September Street, Sana'a, Republic of Yemen; T.967 1270 200 F.967 1270127
Email: pal@ycmes.org; <http://www.ycmes.org>

Visiting Researcher Application Form: Academic Year 2013-2014

Name: _____ Passport #: _____

Nationality: _____ Date of Birth: _____ Gender: Male () Female ()

Address: _____

University or Employer/Occupation: _____

Home phone: _____ Office Phone: _____

Skype Address: _____ E-mail: _____

Topic of Proposed Research: _____

Dates of Proposed Research: From _____ Until _____

Location(s) of Proposed Research: _____

Expected Research Budget: _____ Require use of a translator: () Yes () No

Required Documents and Fees:

Visiting Researcher Application Form

Proposal of Research - In 500 words or less, give a description of your research, including goals, objectives, your preparedness to undertake the research, methods of obtaining information, etc.

Current Resume or CV

Recommendations - Provide two letters of recommendation of an academic nature stating academic affiliation and approval of your proposed research. One letter should be from a supervising faculty member at your home university or institution. If you are using Arabic as a means of conducting research, one recommendation should be from an Arabic referee.

Research Processing Fee - This \$200 or €150 fee should be included with your application and includes travel arrangements, a month of library privileges, and a discounted rate on Arabic language study.

Research Membership - Researchers planning to stay for more than a month must purchase a YCMES Research Center Membership for \$200 or €150. This membership provides its holder with year-long library privileges, Arabic language study discounts, and subscription to the YCMES newsletter and calendar of events.



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Additional YCMES Services:

Yemeni Visa: All visiting researchers must obtain their visas through the YCMES. This service is provided for \$75.

Note: You must send a scanned copy of your passport along with this registration form. Yemeni restrictions may affect your visa, such as Israeli stamps in your passport. If you will be staying in Yemen for longer than 1 month, for U.S. citizens, or 3 months, for E.U. citizens, you will be required to take and pass an HIV test, administered in Sana'a after your arrival. Please consult the YCMES for specific concerns.

Housing: The YCMES provides its sponsored researchers with comfortable, furnished living accommodations in its Guest House. Rates depend on special requests and duration; single and shared rooms are available. Prices will be communicated in writing after the application/requests have been received. Please indicate your room & board preferences:

I want YCMES to arrange my housing: () Yes () No

Room type: Single / Shared

Dates of Stay in YCMES Housing: From _____ Until _____

Arabic: Arabic lessons are available for any level of ability. If you plan to take Arabic lessons during your sponsored research time in Yemen, fill out the Previous Arabic Experience form attached. Please note the following:

- With YCMES Research Center Membership, members are eligible for taking discounted Arabic classes. Rates will be communicated in writing after requests are received.
- Standard classes consist of either 4 hours of group instruction per day, or 2 hours of private instruction per day, depending upon total enrollment and individual student level. Students attend classes 5 days per week.
- Additionally, the YCMES can try to accommodate any other period of private instruction, when requested.

I want to take Arabic lessons at the YCMES: () Yes () No

Type of Instruction: () Group () Private

Domestic Travel: The YCMES is able to arrange domestic travel within Yemen. Please describe any domestic travel plans below, including dates and locations.



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Registration Information:

- *Payment Instructions:* After all requests have been taken care of by the YCMES Research Coordinator, transfer of payment is required at least one-month prior to arrival in Yemen. Payments can be sent via international wire transfer. Please contact the YCMES office at ycmes@ycmes.org for wire transfer details.
- *Deposit:* If the researcher is utilizing YCMES housing and/or courses a deposit of \$500 (of which \$200 is refundable with cancellation of the program prior to arrival to Yemen) is due upon registration and is required to ensure your enrollment. A refundable \$100 housing and key deposit is due prior to your arrival Yemen in addition to your fees.
- *Refund Policy:* All fees paid, minus the \$100 administration fee (Research Processing Fee) and \$200 of the initial program deposit will be returned to any researcher terminating their program prior to arrival in Yemen, UNLESS tickets and visa have been purchased. Tickets and visas are non-refundable. After a researcher arrives in Yemen, the refund policy for all fees is a 50% refund with a two-week written notification. Researchers will receive a 50% refund on any remaining tuition, meals and housing fees after the two-week notice period. Any additional airfare resulting from the early termination will be the responsibility of the researcher.

The application process for the YCMES Research Center must begin at least three months prior to arrival by submission of this registration form. All other materials, including any supplementary materials, the research agreement, and the emergency information sheet must be completed and signed at least two months prior to arrival.

Signature: _____ Date: _____



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HEALTH AND EMERGENCY CONTACT INFORMATION

Health Information

Do you have any serious physical or mental 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: _____

Emergency Contact Information

Researcher's Address in Yemen (if staying at non-YCMES facilities): _____

Researcher's Mobile Number in Yemen (if applicable): _____

Primary Contact Name: _____

Relationship to Applicant: _____

Address: Street _____

City _____ State _____

Country _____ Postal Code _____

Telephone: _____ Type: Home/Work/Mobile

Telephone: _____ Type: Home/Work/Mobile

Email: _____ Skype Address: _____

Secondary Contact Name: _____

Relationship to Applicant: _____

Address: Street _____

City _____ State _____

Country _____ Postal Code _____

Telephone: _____ Type: Home/Work/Mobile

Telephone: _____ Type: Home/Work/Mobile

Email: _____ Skype Address: _____



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PREVIOUS ARABIC EXPERIENCE

Name: _____

First Language: _____ Second Language: _____

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

Anticipated Period of Study at the YCMES: 1 Term { } 2 Terms { } 3 Terms { } Other: _____

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

Yes { }

No { }

If yes, please give:

- The name and location of that school: _____
- Program (Classical or Colloquial Arabic): _____
- The period of time you studied there: _____

YCMES uses *al-Kitaab fii Tallum al-Arabiyya* as the core text for the Arabic program, although around 60% of your course will be based upon supplemental materials tailored to your needs.

Please say if you have used this text before, and which chapters from which book. If you have not studied using *al-Kitaab*, please say what materials you have used:



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Time spent living or traveling in Arab countries

1. Countries: _____
2. Approximate duration of stay: _____

Estimate your ability in the following areas:

Speaking: Excellent { } Good { } Fair { } Poor { } None { }
Reading: Excellent { } Good { } Fair { } Poor { } None { }
Writing: Excellent { } Good { } Fair { } Poor { } None { }
Listening: Excellent { } Good { } Fair { } Poor { } None { }

Estimate your overall skill level in Arabic:

None { } Survival { } Elementary { } Upper Elementary { } Intermediate { }
Upper Intermediate { } Advanced { } Upper Advanced { }

If you have studied Arabic before, please write *in Arabic* a few lines about yourself and your reasons for learning Arabic. Please refrain from using a dictionary.

What expectations do you have of your Arabic course here? What do you want to accomplish during your time at YCMES? We will tailor your course as much as possible to your needs (and of course if you are taking private lessons the program will be precisely focused upon what you want to learn).

You will also be taking a formal **placement** test upon arrival at YCMES. YCMES reserves the right to assign students to the appropriate level regardless of prior study



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RESEARCH 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 conducting research in Yemen. I acknowledge that I am in the country on a research visa sponsored by YCMES, and therefore I will comply with the following clauses:

- The YCMES has the right to cancel my sponsorship if the research agreement is broken in any way or if I stray from my original, approved topic.
- In accordance with this sponsorship agreement, I will provide a copy of my final report to the YCMES for the library's permanent collection.
- I will respect the culture and people of Yemen, fellow students, and YCMES staff.
- I will dress and behave in an appropriate manner outside of student accommodation, including in the YCMES courtyard areas.
- I understand that I am bound to College's sexual harassment policy.
- I understand that if I engage in intimate relations with any individual other than a spouse in Yemen, I may forfeit my right to remain in the country.
- I understand that if I seek marriage in Yemen I will be immediately expelled from the country.
- I understand that consumption of illicit substances (including alcohol) is illegal in Yemen, and I agree to follow the College's zero-tolerance drug policy.
- I understand that smoking is prohibited on YCMES property with the exception of designated smoking areas: the gardens and roof mafraj's.
- I will not proselytize during my stay in Yemen.
- I understand that by engaging in public religious activity, I may forfeit my right to remain in Yemen.
- I understand that by enrolling in YCMES I am subject to all Yemeni law, legislation, and judicial procedure.
- I understand that non-students and non-employees of YCMES require the administration's approval to enter YCMES facilities.



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- I understand travel outside of Sana'a requires approval of the YCMES administration.
- I will only study at another institution with the approval of YCMES.
- I will only seek employment and volunteer work with the approval of YCMES.
- I understand that by not attending all classes with the exception of illness, I may forfeit my right to remain in Yemen.
- I understand that if I have engaged or plan to engage in any military activity, I will likely be investigated by Yemeni National Security and possibly expelled. I also acknowledge that in the case of expulsion by Yemeni National Security, YCMES is not liable to pay any refund.
- During my stay in Yemen I will not possess or use a firearm.
- I acknowledge that the YCMES is not capable and responsible for my security in the case of political or civil unrest, tribal conflict, terrorism, or natural disasters.

I am aware that if I do not comply with this Student Agreement, or if despite warnings I continue to behave in an inappropriate manner, I forfeit my housing deposit and may be expelled from YCMES without a refund of any monies paid to the institution.

I am also aware that, upon my expulsion from YCMES, my visa will be cancelled and I will need to depart from Yemen upon issuance of an exit visa. If I chose to terminate my studies, I agree to depart Yemen and return to my country of origin upon issuance of an exit visa.

By signing this agreement, I agree to all of the principles listed above.

Student Signature

Date

Student Name

Passport Number