



# الكلية اليمنية لدراسات الشرق الأوسط

## Yemen College of Middle Eastern Studies

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

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### YCMES MIDDLE EASTERN STUDIES APPLICATION PACKAGE 2014

We are grateful that you have decided to take part in the YCMES Middle Eastern Studies program. The next stage is to apply. Applications are reviewed on a rolling basis until the program is full, and if you have any questions about the forms of requirements below please get in touch with us at [ycmes@ycmes.org](mailto:ycmes@ycmes.org). We look forward to meeting you.

#### Application Documents

Please email the following to [ycmes@ycmes.org](mailto:ycmes@ycmes.org) or fax them to +967 1 270 127:

- Completed application form (*see below, p. 2-6*)
- Two letters of recommendation and personal statement (*see below, p. 7-8*)
- Signed student agreement (*see below, p. 9-10*)
- Copy of the photo page of your passport
- Scanned copies of your academic transcript or student ID card (*If applicable*)
- Copy of your TOFEL Certificate or equivalent (*for non-native English speakers*)

#### Payment Details

- Once your application has been received and processed, YCMES will provide you with a formal price quote and details of how to pay it.
- A non-refundable deposit of \$250 for North America and €200 for Europe is due upon registration to guarantee your enrollment.
- The balance of your total fees is due 30 days prior to your arrival in Yemen. Late applications will incur a \$125/€100 late fee.
- After transferring monies to the proper account, please email a scanned copy of your bank's transfer form or receipt to [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.

#### Refund Policy

- All program fees paid, minus the \$250/€200 program deposit, will be returned to any student terminating their program prior to arrival in Yemen.
- Tickets and visas, however, 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 25% 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.
- If a student is expelled due to failure to adhere to YCMES academic standards, no refund will be given.



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### YCMES APPLICATION FORM

#### 1. Please indicate the courses you would like to study:

ANTH201: Anthropology of Yemen { }  
Dr. Thomas Stevenson  
May 25 - June 19

POL201: Politics of Yemen { }  
Dr. Charles Schmitz  
June 16 - July 13

#### 2. Biographical Information

Name (as it appears on your passport):

-----  
First Middle Last/Family

Nationality: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Date of Issue: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

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

Gender: Male { } Female { }

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

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

#### 3. Program in Arabic Language

If you also intend to study Arabic at YCMES: Yes { } No { }

For more details about our Arabic language program, please email [pal@ycmes.org](mailto:pal@ycmes.org)

If you have also filled in an application form for our Program in Arabic Language, you may leave Sections 4-10 blank.



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#### 4. Contact Information of Applicant

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

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year Country \_\_\_\_\_ Postal Code \_\_\_\_\_

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

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

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

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

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

Email: \_\_\_\_\_ Skype Address: \_\_\_\_\_

#### 5. 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: \_\_\_\_\_

#### 6. Current Educational Information

If you are a current student, please send your official transcript or student ID to [ycmes@ycmes.org](mailto:ycmes@ycmes.org).

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

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

Current Class Standing: \_\_\_\_\_

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

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



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Current GPA (If not studying in the US, please improvise): \_\_\_\_\_

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

Name of Study Abroad Advisor: \_\_\_\_\_

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

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

### 7. 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: \_\_\_\_\_ 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

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### 8. Visa

- YCMES will arrange your visa for \$85/€75 (\$170/€140 for students staying for more than five weeks) **regardless of whether we book your flights.**
- Yemeni restrictions may affect your student visa - Israeli stamps in your passport are the classic example.
- If you will be staying in Yemen for longer than 1 month (US citizens) or 3 months (EU citizens), you will be required to take and pass an HIV test that will be administered in Sana'a after your arrival.
- Please consult the YCMES for specific concerns.

### 9. Housing

- A housing deposit of \$100 is due in addition to the cost of tuition and housing. This will be returned at the end of your stay, minus any charges for damages or outstanding account balances.
- There will be a \$50 charge for lost keys.
- YCMES provides housing for two days prior to and one day after the conclusion of your study. Additional nights of housing may be arranged for \$10 per night for a single room and \$5 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 is provided during academic breaks.
- Students may only live outside YCMES facilities under special circumstances or if they obtained their own visa without assistance from YCMES. Please note that YCMES does not provide assistance in arranging external accommodation.

Please indicate your preferred housing option (bear in mind that the costs are different):

- Shared Room { }
- Single Room { }
- Single Room with En-Suite Bathroom { }

Please list the name and university of your preference for roommate (If applicable):

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### 10. Additional Information

How did you hear about YCMES? \_\_\_\_\_

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



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### 11. Signature

With my signature, I attest that the information provided in the forms above and in 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.

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Signature of Applicant

-----  
Date



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### ADDITIONAL APPLICATION MATERIALS

#### 1. Letters of Recommendation

If you are currently enrolled as a student, YCMES requires two academic references in order for your application to be considered. The Recommendation Form is on page 8.

Details of referees:

1. \_\_\_\_\_  
Name Title Affiliation/ University
2. \_\_\_\_\_  
Name Title Affiliation/ University

#### 2. Personal Statement

In 1,500 to 2,000 words, describe your motivations for studying in Yemen and include your typed essay in your application package. Inspirations may include, but are certainly not limited to, past course work, language study and/or travel.



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### STUDY ABROAD RECOMMENDATION FORM

#### Instructions for Applicant:

Fill out the top section of this form and then pass it on to your referee, who will send their recommendation straight to YCMES.

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 Referee:

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

e.g. John Smith's Recommendation

In your letter of recommendation, please include the following details:

- Name and title
- University or affiliation
- Contact Details
- Relationship to the applicant
- Applicant's maturity level and independence
- Applicant's suitability for living in an undeveloped country like Yemen
- Applicant's academic aptitude and preparedness for the YCMES curriculum

Many thanks for your assistance.





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### STUDENT AGREEMENT

I hereby state that I have come to Yemen for the exclusive purpose of learning Arabic, studying Yemen and the Middle East, and experiencing Arab culture. I acknowledge that I am in the country on a study visa sponsored by YCMES, and therefore I will comply with the following clauses:

- 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.
- 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.



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- 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