

XII. PERSONAL STATEMENT

Please provide us a letter explaining your motivation for attending The Emirates Academy of Hospitality Management and pursuing a career in hospitality industry. The letter should be between 300-500 words and typewritten.

This is not required from English as a Foreign Language / TOEFL Preparation Course applicants.

XIII. ACADEMIC OR PROFESSIONAL EVALUATION

In evaluating your application, we give considerable importance to the comments of a referee (teacher/employer) who knows you and your abilities well. Please give the enclosed Evaluation Form to your selected referee and ask him or her to fill it out and return it sealed in an envelope for confidentiality. Enclose this envelope, unopened, with your application to the Academy.

XIV. MEDICAL INFORMATION

Please complete the enclosed Medical Information Form. Disclosing a medical condition will not affect your admission to The Emirates Academy of Hospitality Management. The Emirates Academy of Hospitality Management recognizes and supports students with particular learning requirements such as dyslexia, numeracy issue, etc.

XV. HOW DID YOU FIND OUT ABOUT US?

- an employer a school counselor/teacher the internet an article/advertisement (name of publication) _____
- Educational Fair Educational Agent
- others (please specify) _____

XVI. DECLARATION

I hereby certify that all the information I have provided is correct and true.

Signature	Date
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APPLYING TO THE ACADEMY

CHECKLIST

The following is a checklist of all the documents required for submitting your application:

- A completed application form
- Original transcripts – photocopies may be submitted at the time of application, however before being fully admitted, original attested transcripts and parchment are required.
- Original TOEFL or IELTS result (if available)
- An evaluation/reference form completed by one of your teachers or employers in a sealed envelope.
- A completed medical information form
- Your personal statement (if applicable)
- Copy of academic awards and honours
- Copy of employment certificate (if available)
- Coloured passport copy (including valid residence visa page, if available)
- Six recent coloured passport type photos
- Confirmation of the AED 500 application fee payment

ENGLISH LANGUAGE PROFICIENCY

If you have not provided any evidence of your proficiency of English language, you must take either the IELTS or TOEFL test. The applicant must arrange the original certificate to be sent to The Emirates Academy of Hospitality Management (the TOEFL institution code is 7116). Copies will not be accepted.

Requirements:

MASTERS DEGREE		UNDERGRADUATE DEGREE
TOEFL		
Paper Based	Total Score: 600 and 5.0 on writing	Total Score: 550 and 5.0 on writing
Internet Based	25 points on each section (reading, writing, speaking and listening)	20 points on each section (reading, writing, speaking and listening)
IELTS (ACADEMIC)		
Overall Score of 7.0		Overall Score of 6.0

The Emirates Academy of Hospitality Management administers the institutional TOEFL. For more details, please contact the Language Centre.

ATTESTATION OF YOUR EDUCATIONAL QUALIFICATIONS

If you completed your secondary school or undergraduate degree in the UAE

Your original or a certified true copy of your parchment and your detailed transcript of the marks you have obtained must be authenticated by the school at which you have studied in the UAE and by the UAE Ministry of Education (MofED) for secondary school or Ministry of Higher Education and Scientific Research (MoHESR) for undergraduate degree.

If you completed your secondary school or undergraduate degree outside the UAE

You may apply and will be conditionally accepted by The Emirates Academy of Hospitality Management. However, you must still have your secondary or undergraduate degree records and certificates certified by the following authorities:

- 1) Official education authorities of the country where the certificate is given such as Ministry of Education, Education Councils, Cultural British Council, etc.
- 2) Ministry of Foreign Affairs of the country where the certificate is given.
- 3) Embassy of the UAE in the country where the certificate is given or the embassy of such country the UAE.
- 4) *The UAE Ministry of Higher Education and Scientific Research (MoHESR) must attest all undergraduate parchments and transcripts. After this process is done, the Ministry of Higher Education and Scientific Research (MoHESR) will issue the Certificate of Equivalency. (This last procedure is applicable to Masters degree applicants only).

*A student who is unable to secure the Certificate of Equivalency before the start of the semester must complete the Certificate of Equivalency Form agreeing to secure the equivalency. The student may commence his/her study at the Academy, but will be given up to the end of the first semester to secure the equivalency. If the student is not able to secure the equivalency by the end of the first semester, The Emirates Academy of Hospitality Management will take the appropriate action against the student, which may result in the termination of student's enrolment.