



# Student Checklist

**GLOBAL**  
U n i v e r s i t y

## Student Checklist (for the Undergraduate programs)

### GENERAL CONDITIONS

When applying to GLOBAL UNIVERSITY, all students will be expected to present the following documents with the application form:

- A certified copy of the official Bacc II degree\* or its equivalent.
- A photocopy of the identity card or passport.
- A recent Family Civil Status Record (for Lebanese students only).
- Four identical passport size pictures of the applicant.
- A medical document describing the general health status of the student, his blood group, if he has allergy towards a specific drug...
- An official transcript of records of the last three years in school.
- TOEFL scores (if available, not older than 2 years).
- A \$35 application fee. This fee is paid only once. It is non refundable and will not be credited toward the tuition of the following semester.

All students are required to attend the English Placement Test as well as the placement tests required by the faculty they are applying for.

\*Students who did not get the Lebanese Baccalaureate II yet can apply except that their final admission is conditional on presenting the BaccII grades before the end of the first half of the first semester.

When accepted for admission, all students are expected to present the following documents:

- NSSF official document stating that the student already benefits from its services. Students for whom this condition does not apply are expected to fill a NSSF application form and pay a yearly subscription of \$60.
- Military service clearance for students who are 19 and above.

After submitting these documents, students are expected to follow the following procedure:

- Contact the assigned advisor. *Remember the sooner you contact him, the better are your chances to register in courses at your convenience.*
- Visit the Cashier's Office to retrieve the tuition bill.
- Pay a reservation fee of \$200. This fee will be credited toward the first term tuition.

You have to settle your entire tuition bill. It will include:

▪ The cost of the credits registered	(mandatory)
▪ NSSF fee: \$60	(if applicable – annual)
▪ Registration fee :\$50	(mandatory – per semester)
▪ Technology fee: \$50	(mandatory – per semester)

### QUESTIONS AND ANSWERS:

#### 1. What is the legal status of GLOBAL UNIVERSITY?

Founded in 1992, GLOBAL UNIVERSITY is an officially licensed Lebanese university by Presidential Decree 2067/99.

#### 2. \*If I did not get the Lebanese Baccalaureate II, can I apply?

Yes you can, except that your final admission is conditional on presenting the BaccII grades before the end of the first half of the first semester.

#### 3. What is the definition of a foreign student, and does he need to get the Lebanese Baccalaureate II diploma?

A "foreign student" is a student who is not a Lebanese citizen. In order to apply to GLOBAL UNIVERSITY, he needs to present an equivalent of the Lebanese BaccII based on a certificate recognized by the Lebanese Ministry of Education

#### 4. If I am a foreign student what other considerations should I pay attention to concerning the submission of my certificates?

- Submit official copies of your certificates and grades transcripts in one of the following three languages: Arabic, French or English.

- Validate your certificates and grades transcripts by getting an equivalence from the Committee of Equivalence at the Lebanese Ministry of Education.

- Submit a photocopy of the original certificates along with the official Lebanese equivalence documents.

#### 5. What is the cost of a credit for the different programs?

For the undergraduate programs the credit costs 100\$-125\$ according to the major.

For the graduate programs the credit costs 150\$ for all majors.

For the CEP programs the credit costs 90\$ for all majors.

#### 6. What is the NSSF fee?

This is the subscription fee to the National Social Security Fund. All Lebanese students are supposed to be covered by its services. If you already benefit from NSSF, you need to present an official proof to the Admission Office prior to the payment of the tuition fees.

#### 7. What is the Technology fee?

The Technology fee is your ticket to access our high-tech multimedia labs, with round-the-clock Internet access at high debit. You will also benefit from our collection of e-books, perform e-tests and access several other services such as email.

