



الكلية اليمنية لدراسات الشرق الأوسط
YEMEN COLLEGE OF MIDDLE EASTERN STUDIES

YEMEN COLLEGE OF MIDDLE EASTERN STUDIES MAIN OFFICE
P.O. BOX 3671 • SANA'A – THE REPUBLIC OF YEMEN
TEL: +967 1 270 200 • FAX: +967 270 127
EMAIL: RESEARCH@YCMES.ORG

**Visiting Researcher Application Form:
Academic Year 2010-2011**

Name: _____ Passport #: _____

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

Address: _____

University or Employer/Occupation: _____

Home phone: _____ Office Phone: _____

Fax: _____ E-mail: _____

Topic of Proposed Research: _____

Dates of Proposed Research: From _____ Until _____

Location(s) of Proposed Research: _____

Expected Budget of Research: _____

My research requires use of a translator: () Yes () No

Supporting Documents:

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

Current Resume or CV

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

Research Processing Fee – An administration fee of \$100 should be included with your application. This administration fee covers trip arrangements, library check-out privileges and a discounted, local rate on Arabic language study. The \$100 Research Processing fee is valid for one-month's sponsorship; YCMES Research Center Membership is required for any stay longer than one-month, for an additional \$100. This membership covers one year of sponsorship and includes library borrowing privileges, a discount on Arabic language lessons and subscription to the YCMES newsletter and calendar of events.

Additional YCMES Services:

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

Please send a scanned copy of the photo page of your passport along with this registration form. Yemeni restrictions may affect your student 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 and apply for an extended visa, both of which can be arranged through the YCMES. Please consult the YCMES for specific concerns.

Housing & Meals: 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. Meals (breakfast and lunch) are available five days per week at the cafeteria. Prices will be communicated in writing after the application/requests have been received. Please indicate your room & board preferences:

Room type: Single / Shared

Dates of Stay in YCMES Housing: From _____ Until _____

I want the YCMES meal plan included in my pricing: () Yes () No

Arabic: Arabic lessons are available for any level of ability. If you plan to take Arabic lessons during your sponsored research time in Yemen, please 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

International Transportation: The YCMES is able to provide discounted, flexible tickets through its agreement with Yemenia Airlines. If you wish for the YCMES to organize your international travel, please fill out your requests and coordinate the ticket arrangement with the main office in Sana'a.

Departure City: _____

Desired Date of Arrival in Yemen: _____

Desired Date of Departure from Sana'a: _____

Airport Pick-Up: The YCMES will arrange free airport pick-up and drop-off for any researcher on a college-organized ticket. For researchers with their own ticket, this service can be provided for \$25. Please communicate your travel itinerary with the YCMES Research Coordinator.

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

Registration Information:

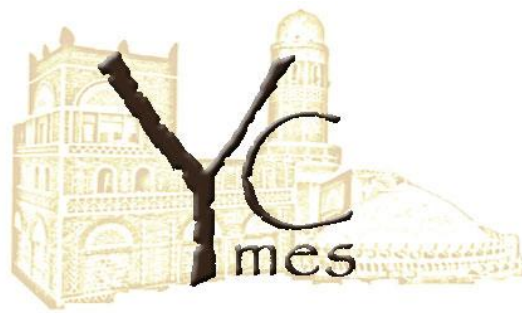
- *Payment Instructions:* After all requests have been taken care of by the YCMES Research Coordinator, transfer of payment is required at least one-month prior to arrival in Yemen. Payments can be sent via international wire transfer.

For any questions regarding wire transfers, please contact the YCMES Main Office in Sana'a.

- *Deposit:* If the researcher is utilizing YCMES facilities 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 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. 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: _____ **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 research visa in Yemen, and therefore, I will not violate any of the clauses listed below. This includes the following:

- I will not work or seek employment as a condition of my study in the country.
- I will not study at another institute in Yemen while sponsored by the YCMES.
- I will not engage in any research which goes beyond the parameters of the proposal approved by YCMES.
- 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, and kitchen 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 any Arabic classes missed due to absence cannot be rescheduled.
- 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 from the YCMES. If I chose to terminate my studies at the YCMES, I agree to depart Yemen and return to my country of origin upon issuance of an exit visa and flight ticket from the YCMES. 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



الكلية اليمنية لدراسات الشرق الأوسط
YEMEN COLLEGE OF MIDDLE EASTERN STUDIES

YEMEN COLLEGE OF MIDDLE EASTERN STUDIES MAIN OFFICE
P.O. BOX 3671 • SANA'A – THE REPUBLIC OF YEMEN
TEL: +967 1 270 200 • FAX: +967 270 127
EMAIL: RESEARCH@YCMES.ORG

Emergency Contact & Health Information

Researcher's Name: _____

Nationality: _____ Passport Number: _____

Mobile Number in Yemen (if applicable): _____

Address in Yemen (if other than YCMES housing): _____

Emergency Contact

Please provide the contact information for two family members or friends, in case of emergency.

Name: _____ Relationship: _____

Address: _____

Phone Number: _____ Email: _____

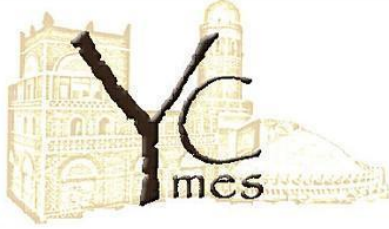
Name: _____ Relationship: _____

Address: _____

Phone Number: _____ Email: _____

Health Information

Please provide us with details of relevant past health problems or any allergies to medications:



الكلية اليمنية لدراسات الشرق الأوسط
YEMEN COLLEGE OF MIDDLE EASTERN STUDIES

YEMEN COLLEGE OF MIDDLE EASTERN STUDIES MAIN OFFICE
P.O. BOX 3671 • SANA'A – THE REPUBLIC OF YEMEN
TEL: +967 1 270 200 • FAX: +967 270 127
EMAIL: RESEARCH@YCMES.ORG

Previous Arabic Experience

Name: _____ Term: _____

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: () 5 weeks () 10 weeks () 1 year

Other: _____

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

() Yes () No

If yes, please give:

- 1- The name and address 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:.....
.....

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 ()
Understanding	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 assist us in developing your program by listing below any expectations you may have of the YCMES and your term of study here. Be as specific as possible.

How did you hear about the YCMES?

- Web Search () Friend () Study Abroad Office () Representative () Other ()

Please specify:.....