



الكلية اليمنية لدراسات الشرق الأوسط
Yemen College of Middle Eastern Studies



Admissions Application

Yemen College of Middle Eastern Studies
26th of September Street, Building 11
P.O. Box 3671
Sana'a, Republic of Yemen
Telephone: +967 1 270 200
Fax: +967 1 270 127
ycmes@ycmes.org
www.ycmes.org

The YCMES is comprised of two programs, the Program in Arabic Language (PAL) and the Program in Contemporary Middle Eastern Studies (PCMES).

For students who intend to apply to *only* the PAL program, please consult page 3 and fill out pages 4–11 of the application, then fax or scan and email the application back to PAL@ycmes.org.

For those students who intend to apply to only the PCMES program – or who wish to enroll in both programs – please consult page 3 and fill out pages 4–13 of the application, then fax or scan and email the application back to ycmes@ycmes.org.

Registration Information:

- A **10% tuition discount** will be given to pre-arranged groups of five or more students.
- A **25% tuition discount** will be given to university students attending for a full year, with proof of registration from the registrar's office.
- A **30% tuition discount** will be given for students who apply before April 15, 2010.
- During academic breaks, classes and meals will not be provided. Housing is provided.
- A **deposit of \$500 is due upon registration and is required to guarantee your enrollment.** \$200 of this is a non-refundable program deposit that will be applied to your tuition. **The balance of your total fees is due 30 days prior** to your arrival in Yemen.
- *Refund Policy for regular terms (1- 6):* All fees paid, minus the \$200 program deposit, will be returned to any student terminating their program prior to arrival in Yemen, UNLESS tickets and visa have been purchased. Tickets and visas 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 50% 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.
- *Refund Policy for summer terms (7- 9):* All fees paid, minus the \$200 program deposit, will be returned to any student terminating their program prior to arrival in Yemen, UNLESS tickets and visa have been purchased. Tickets and visas are non-refundable. After a student arrives in Yemen they are not entitled to a refund.
- After transferring monies to the proper account listed below, please email a scanned copy of your bank's transfer form/receipt to the YCMES at pal@ycmes.org, or fax a copy to us at +967 1 270 127. Please ensure that your name is included to identify your transfer.

In North America:

Pay to Citibank N.A. New York

Swift Code: CITIUS 33XXX

For Further Credit to Account No. 36154765

Swift Code: BSUIYESAXXX; Chips UID: 130493

In the name of Calyon Corporate and Investment Bank; Sana'a - Yemen

Favoring of the Yemen Language Center

Account No. 202640012031

In Europe:

Berliner Bank - Uhland St. 97; 10715 Berlin; Germany

Beneficiary: Sabri Saleem

Purpose of Payment: Yemen Language Center

Account # 3503303702

Bank Code: 100 200 00

IBAN: DE98 1002 0000 3503 3037 02

BIC: BEBEDEBBXXX



Admissions Application Checklists

Checklist for PCMES Study Abroad Admissions Application:

- ___ Application form
Online application downloaded, scanned and sent electronically
- ___ Scanned copies of official transcripts
- ___ **Two** letters of recommendation
Emailed by referee as indicated on recommendation form
- ___ Student Essay
- ___ Signed Student Agreement form
- ___ Previous Arabic Experience forms *(if enrolling for an Arabic course)*
- ___ Copy of photo page of passport
- ___ TOEFL Scores for non-native English speakers
Scanned and sent by email

Checklist for PAL Study Abroad Admissions Application:

- ___ Application form
Online application downloaded, scanned and sent electronically
- ___ Scanned copies of academic transcript or student ID card
If applying for student prices
- ___ Signed Student Agreement form
- ___ Previous Arabic Experience forms
- ___ Copy of photo page of passport

The total program balance must be paid in full at least 30 days prior to arrival in Yemen to avoid \$200/€120 late fee. Applications will be reviewed on a rolling basis until the program is full.

Important Dates for PCMES Admissions:

<u>Term</u>	<u>Deadline</u>	<u>Acceptance Announcement</u>
Fall 2009	July 1, 2009	July 10, 2009
Spring 2010	December 31, 2009	January 7, 2010
Summer 2010	May 1, 2010	May 10, 2010
Session 1	May 1, 2010	May 10, 2010
Session 2	June 1, 2010	June 10, 2010

YCMES Application Form for Admission
Study Abroad 2009-2010

Program in Contemporary Middle Eastern Studies (PCMES)

Intended term(s) of study:

{ } Summer I 2010 (June 5, 2010 - July 7, 2010)

{ } Summer II 2010 (July 10, 2010 - August 11, 2010)

Program in Arabic Language (PAL)

Intended term(s) of study:

Fall 2009 October 11 - December 23

Term 1: 5 weeks October 11 to November 11 { }

Term 2: 5 weeks November 15 to December 23 { }

Breaks : Nov 25 - Nov 30 (Eid Al-Adha)

Dec 24 - Jan 02

Winter 2010 January 03 - March 10

Term 3: 5 weeks January 03 to February 03 { }

Term 4: 5 weeks February 07 to March 10 { }

Break: March 11 - March 20

Spring 2010 March 21 - May 26

Term 5: 5 weeks March 21 to April 21 { }

Term 6: 5 weeks April 25 to May 26 { }

Break: May 27 - June 05

Summer 2010 June 6 - September 22

Term 7: 5 weeks June 06 to July 07 { }

Term 8: 5 weeks July 11 to August 11 { }

Term 9: 5 weeks August 15 to September 22 { }

Break: September 10 - 14 Eid al-Fitr (approximately)



I. Biographical Information

Name (as it appears on your passport):

First

Middle

Last/Family

Citizenship: _____ Passport Number: _____

Date of Issue: _____ Date of Expiration: _____

City/Country of Issue: _____

Gender: ___ Male ___ Female

Date of Birth: _____/_____/_____
Month Day Year

Country of Birth: _____

II. 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: _____

III. Current Educational Information

**For PCMES Students: Please submit a scanned copy of your official transcript to admissions@ycmes.org.*

***If you have not attended or have finished your education at university please write your current occupation/employer next to "Current College/University Attended."*

Current College/University Attended: _____

Location: _____
City State Country

Current Class Standing (year): _____

Dates Attended: _____

Major Field of Study: _____ Minor Field of Study: _____

Current GPA (if applicable): _____

Degree(s) awarded: _____

Name of Study Abroad Advisor (if applicable): _____

Title: _____ University: _____

Email: _____ Telephone: _____

IV. 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: _____

Secondary Contact Name: _____

Relationship to Applicant: _____

Address: Street _____

City _____ State _____

Country _____ Postal Code _____

Telephone: _____ Type: Home/Work/Mobile

Telephone: _____ Type: Home/Work/Mobile

Email: _____

V. Health Information

Do you have any serious 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: _____

VI. Housing

- A **housing deposit of €100** is due in addition to the cost of tuition and accommodations. This will be returned at the conclusion of your stay, minus any charges for damages or outstanding account balances. There will be a **€50 charge** if any student loses his/her keys.
- Students are provided housing one day prior to, and one day after the conclusion of study. Additional nights of housing may be arranged for **€12** per night for a single room and **€8** 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 in YCMES facilities is mandatory for the first semester, unless under special circumstances. Please note that the YCMES does not assist in acquiring outside housing.

Housing Options:

Please read the dormitory descriptions on our website and rank your order of preference.

_____ The Markez _____ Guest House

I prefer: _____ Single Room (extra cost) _____ Shared Room

Roommate Request:

Please list the name and university of your preference for roommate, if applicable:

VII. Travel & Visa

I want YCMES to arrange my travel: ___Yes ___No

If yes: Departure City _____

Date of Desired Arrival to Yemen _____

Date of Desired Departure from Yemen _____

As per current law, all students travelling to Yemen will have to have previously obtain their entry visa from a Yemeni embassy abroad. *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, administered in Sana'a after your arrival. Please consult the YCMES for specific concerns.*

VIII. Anticipated Plan of Study Abroad (PCMES Students Only)

Field(s) of Interest: _____

Non-Arabic Courses to Take:

Title _____

Title _____

IX. Additional Information

How did you hear about Study Abroad at YCMES? _____

Name of referral (if applicable): _____

X. Signature

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

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 study visa in Yemen, and therefore, I will not break any of the clauses listed below. This includes the following:

- I will not work or seek employment (*even without pay*), during my study in the country.
- I will not study at another institute in Yemen while sponsored by the 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 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 class attendance is mandatory, and absences are only excused if I am sick. Failure to attend class can result in failure and expulsion.
- 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



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Previous Arabic Experience

Name: _____

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: { } 1 Semester { } 2 Semesters

Other: _____

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

{ } Yes { } No

If yes, please give:

- 1- The name and location 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:
.....
.....



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YEMEN COLLEGE OF MIDDLE EASTERN STUDIES

FOR PCMES STUDENTS ONLY

Additional Materials for Admission into the PCMES Program

IA. Letters of Recommendation

Instructions are found on the recommendation form at the end of this registration packet.

Name	Title	Affiliation/University
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Name	Title	Affiliation/University
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IIA. Essay

Please write and attach to your application an essay covering the following:

Chose a topic of your interest on the contemporary Middle East, such as politics, religion, gender, anthropology, modern history, etc., and write a 1500-2000 word essay about that topic. While examining this issue, comment on your previous academic study of the Middle East and consider your future academic plans to become an informed student in the field of Middle Eastern studies. With this in mind, you may want to mention previous class lectures, fieldwork, or personal experiences, and how you see the academic program at YCMES fitting into your future goals.



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Study Abroad Recommendation Form

Directions for Applicant:

Fill out your name on the top of this form and then pass it on to your referee for instruction on the recommendation.

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 the Referee:

This recommendation for the above applicant is for admission into the study abroad program at the Yemen College of Middle Eastern Studies. The YCMES will keep your letter of recommendation in strict confidence during the admissions process. Please email the recommendation and requested personal information to admissions@ycmes.org with the name of the applicant in the subject field followed by recommendation, i.e. John Smith Recommendation.

In the electronic letter of recommendation, please include the following:

Your name and title, university or affiliation, address, email, telephone, and relationship to the applicant.

The letter of recommendation should include the following:

the capacity in which you know the applicant, the applicant's maturity level and independence, his/her ability to cope and live in a foreign environment such as Yemen, his/her academic preparedness for the YCMES curriculum.