

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Admission Process: Roles and Responsibilities	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-001	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

Overview

Admission is the point at which AIU's academic mission, its regulatory obligations, and a prospective student's future first meet. Every decision made during the admissions process, who is invited to apply, what is required of them, and how their file moves between departments, shapes the University's academic profile for years afterward. This policy establishes the governance framework, roles, and interdepartmental accountability for undergraduate admissions at American International University (AIU), so that admission decisions are made consistently, transparently, and by clearly identified authorities.

This policy is grounded in Accrediting agency's expectation, reflected across Accrediting agency requirements, that an institution's organizational structures are clearly defined and that enrollment management is integrated into the institution's broader resource and financial planning rather than operating as an isolated function. It is also grounded in the requirements of Kuwait's Private Universities Council (PUC), which regulates AIU's admissions activity as a matter of Kuwaiti law. Both frameworks are addressed throughout this policy; neither substitutes for the other.

Scope

This policy applies to all University departments and personnel involved in the undergraduate admissions process, including the Admissions Office, the Testing Center, the Registrar, Academic Affairs, Finance, Marketing and Communications, Information Technology, Student Affairs, Facilities and Security, and any scholarship sponsors or government sponsoring authorities involved in a specific applicant's file. It applies to all undergraduate applicants, including first-time freshman applicants, transfer applicants, readmitted students, conditional admission applicants, scholarship and sponsored students, and non-degree seeking students.

Purpose

The purposes of this policy are to:

- Establish the governance framework, roles, and operational accountability for undergraduate admissions at AIU
- Define the institutional responsibilities of every department involved in the admissions process, so that no admission decision is made by an unaccountable authority
- Ensure admission decisions are made consistently, fairly, transparently, and in compliance with University regulations and PUC requirements
- Demonstrate compliance with fair and equitably applied policies and integration of enrollment management into institutional resource planning

Definitions and abbreviations

Admissions Office: The University office, reporting to the VPSA through the Executive Director of Enrollment and Admissions, responsible for administering undergraduate and graduate admissions, processing applications, evaluating eligibility, and issuing admission decisions.

Applicant: An individual who has initiated or submitted an application for admission to an undergraduate program at AIU.

Admission Decision: The official determination issued by the University regarding an applicant's admission status under EMA-003.

Student Information System: The University's official information system (Banner) used to manage applicant and student records, as further described in EMA-010.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Admission Process: Roles and Responsibilities	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-001	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

Policy

Article 1: Governing Principle

Enrollment Management, through the Admissions Office and under the authority of the VPSA, administers undergraduate and graduate admissions in accordance with University policy, academic regulation, and applicable PUC requirements. Admissions is a shared institutional responsibility: no single department can deliver a fair, timely, and compliant admissions process alone, and this policy exists to make each department's contribution explicit rather than assumed. All personnel participating in the admissions process perform their responsibilities in accordance with approved policies, procedures, and applicable regulatory requirements.

Article 2: Guiding Principles

Admissions at AIU is guided by the following principles:

- **Fairness and equal opportunity.** Admission criteria are applied on the same terms to every applicant in a given category, consistent with AIU's Equal Opportunity, Non-Discrimination, and Anti-Harassment Policy.
- **Transparency.** Admission requirements, deadlines, and decision categories are published in advance and are not altered for an individual applicant without documented, authorized exception.
- **Consistency.** The same evaluation standards apply regardless of an applicant's nationality, sponsor, or connections within the University.
- **Compliance.** Admissions decisions satisfy both University regulation and PUC regulation; where the two do not conflict, both apply in full.
- **Confidentiality.** Applicant information is protected in accordance with AIU's Privacy and Personal Data Protection Policy.
- **Accuracy and integrity of records.** in accordance with EMA-010 and EMA-011.
- **Responsive service.** Applicants receive timely, accurate communication throughout their file's progress.

Article 3: Institutional Responsibilities

The undergraduate admissions process depends on the following departments, each acting within its own authority:

Department	Responsibilities
Admissions Office (Executive Director of Enrollment and Admissions, reporting to the VPSA)	Administers the admissions process; receives and processes applications; evaluates eligibility under EMA-002 and EMA-003; verifies documentation; issues admission decisions; coordinates conditional admission (EMA-006) and transfer admission (EMA-007); maintains applicant records under EMA-010; prepares admissions statistics; ensures PUC and University compliance.
Testing Center	Administers placement examinations under EMA-004; verifies applicant identity; maintains testing security; reports official results to the Admissions Office.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Admission Process: Roles and Responsibilities	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-001	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

Registrar	Evaluates transfer credit under EMA-006; maintains official academic records; supports registration following admission; updates student records following an admission decision.
Academic Affairs (Schools and Department Chairs)	Establishes program-specific admission requirements; reviews academic exceptions; supports academic elements of admission appeals under EMA-003 Article 8.
Finance	Verifies admission-related payments; confirms sponsorship and PUC scholarship funding in coordination with FIN-007; supports financial clearance before registration.
Marketing and Communications	Supports recruitment; ensures the accuracy of published admissions information, consistent with the disclosure standards in FIN-007.
Information Technology	Maintains admissions technology systems under EMA-010; supports the security, availability, and integration of admissions data.
Student Affairs	Supports new student orientation and onboarding following admission; collaborates on transition programming for conditionally admitted and Foundation Program students.
Facilities and Security	Supports admissions events and campus access for prospective students and visitors.

Article 4: Responsibilities of the Executive Director of Enrollment and Admissions

The Executive Director of Admissions, acting under the authority of the VPSA, provides day-to-day leadership for undergraduate admissions: ensuring compliance with University and PUC requirements; approving admissions exceptions and conditional admissions within the authority delegated under EMA-005; monitoring enrollment objectives and admissions performance; recommending improvements to admissions policy and procedure; coordinating admissions planning with Academic Affairs and administrative departments; and reporting admissions performance and enrollment outcomes to the VPSA and, through the VPSA, to University leadership where enrollment targets bear on institutional financial planning, consistent with Accrediting agency requirement.

Article 5: Collaboration, Communication, and Confidentiality

All departments involved in undergraduate and graduate admissions collaborate effectively and exchange accurate information in a timely manner. Official communication with applicants is conducted only through approved University communication channels. All admissions records and applicant information are maintained securely and treated as confidential in accordance with the University's Privacy and Personal Data Protection Policy, and access is limited to authorized personnel performing official University duties.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Admission Process: Roles and Responsibilities	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-001	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

Procedures

- **Recruitment and outreach.** Enrollment Management coordinates recruitment activity through approved marketing initiatives, school visits, educational exhibitions, and digital communication.
- **Application review and evaluation.** The Admissions Office reviews each application for completeness and evaluates it under EMA-002 and EMA-003.
- **Admission decision.** Applicants receive one of the four decision categories defined in EMA-003: Accepted, Conditionally Accepted, Incomplete, Deferred, or Rejected, communicated through official University channels.
- **Enrollment preparation.** Following admission, the Admissions Office coordinates placement testing, registration, orientation, and tuition clearance with the relevant departments.
- **Continuous review.** Enrollment Management periodically reviews admissions processes and performance indicators, in coordination with the VPSA's institutional-effectiveness function, to identify improvement opportunities and confirm continued compliance.

Compliance

All personnel involved in undergraduate admissions comply with AIU admissions policies, AIU academic regulations, PUC regulations, and applicable governmental requirements. Failure to comply with this policy may result in administrative review and corrective action.

Related Policies

- EMA-002 Admission Requirements and Application Management Policy
- EMA-003 Admission Criteria and Procedures
- EMA-004 Academic Qualifications for Undergraduate Admission
- EMA-005 Placement Testing and Testing Exemptions Policy
- EMA-006 Conditional Admission Policy
- EMA-007 Transfer Student Admission Policy
- ADM-002 Privacy and Personal Data Protection Policy
- ADM-003 Equal Opportunity, Non-Discrimination, and Anti-Harassment Policy
- FIN-007 Financial Aid and Scholarship Policy

President Signature	Signature: _____ Date: _____
---------------------	------------------------------