

	Policy Main Title	Undergraduate Admission Requirements and Application Management Policy	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-002	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

Overview

Applicants and their families are entitled to know, in advance and without ambiguity, exactly what AIU requires for admission and how their application will be handled once submitted. This policy establishes AIU's requirements for undergraduate admission applications and the principles governing the receipt, review, verification, and management of applications and supporting documentation, consistent with Accrediting agency requirement, which requires that students and prospective students receive timely, accurate, and complete information about admission requirements, and Accrediting agency requirement, which requires that those requirements be applied consistently to every applicant.

Scope

This policy applies to all undergraduate applicants seeking admission to AIU, including First-Time Freshman, Transfer, Readmitted, Conditional Admission, Scholarship, Sponsored, and Non-Degree Seeking applicants, and to all University departments responsible for processing, evaluating, supporting, or maintaining undergraduate admission applications and records.

Purpose

The purposes of this policy are to:

- Establish the University's published requirements for a complete undergraduate admission application
- Define the principles governing application receipt, review, verification, and records management
- Ensure applications are managed consistently, fairly, and efficiently in compliance with University academic regulation and PUC requirements
- Demonstrate compliance with complete, accurate, and timely information about admission requirements and consistent application of policy

Definitions and abbreviations

Application: The official request submitted by an applicant seeking admission to an undergraduate program at AIU.

Complete Application: An application that includes all required forms, supporting documentation, and applicable fees required for admission evaluation.

Incomplete Application: An application missing one or more admission requirements or supporting documents required for evaluation.

Supporting Documents: Official academic, identification, financial, or other documentation required to determine an applicant's eligibility for admission.

Policy

Article 1: General Requirement

Admission to AIU is based on the submission of a complete application and the applicant's ability to satisfy AIU's published admission requirements. The Admissions Office administers all undergraduate applications in accordance with approved University policy, academic regulation, and applicable PUC

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Undergraduate Admission Requirements and Application Management Policy	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-002	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

requirements. Applications containing incomplete, inaccurate, misleading, or fraudulent information may be delayed, denied, or cancelled at the University's discretion, subject to Article 6 below.

Article 2: Required Admission Documentation

Applicants provide the documentation required to support their application, which may include, but is not limited to:

- Civil ID and passport, and a parent or guardian's Civil ID where applicable
- Official high school transcript and official high school graduation certificate
- High School Equivalency Certificate, where applicable
- Certificate of Good Conduct issued by the applicant's high school
- A recent passport-size photograph
- Official college transcripts and course descriptions or syllabi, for transfer applicants
- Any additional documentation required by AIU or PUC

The Admissions Office may request original documentation at any stage of the admissions process for verification purposes.

Article 3: Application Management

Applicants submit their application through the University's approved admissions platform, together with the applicable application fee and available supporting documentation. Applicants who have not yet completed secondary school may initiate the admission process; final admission remains subject to submission of all remaining academic documents upon graduation. Applicants who have already graduated at the time of application submit all required documentation before their application can be fully evaluated.

Upon receipt, the Admissions Office reviews the application to determine completeness and verify eligibility. Where documentation is incomplete, the Admissions Office notifies the applicant of the outstanding requirements and monitors completion of the file. The University reserves the right to verify any submitted document through educational institutions, governmental authorities, sponsoring organizations, or other authorized entities; admission decisions may be withheld until verification is complete.

Article 4: Placement Testing Coordination

Once an application has been reviewed and required documentation received, the Admissions Office determines whether the applicant is required to complete placement testing or qualifies for an approved exemption, in accordance with EMA-006. Applicants requiring placement testing are informed of the applicable requirements before an examination is scheduled and pay the applicable testing fee before an appointment is confirmed. Approved exemptions are recorded in the University's official student information systems.

Article 5: Application Status and Records

The Admissions Office maintains and updates each applicant's status throughout the admission lifecycle, application review, document completion, placement testing, evaluation, and final decision, within the

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Undergraduate Admission Requirements and Application Management Policy	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-002	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

University's approved admissions and student information systems, in accordance with EMA-010 and EMA-011.

Article 6: Fraudulent or Misleading Information

Applicants are expected to provide complete, accurate, and authentic information throughout the admissions process, consistent with the academic-integrity expectations described in Accreditation requirement and reflected in AIU's Student Conduct and Disciplinary Policy (STU-001). The University reserves the right to deny admission, cancel an application, revoke an admission offer, or take any other appropriate action where an applicant submits false, altered, misleading, or fraudulent information or documentation, and may notify the relevant governmental or regulatory authorities where appropriate.

Article 7: Application Validity

Admission applications remain valid only for the admission term in which they are submitted, unless otherwise approved by the University. Applicants who do not enroll during the approved term may be required to submit a new application, including the applicable fee, or to request a deferral in accordance with EMA-003.

Article 8: Exceptions

Exceptions to this policy may only be approved in writing by the VPSA or, for matters requiring higher authority, the President. Approval of an exception does not establish a precedent for future admission decisions.

Procedures

1. The applicant submits a complete application, the application fee, and available supporting documentation through the approved admissions platform.
2. The Admissions Office reviews the file for completeness and authenticity, and notifies the applicant in writing of any outstanding requirement.
3. Once complete, the Admissions Office determines placement testing requirements or exemptions under EMA-010.
4. The Admissions Office evaluates the completed file under EMA-003 and issues one of the four admission decision categories.
5. Applicant records are maintained and, upon completion of the admissions process, transferred to the Document Control Team in accordance with EMA-011.

Responsibilities

The Admissions Office is responsible for administering the application process and ensuring compliance with institutional and PUC requirements: receiving and processing applications, verifying documentation, evaluating completeness, communicating with applicants, issuing decisions, and maintaining records. Applicants are responsible for submitting complete and accurate applications, providing authentic supporting documentation, responding promptly to requests for additional information, and meeting all published deadlines.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Undergraduate Admission Requirements and Application Management Policy	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-002	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

Appeals

An applicant who disputes an outcome under this policy, including a determination that an application is incomplete or a decision to deny, cancel, or revoke an application on the grounds of fraudulent or misleading information, may appeal under Article 8 (Appeals) of EMA-003. There is no separate appeals procedure for this policy.

Related Policies

- EMA-001 Admission Process: Roles and Responsibilities
- EMA-003 Admission Criteria and Procedures
- EMA-005 Placement Testing and Testing Exemptions Policy
- EMA-010 Admissions Information Systems Management Policy
- EMA-011 Admissions Record Management and Retention Policy
- STU-001 Student Conduct and Disciplinary Policy

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