

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Undergraduate Admission Criteria and Procedures	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-003	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

Overview

This is AIU's central undergraduate admissions policy: the framework that states who may apply, on what basis applications are evaluated, what decisions an applicant may receive, and what recourse exists where an applicant disagrees with the outcome. It is intended to be read together with EMA-002 (which governs the application itself) and EMA-004 (which governs the specific academic qualifications applied). This policy establishes a transparent, consistent, and equitable framework for undergraduate admission, grounded in consistent and fair application of policy and complete and accurate information about admission requirements, and in the requirements of Kuwait's Private Universities Council (PUC).

Because an admission decision is the first formal decision AIU makes about a person, and because that decision is currently made before the person becomes a student and therefore before AIU's general student grievance policy (STU-002) applies to them, this policy also establishes AIU's complete admissions appeals mechanism at Article 8, so that every applicant has a genuine, documented avenue to contest a decision they believe was unfair, consistent with Accrediting agency requirements.

Scope

This policy applies to all undergraduate applicants seeking admission to AIU, including First-Time Freshman, Transfer, Conditional Admission, Readmission, Non-Degree, Sponsored, and Scholarship applicants, and to all departments and employees participating in the admissions process, including Admissions, Registrar, Academic Affairs, Finance, the Testing Center, Information Technology, Marketing, and Student Affairs

Purpose

- Establish fair, transparent, and consistent admissions standards and decision-making
- Comply with PUC regulation and AIU academic policy while promoting equal educational opportunity and academic quality
- Protect the integrity of the admissions process against fraud and misrepresentation
- Define the responsibilities of applicants and University personnel
- Establish a single, complete admissions appeals mechanism available to every applicant
- Demonstrate compliance with Accrediting agency requirements

Definitions and abbreviations

Applicant: An individual who has submitted an application for admission to AIU.

Admission Offer: A formal notification that an applicant has been accepted into a specified academic program.

Conditional Admission: An admission offer granted subject to the applicant satisfying specific requirements within an approved timeframe, governed in full by EMA-006.

Final Admission: Admission granted once all admission requirements have been completed and verified.

Transfer Student: An applicant who has previously attended another recognized post-secondary institution, governed in full by EMA-007.

Readmission: Admission of a former AIU student returning after withdrawal or discontinuation, governed in full by EMA-009.

Non-Degree Seeking Student: An individual admitted to take one or more courses without pursuing an AIU degree, governed in full by EMA-008.

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Scholarship Student: A student whose tuition is fully or partially funded through an AIU or external scholarship, consistent with FIN-007.

Sponsored Student: A student whose tuition or educational expenses are fully or partially funded by a government agency, embassy, institution, or other approved sponsor.

Policy

Article 1: Admission Principles

AIU administers undergraduate admissions in accordance with the following principles: fairness, transparency, equal opportunity, academic integrity, confidentiality, student-centered service, compliance with applicable regulation, and responsible management of institutional capacity. Meeting AIU's published minimum admission requirements does not automatically guarantee admission; admission decisions remain subject to program availability, institutional capacity, and University regulation.

Article 2: Equal Opportunity and the PUC Scholarship Pathway

Admission decisions are made without regard to nationality, gender, religion, or any other characteristic protected under AIU's Equal Opportunity, Non-Discrimination, and Anti-Harassment Policy. Consistent with STU-003 (Disability Services and Accessibility Policy), the Admissions Office does not inquire about disability status as part of an admission decision; an admitted student who self-discloses a disability is referred to the Disability Services Coordinator.

The Private Universities Council government-scholarship pathway is restricted by the Kuwaiti government sponsor to Kuwaiti nationals and children of Kuwaiti mothers, and to applicants whose high school certificate is within 26 months of graduation, consistent with FIN-007. This is a funding-eligibility rule imposed by an external government sponsor on its own scholarship program; it is not an AIU admission criterion, and it does not affect an applicant's eligibility for admission itself or for self-funded or employer-sponsored enrollment on the same terms as any other applicant.

Article 3: Admission Eligibility

Applicants must satisfy all published admission requirements applicable to their intended program of study. General requirements for all undergraduate programs include: completion of secondary education from an institution recognized under EMA-004; submission of official high school transcripts; and satisfaction of the University's English and Mathematics placement or exemption requirements under EMA-005. Program-specific admission requirements, including minimum high school percentage and high school track requirements, are published annually by the Admissions Office and are detailed in EMA-004.

Article 4: Admission Deadlines and Capacity

Applicants submit their application before the published deadline for each academic semester. The Admissions Office may consider late applications only where seats remain available, placement testing can be completed, registration deadlines have not passed, and the Executive Director of Admissions approves the exception. Admission to any academic program is subject to available seats, faculty and laboratory resources, program accreditation limits, and PUC-approved intake; meeting the minimum requirements does not guarantee admission once program capacity has been reached.

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Article 5: Admission Evaluation and Decision Categories

Each completed application is evaluated based on academic qualifications, high school curriculum and required subject completion, placement test results, English and Mathematics proficiency, program-specific requirements, and transfer credit evaluation where applicable. Admission decisions are based solely on published University policy. Applicants receive one of the following decisions:

Decision	Meaning
Accepted	The applicant has met all admission requirements for full admission.
Conditionally Accepted	The applicant has met minimum requirements but must satisfy additional conditions before final admission, governed by EMA-006.
Incomplete	Required documents or information have not yet been submitted; the application remains open pending completion under EMA-002.
Deferred	Admission has been postponed to a future semester, subject to University approval.
Rejected	The applicant has not satisfied the admission requirements.

Article 6: Acceptance, Revocation, and Fraudulent Documentation

An applicant who receives an admission offer must accept it within the published deadline, pay all required admission and registration fees, submit any remaining required documents, complete placement requirements, and complete registration before the published deadline; failure to do so may result in cancellation of the offer. The University reserves the right to revoke an admission offer where false or misleading information has been submitted, fraudulent academic documents are discovered, final academic results do not satisfy admission requirements, required official documents are not submitted, the applicant fails to satisfy a conditional admission requirement under EMA-006, or the applicant violates University regulation before enrollment.

Submission of forged, altered, misleading, or fraudulent documentation is treated with the same seriousness as academic misconduct under STU-001 and Accrediting agency requirement. The University may reject the application, cancel admission or enrollment, notify the appropriate governmental authorities, and take any additional action permitted under University regulation and applicable law.

Article 7: Exceptions

Requests for exceptions to published admission requirements are considered only in exceptional circumstances and require written approval from the Executive Director of Enrollment and Admission, with matters requiring higher authority escalated to the President. Approval of one exception does not establish a precedent for future admission decisions.

Article 8: Appeals

Every applicant who receives an admission decision under this policy, or a related decision under EMA-002, EMA-005, EMA-006, EMA-007, EMA-008, or EMA-009, has the right to appeal that decision. Because applicants are not yet enrolled students, this appeal right exists independently of, and is not limited by,

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the Student Grievance and Academic Appeals Policy (STU-002), which applies only once a student is enrolled.

The following grounds for appeal are recognized:

- A material procedural error occurred in the evaluation of the application, for example the applicant was not given the opportunity to submit outstanding documentation within a reasonable period, or published criteria were not applied as stated
- The decision was not supported by the information available at the time it was made
- New material evidence has emerged that was not available at the time of the decision and that would likely have changed the outcome
- The applicant believes the decision was influenced by a characteristic protected under AIU's Equal Opportunity, Non-Discrimination, and Anti-Harassment Policy

General disagreement with a decision that was made correctly under published criteria is not, by itself, a ground for appeal. An appeal is submitted in writing to the Director of Admissions within ten working days of the date of notification, specifying the ground(s) relied on and providing supporting evidence.

Article 8.1: Appeal Review

Stage	Process
First-level review	The Executive Director of Enrollment and Admission reviews the appeal, consulting the Registrar, Academic Affairs, the Testing Center, or Finance as relevant to the ground raised, and issues a written decision within ten working days.
Second-level review	Where the applicant remains dissatisfied following first-level review, or where the appeal raises a ground under Article 2 (equal opportunity), the appeal is escalated to the VPSA, whose written decision is issued within fifteen working days and is final at the institutional level.

The Admissions Office maintains a record of every appeal, its ground, and its outcome, as part of the applicant's file under EMA-011, and reports appeal volume and outcomes annually to the VPSA as part of the continuous-improvement review required by Accrediting agency.

Procedures

1. The Admissions Office reviews the completed application, verifies documentation, and conducts the admissions evaluation described in Article 5.
2. The Admissions Office issues one of the five decision categories and communicates it to the applicant through official University channels.
3. An applicant who disputes the decision submits a written appeal to the Director of Admissions within ten working days, stating the ground relied on.
4. The Director of Admissions reviews the appeal in consultation with the relevant department and issues a written decision within ten working days.
5. Where the applicant escalates, or the ground concerns equal opportunity, the VPSA issues the final institutional decision within fifteen working days.

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Responsibilities

The Admissions Office reviews applications, verifies documentation, conducts admissions evaluations, issues decisions, maintains applicant records, communicates with applicants, and ensures compliance with AIU and PUC regulation. Applicants are responsible for providing accurate information, meeting published deadlines, submitting official documentation, paying applicable fees, monitoring University communications, and completing all admission requirements.

Confidentiality

All applicant information is treated as confidential and managed in accordance with AIU's Privacy and Personal Data Protection Policy. Access to applicant records is restricted to authorized University personnel.

Related Policies

- EMA-001 Admission Process: Roles and Responsibilities
- EMA-002 Admission Requirements and Application Management Policy
- 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-003 Equal Opportunity, Non-Discrimination, and Anti-Harassment Policy
- STU-002 Student Grievance and Academic Appeals Policy
- STU-003 Disability Services and Accessibility Policy.

President Signature	Signature: _____ Date: _____
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