

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Non-Degree Seeking Student Admission Policy	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-008	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

Overview

Not every person who takes a course at AIU intends to earn an AIU degree, a visiting student completing a single course for credit at their home institution is a common and legitimate case. This policy establishes the admission requirements, eligibility criteria, and procedures governing non-degree seeking students, ensuring they are admitted through a process that is consistent and transparent, and that is clear about what such admission does and does not confer, consistent with accreditation requirement on accurate information about what an admission decision means for the applicant.

Scope

This policy applies to individuals seeking admission to AIU as non-degree seeking students, and to the Admissions Office, Registrar, Academic Affairs, and all University departments responsible for processing and supporting non-degree student admissions.

Purpose

- Establish eligibility and procedures for non-degree seeking student admission
- Ensure applicants and academic departments understand that non-degree admission does not confer degree-seeking status
- Demonstrate compliance with Accrediting agency requirement

Definitions and Abbreviations

Non-Degree Seeking Student: A student permitted to enroll in one or more undergraduate courses without being admitted to a degree program.

Home Institution: The college or university in which the student is currently enrolled as a degree-seeking student.

Approval Letter: An official document issued by the student's home institution authorizing enrollment in approved courses at AIU.

Visiting Student: A non-degree seeking student who is visiting AIU to pursue research or attend classes and must be:

- A degree seeking student at his home institution;
- Maintains good academic standing at his home institution;
- Not a subject of a dual or a joint degree agreement with AIU.

Policy

Article 1: Nature of Non-Degree Admission

AIU may admit qualified applicants as non-degree seeking students for the purpose of taking selected undergraduate courses without pursuing an AIU degree. Admission as a non-degree seeking student does not constitute admission to a degree program and does not guarantee future admission as a degree-seeking student. Non-degree students comply with all applicable University policy, academic regulation, and financial obligations during their period of enrollment, except for the following:

- A non-degree student may enroll in fewer hours than the full-time requirement for undergraduate and graduate students;

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- Failure to maintain a cumulative GPA of 3.0 in any semester for graduate students or 2.0 for undergraduate students will result in the non-degree student being dismissed from the University;
- A non-degree student must register courses as “audit” if he/she does not intend to register courses for credit.

Article 2: Eligibility and Required Documents

Applicants submit a completed admission application, a copy of their Civil ID and passport, an official letter from their home institution authorizing enrollment at AIU and identifying the approved course(s), an official transcript from the home institution, and any additional documents required by the University. Applicants meet any prerequisite or course-specific requirement established by the relevant academic department and pay the applicable application fee, tuition, and other approved fees before registration. The University may request additional documentation to verify eligibility.

Article 3: Academic Regulations Applicable to Non-Degree Students

Non-degree students are subject to the University's academic regulations applicable to the courses in which they are enrolled. Enrollment as a non-degree student does not guarantee admission to a degree program, does not automatically entitle the student to transfer completed coursework into an AIU degree program, is limited to University-approved courses, and remains subject to prerequisite requirements and course availability. Students may not register for a course they have previously failed at their home institution unless approved by the University.

Article 4: Financial Responsibilities

Non-degree students are responsible for paying all applicable tuition and University fees before registration. Failure to satisfy financial obligations may result in cancellation of registration or withdrawal from approved courses in accordance with University policy.

Article 5: Visiting Students

Visiting students wishing to enroll in classes at AIU are subjects to the regulations stipulated for non-degree student. Visiting students must submit the following:

- Confirmation of enrollment and good standing from home institution. Recent graduates of an institution are not permitted to enroll at AIU as visiting students.
- Letter of invitation by the Dean of AIU School hosting the visiting student;

Visiting students wishing to participate in a research project at AIU are not subject to admission of non-degree student, however must satisfy submit the required documents, and

- The maximum allowable time for a visit is two consecutive semesters, approval of the VPAA is required for any extension;
- Students are entitled to access the AIU library and research facilities based on a request from the School to the AIU facility management.

Visiting students are subjects to the policies and procedures of AIU. The hosting School at AIU is the focal point for access and for monitoring the abidance of AIU policies and procedures;

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Unless otherwise stipulated, visiting students assume the responsibility for all expenses associated with the visit. It is a breach of the AIU policy to host a student not fulfilling the regulations stipulated in this policy. The host School assumes the responsibility for breaching this policy.

Article 6: Acceptance Letter and Residency Documentation

Upon approval for admission, the University shall issue an official Letter of Acceptance confirming the applicant's admission as a non-degree seeking student. For International Visiting Student, where appropriate, the University may also issue supporting enrollment documentation to facilitate the applicant's residency application with the Ministry of Interior (MOI), in accordance with applicable governmental requirement.

The applicant remains solely responsible for satisfying all immigration, residency, visa, and documentary requirements established by the Ministry of Interior and other competent governmental authorities.

The issuance of an Acceptance Letter or any supporting University documentation does not guarantee the approval or issuance of a student residency visa.

Article 7: Fraudulent or Misleading Documentation

All documentation submitted to the University is subject to verification.

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.

Article 8: Responsibilities

The Admissions Office is responsible for administering the admission process, evaluating documentation, verifying eligibility, maintaining applicant records, and communicating admission decisions in accordance with University policy.

Applicants are responsible for submitting complete and authentic documentation, obtaining all required governmental authentication and equivalency documentation, and complying with all published admission and residency requirements.

Article 9: Exceptions

Exceptions to this policy may only be approved by the Executive Director of Enrollment and Admission, in consultation with the appropriate academic authority where necessary.

Procedures

1. The applicant submits a completed non-degree admission application, required documentation, and the applicable application fee.
2. The Admissions Office reviews the application for eligibility and completeness, requesting additional documentation where necessary.
3. Where required, the proposed course selection is reviewed by the relevant academic department to confirm prerequisites and seat availability.
4. Applicants who satisfy the requirements receive a formal offer of admission specifying the approved semester and courses.

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5. The Registrar coordinates registration and provides enrollment information, including orientation requirements where applicable.

Responsibilities

The Admissions Office receives, reviews, and processes non-degree applications and issues admission decisions. The Registrar coordinates course registration and maintains the student's official academic record. Academic departments review prerequisite requirements and approve course enrollment where required. Applicants provide complete and authentic documentation and comply with applicable University policy and deadlines.

Appeals

An applicant who disputes an admission decision under this policy may appeal under EMA-003, Article 8.

Related Policies

- EMA-001 Admission Process: Roles and Responsibilities
- EMA-002 Admission Requirements and Application Management Policy
- EMA-003 Admission Criteria and Procedures
- EMA-007 Transfer Student Admission Policy

President Signature	Signature: _____ Date: _____
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