



جامعة عجمان  
AJMAN UNIVERSITY

# AJMAN UNIVERSITY

STUDENT HANDBOOK - ACADEMIC YEAR 2023/2024





## GENERAL INFORMATION

University Name	Ajman University (AU)	
<a href="#">AU Website</a>	<a href="#">Office of International Academic Affairs (OIAA) website</a>	
Address	University Street, Jurf 1 Ajman , UAE	
Contact Person	Hanine Bou Antoun Director <a href="mailto:h.bouantoun@ajman.ac.ae">h.bouantoun@ajman.ac.ae</a> Tel: +97167056681	Rozana Aleikish Admin Coordinator <a href="mailto:r.aleikish@ajman.ac.ae">r.aleikish@ajman.ac.ae</a> Tel: +97167056613
	Office email: <a href="mailto:international@ajman.ac.ae">international@ajman.ac.ae</a>	
Semester Dates	Fall: From August to December Spring: From January to May <a href="https://www.ajman.ac.ae/en/academics/academic-calendar">https://www.ajman.ac.ae/en/academics/academic-calendar</a>	
Programs Offered	<a href="https://www.ajman.ac.ae/en/academics/academic-programs-majors">https://www.ajman.ac.ae/en/academics/academic-programs-majors</a>	
Language of Instruction	English is required for all colleges except: The Colleges of Mass Communication, College of law, and College of Humanities and Sciences which offer courses in Arabic.	
Credit system	Semester Credit Hours	
Duration of Exchange	One semester OR one academic year	
Minimum GPA (4.0 scale) & English requirements	We trust that the home institution will nominate students for the exchange program with suitable GPA and language abilities.	



## YOUR JOURNEY AT AU



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# 1 NOMINATION

AU has Student Exchange Agreements with 30+ institutions all around the world including Europe, Asia, and North America. Students from these institutions may apply for the Student Exchange Program at AU and benefit from the 100% tuition fee waiver and enroll at AU as an exchange student. At the beginning of each semester, AU sends a 'Call for Nomination' to its partner universities through which coordinators of study abroad/international offices may nominate students for the upcoming semesters.

To be nominated, please reach out to the study abroad/international office at your home institution to be nominated. Once nominated and accepted, you will receive an email from AU confirming your nomination and instructions to proceed with the application. The confirmation email will be sent within 1-3 days from the date of nomination, with the exceptions of nominations made for 3+ students as availabilities in the respective colleges must be checked before confirmation.

**The deadlines for nominations every year are as follows:**

## Fall Semester

January 1 – April 20

## Spring Semester

July 1 – October 20

# APPLICATION

## **Exchange Student Application:**

The next step will be to submit your application [here](#) before the deadlines below:

<b>Fall Semester</b>	<b>Spring Semester</b>
20 May	20 November

Required documents:

- Passport copy
- Photograph
- High school certificate
- University transcript
- Learning Agreement

If there are any concerns with your application, we will be in contact to follow up. Otherwise, the application will be sent to the Office of Admission and Registration to enroll you at AU, and we will be in contact to proceed with the course selection process. A WhatsApp group will be created in which our coordinators will be present for any quick inquiries and assistance.

All attachments must be uploaded in JPEG format (please confirm clear and high resolutions).

- Email – **Please be sure to provide a valid email that you have access to.** Your AU ID and password will be sent to the entered email.
- Highschool certificate – If English certificates/translation is not available, certificates in foreign languages are acceptable. The name of the high school and the final score of the certificate which will be required in the Learning Agreement can suffice.
- University Transcript – Must include the scores of all the courses completed at the home university.
- Photograph – As the photograph will be used for the Visa process, **please make sure the submitted photograph follows the [requirements](#).**

## **Course selection:**

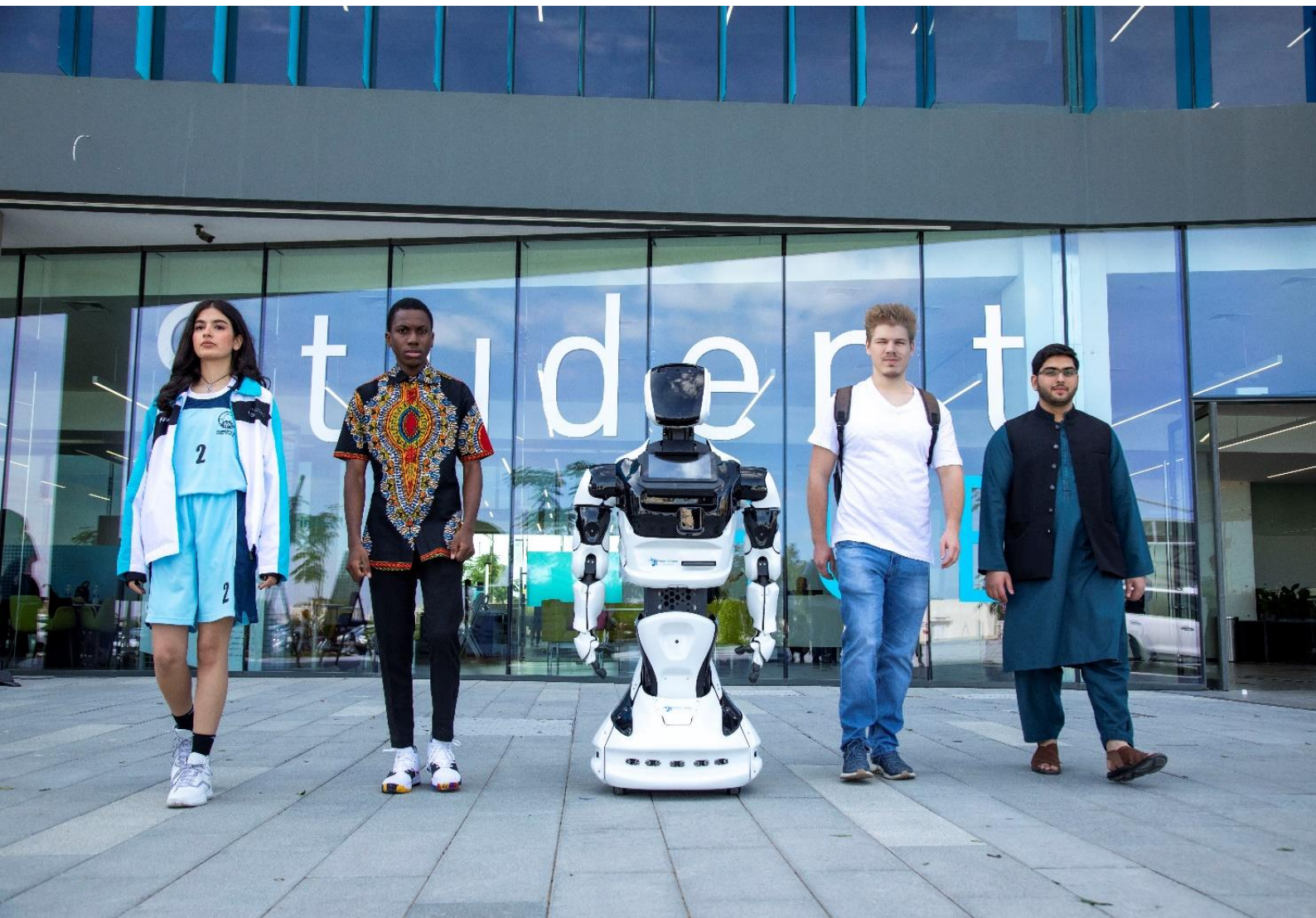
After submitting your application (or earlier if your application documents will require a prolonged time to be ready), you must choose the courses to be taken at AU. The process will be as follows:

1. Review the programs offered at AU [here](#).
2. Choose a program.
3. Review the program details, structure, courses and their descriptions, and learning outcomes.
4. Click on 'Study Plan' to review the arrangement of the courses over the academic year.
5. Courses offered in Semesters 1,3,5,7 are for the Fall semester. Courses offered in Semesters 2,4,6,8 are for the Spring semester. These offerings are subject to changes.

6. With the guidance of your exchange coordinator at your home university, choose a list of courses you would like to register for at AU and fill them out in the [Learning Agreement](#). Before signing the document, send it to us via email at [international@ajman.ac.ae](mailto:international@ajman.ac.ae) or via the WhatsApp group created.
7. We will check the availability of the requested courses with the colleges and share their feedback with you.
8. According to the feedback, you may make the necessary changes to the Learning Agreement, sign it (by you and by the exchange coordinator at your home university) and send the final signed document to us at [international@ajman.ac.ae](mailto:international@ajman.ac.ae)
9. The document will be sent to the Office of Admission and Registration to make the necessary registration in courses.

**Registration:**

Once your documents have been accepted, we will be in contact for registration steps.





# 3

## PREPARATION

### **Accommodation:**

#### **AU Dorms:**

AU provide dormitory accommodation subject to availability for male and female students.

Services include but are not limited to the following:

- Fully furnished rooms inclusive of appliances, water, and electricity
- Cleaning and maintenance services
- Social and administrative supervision throughout the day
- Shuttle buses to and from the university
- Security services
- Medical services
- Group trips for shopping and activities
- Wi-Fi access
- Exercise facilities
- Convenience store and restaurant
- Study rooms
- Appliances include: washing machine, micro-wave, fridge, oven, sink.

Check the brochure for more details about our services [here](#).



The hostel fees in the following page are based and calculated per student and per semester. For latest rooms and fees, [click here](#).

Female Residence		
Type of Room	Fees for Main Semester	Fees for Summer Semester
Single-bed Studio	12,625	4,510
Single-bed room, with a private bathroom and shared kitchen	10,105	4,510
Twin-bed Room	7,015	3,008
Twin-bed Studio	6,515	2,508
Triple bed Room	5,510	2,005

Male Residence		
Type of Room	Fees for Main Semester	Fees for Summer Semester
Master Single Room	8,965	3,458
Non-Master Single Room	8,965	3,458
Twin bed Room A	4,960	1,755
Twin bed Room B	4,210	1,505
Triple bed Room M	3,810	1,405

To reserve your room, please follow the following steps:

- Review rules of occupancy: [Male Students](#) , [Female Students](#), and read the reservation and cancelation regulations specified in the Hostel Reservation Form: [Male Students](#), [Female Students](#)
- Submit accommodation Reservation e-Request online through the [O.R.S site](#). E-request steps [here](#). Documents required:
  - Vaccination certificate
  - Copy of passport
  - Health insurance
- Pay a refundable deposit of AED1000 (\$281) via the following link: <https://www.aqman.ac.ae/en/payonline>. In the purpose, type: 'Housing deposit'
- For maintenance, submit an E-requests on ORS: Hostel -> Maintenance request

### **Off-Campus accommodation:**

Students may browse through accommodation options for affordable rent via [www.bayut.com](http://www.bayut.com) or [www.airbnb.com](http://www.airbnb.com). Luxurious hotel options with scenic views and beach access:

- [Ajman Saray Resort](#)
- [Fairmont Ajman](#)

A discounted price can also be arranged for our students at the following hotels:

- <https://www.ramadaajman.com/>
- <http://halainnhotel.com/>
- <http://www.ewanhospitality.com/>

### **Entry Visa**

To enter the UAE, you will need an Entry Visa issued prior to your travel and presented at the airport upon arrival. The process will be as follows:

1. To initiate the process, please inform us of your expected date of arrival to the UAE 3 weeks in advance (minor changes are acceptable) and we will submit the request for the Entry Visa 2-3 weeks prior to the date of arrival.
2. It takes 1-2 weeks for the Entry Visa to be issued, with the exception for any delays caused by governmental requirements or restrictions.
3. Once issued, we will send the Entry Visa to you via email.
4. The Entry Visa is valid for 60 days from the issuance date. You must enter the UAE before the duration is over, otherwise, a new Entry Visa must be issued.
5. Print a copy of the document to be taken on your travel day.
6. The fee for the Entry Visa is AED 225 (\$62), to be paid after arrival along with the additional fees for the Student Visa process, explained in a later section.

### **Insurance**

Health insurance (covering COVID-19) is mandatory for all students residing in AU dorms. Insurance must be submitted upon arrival to the dorms. For students residing independently, health insurance is advisable. Students are free to purchase their own choice of insurance as AU doesn't offer insurance packages.

## **Expenses:**

As you prepare for your journey abroad, the following estimations of the expected expenses may come in handy:

Food	Average AED 1,500 per month (\$ 409)
Transportation	<ul style="list-style-type: none"><li>• Shuttle buses from the dorms to the campus and back are free of charge.</li><li>• Students living off-campus can use AU transportation. More details on the prices <a href="#">here</a>.</li><li>• More details on transportation is available in the 'Life in UAE' section.</li></ul>
Student Visa	AED 1,531.5 (\$417)
Housing	<p>Varies by choice. Details mentioned above.</p> <p>If staying at AU's dorms or off-campus, be sure to bring along your necessities (bed covers, pillow, soap, cookware, etc.)</p> <p>For AU dorms, you can pay the full amount upon arrival or by monthly instalment plans.</p>





## 4 Travel

### A) Travel & Arrival:

We advise booking your flight to arrive at Dubai International Airport (DXB) or Sharjah Airport for easier entry regulations. We don't advise to book your flight to arrive at Abu Dhabi International Airport as it follows strict and changing regulations related to arrival and quarantine. Be sure to check for the latest travel guidelines with your travel agency and airline. For your flight, be sure to have a copy of your Entry Visa on hand to present when requested.

### B) Arrival at the UAE

At the airport, be sure collect a SIM card from one of the telecommunication booths (Etisalat or Du) as a UAE SIM card is required for the Student Visa process. Data package deals are available for students and tourists.

Free Wi-Fi is available at the airport; you can connect and contact your family and friends.

Transportation and airport taxis are available at the airport. You may share the following locations with the driver to reach AU's campus or dorms:

- *AU Campus:*  
University Street, Al Jerf 1 – Ajman: <https://g.page/ajmanuniversity-AU?share>

- *AU Female dorms:*  
Inside AU's campus, University Street, Al Jerf 1 – Ajman: <https://g.page/ajmanuniversity-AU?share>
- *AU Male dorms:*  
CG57+FPQ - Al Hamidiya 1 – Ajman: <https://goo.gl/maps/bvfrYzaNcmCzvg3X6>

### **C) Arrival at AU Dorms**

Upon your arrival to the dorms, you must follow the steps below:

1. Present your health insurance
2. Provide a copy of your insurance
3. Visit front desk when operational to know more about your stay and for any help related to dorms, fees, deposit, etc.

### **D) Student Visa**

After arrival to the UAE, the process for obtaining the Student Visa (which will last the student until the end of their exchange semester) is as follows. Kindly note that the process below must be completed within 60 days from the date of arrival to the UAE. Fines are applicable for any delay.

- a. 1-2 days after arrival, the student must visit the 'Office of Community Engagement' located on the 1<sup>st</sup> floor, Student Hub Building, inside AU's campus and submit an envelope that includes the following material:
  - i. Write on the envelope: Name, AU Student ID, UAE mobile number, amount of cash inside the envelope
  - ii. Original passport
  - iii. 1 photograph (white background)
  - iv. AED 1,531.5 (\$ 306) Full Student Visa fee: (375 entry visa, 281.5 Medical test, 650 Emirates ID & Residency, 225 Cancellation) (as per current governmental pricing).
- b. Within 2 working days (if there are no issues with the submitted material), the student will be contacted by us to visit the office again and take the papers required for his/her medical test. The testing location is: <https://goo.gl/maps/rWSmEgKo26KsGCHn8>.
- c. At the testing location, please take a new personal photograph at the designated photo booth (AED 25) that follows the UAE photo guidelines. Pick up the digital and hardcopy of the photos.
- d. After completing the test at the location, please inform the Visa office and they will follow-up on the result.
- e. Within 1-2 working days, the result will be out and the student will be contacted by us to visit the office again and take the papers required for his/her fingerprint scan and the passport. The location is: <https://maps.app.goo.gl/FgsGz4NC2Wixe2i97>.
- f. After completing the fingerprint scan, all the papers and the passport must be submitted to the office immediately.
- g. Within 5-7 days, the student will be contacted to pick up their passport.
- h. In accordance with the government operations, the student will receive an SMS on the registered UAE mobile number when the Emirates ID is ready for pick-up. The pick-up location (Ajman Post office) will be shared in the SMS.

Kindly note that you are not allowed to work in the UAE with a Student VISA, you will need to convert to a work VISA. To apply for 1-2 months internships (unpaid) please contact us the Office of Development and Alumni Affairs at [r.attia@ajman.ac.ae](mailto:r.attia@ajman.ac.ae)



# 5

## LIFE AT AU & UAE

About AU:

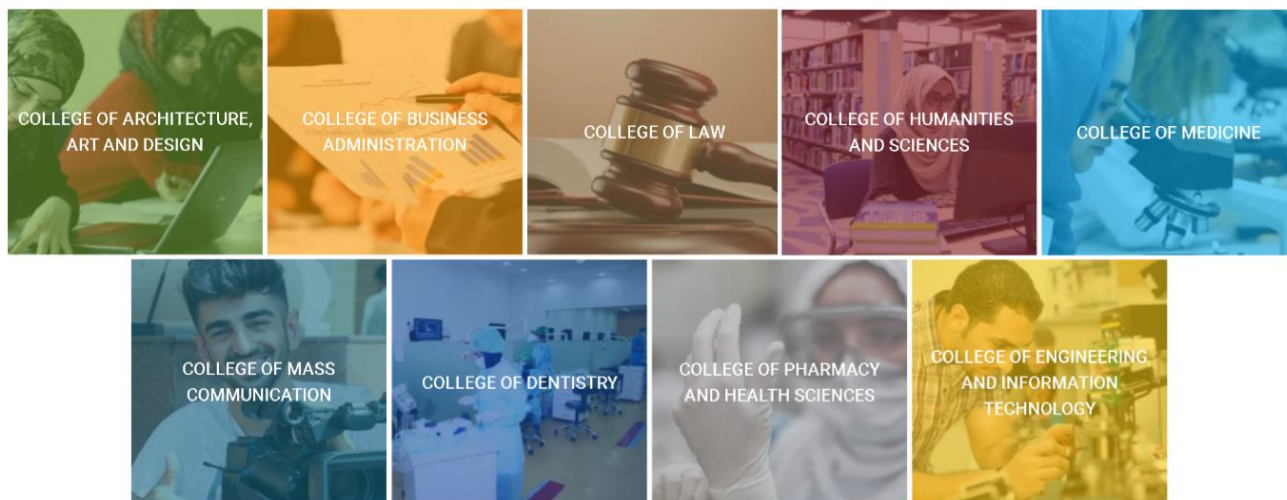
Established in 1988, AU was the first university in the UAE to admit expatriate students. Since then, AU has made an impact, locally and globally, with our commitment to inclusion and innovation. AU is now being recognized as an emerging leader on the global academic map.



AU is being recognized as one of the most diverse institutions in the world: ranked 4th for international students and 6th for international faculty in the entire world according to QS ranking 2022. AU is now ranked among the top 750 universities i.e. among the top 2.5 % universities in the world according to QS ranking 2022. AU was also ranked among the top 150 institutions under 50

years of age for 3rd straight year. Furthermore, AU was ranked 35th in the QS Arab Region Rankings 2021, moving up 10 places relative to the previous year. AU also earned the highest QS star rating in multiple categories. It is currently pursuing better QS ranking and is moving in fast steps towards achieving its goals.

With 36 academic programs-24 undergraduate and 12 graduate — many of which have earned prestigious international accreditations like ABET, HCERES, ACPE, UNESCO-UIA, etc.– across 9 academic colleges:



To explore AU's accreditations and rankings, click [here](#).

### **Guidance & Support:**

#### Peer leaders

They are students from AU who are assigned to students to assist you on your stay and help navigate your way around UAE & AU.

#### Peer Tutors

They are students from AU who are assigned by the Student Success Center to students to assist you in your academic work.

#### College Advisors

An instructor/advisor from the college is assigned to each student to help them in their academic work. You may meet with them to discuss your courses and any other academic matter.

#### Advising session – OIAA

You can schedule an advising session with the OIAA through the following link to discuss any questions or concerns: <https://oiaa.aqman.ac.ae/en/form/advising-session>

#### International Students Information Session

Arranged by the OIAA for all inbound international students prior to their travel to the UAE. It gives an overview of the journey ahead and important topics to know before travelling.

### Orientation Week

Arranged by AU's student services for all AU students. Registration, admission, requirements, events, activities & useful resources are all discussed during the week-long event.

### International Buddy Program

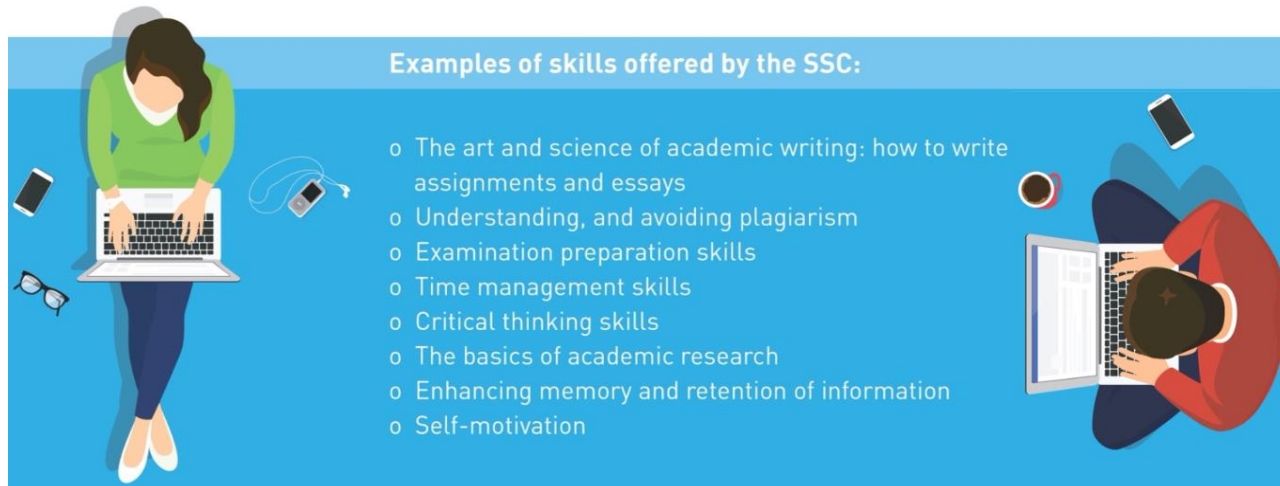
A 'Buddy' is assigned to assist and mentor the inbound international students during their time at AU. The Buddy will also join them in certain activities & events.

### Student Life office

Ajman university provides countless activities, trips and clubs ensuring our students are able to enjoy their student to the utmost. Sports are taken seriously, and students are encouraged to participate in sporting events and competitions.

### Student Success center

Our students are our priority. The Student Success Centre was established to help students in need of assistance or facing difficulties for any reason. The center is designed for early detection of academic and other challenges faced by some students and providing support to overcome those challenges. For more information, click [here](#).



**Examples of skills offered by the SSC:**

- o The art and science of academic writing: how to write assignments and essays
- o Understanding, and avoiding plagiarism
- o Examination preparation skills
- o Time management skills
- o Critical thinking skills
- o The basics of academic research
- o Enhancing memory and retention of information
- o Self-motivation

### Student Counselling unit

The Student Counselling Unit is a service provided for students in order to provide emotional support in times of need. We aim to care for the student's well-being in difficult times, to allow them to flourish and meet their full potential. For more information, click [here](#).

### Arabic Language sessions

Arabic language sessions for all international students free of charge. These sessions can be registered in via the Student Success Center

### Career Services:

Helping students get ready for work life via workshops, internships and job placement programs. For more information, click [here](#).



### Dress Code:

Students must abide by modest clothing to the campus. Unacceptable examples shown below:



### AU Facilities:

AU has several facilities around campus such as the following. Some facilities may be restricted due to pandemic regulations. For more information about AU's campus click [here](#), and explore the virtual campus tour [here](#).

#### Student Hub

- Library
- Study rooms
- Restaurants
- Supermarket

#### Sports Complex

- Swimming pool
- Gyms
- Indoor sports gymnasium
- Outdoor fields

#### Other

- Free Wi-Fi
- Campus shuttle
- Printing center
- Clinic
- ATM

### AU Student ID/Card:

AU offers the best discounts for their students, these are some of the places you have discount in, only by you student id card:

Roxy Cinemas, Shoemart, Centrepoint, SHEIN, Kaya Clinic, Emirates, Novo Cinemas, Ferrari World Abu Dhabi, Lifestyle, Domino's Pizza, Warner Bros. World Abu Dhabi, Laguna Waterpark, Ramada Beach Hotel Ajman, Royal Star Dental Clinic, Hydro Water Sports, iSTYLE, Dial-A-Battery, Elle Spa, Gargash Auto, and others. For more details visit: <https://www.isic.org/>

*\*Note: The student ID card is provided for students who enroll for more than 1 semester.*

### Transportation:

1. AU bus transportation fee (in Ajman):
  - o One-way daily: AED 25 (\$ 7)
  - o Monthly round-trip: AED 800 (\$218)
  - o Fall semester round-trip: AED 2,300 (\$627)

More info on transportation to other cities, click [here](#).

2. Ajman public transportation (in Ajman):
  - o Bus:
    - Using 'Masaar' bus card (AED 3 per trip) (\$0.8)
    - Without bus card (AED 5 per trip) (\$1.36)
    - 10-15 mins walking to and from nearest bus stops
    - Not recommended as it could be over-crowded
  - o Taxi: AED 30-40 (\$ 8.17- 11) per trip (request via 600599997 or 'Route' app)
  - o <https://www.ta.gov.ae/en/home>
3. Dubai Metro:
  - o <https://www.rta.ae/wps/portal/rta/ae/public-transport/metro/about-metro>
  - o Tel: 800 90 90
4. Sharjah Transportation:
  - o <https://www.srta.gov.ae/en-us/TransportServicesDetail?Detail=73e2a8a8-e2f8-43f7-9879-6eddc5bb5066>
  - o Tel: 600525252
5. Private transportation applications in all UAE cities: [Careem](#), [Uber](#)

### Attendance:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Working Weekdays					Weekend	
Bachelor lectures					Masters & Doctorate lectures	

### Shopping, Food, Services & more:

- Girl dorms' arranged weekly shopping trip.
- 24/7 delivery services
- City life mall, Ajman City Center, Nesto hypermarket, etc.
- More than 20 dining spots within 10 mins walking from the dorms.
- Salons, barbershops, stationary & printing shops, medical center, banking services, pharmacies, entertainment locations and much more.

## Important Numbers:



## Must-Visit Spots

Burj Khalifa - Dubai  
Tallest building in the world

Dubai Mall - Dubai  
Largest mall in the world

Sheikh Zayed Mosque - Abu Dhabi  
Architecture icon, one of the largest  
masjids

Ferari World – Abu Dhabi  
Motor-sport themed entertainment complex

Ski Dubai - Dubai  
Mountain-themed attraction with snow

MotionGate - Dubai  
Hollywood-themed park with rides & shows

La Mer - Dubai  
Beachfront activities & retail popular spot

Dubai Butterfly Garden - Dubai  
Domed indoor butterfly garden

Louvre – Abu Dhabi  
Unique museum for international artwork

City Walk - Dubai  
Entertainment and retail design-inspired  
complex

## Useful Applications:



Ajman University  
Connect, share, timetable & more.



Google Maps  
Navigate & Explore



Careem  
Rides, Food, Shops, Delivery &  
Payments



ZOOM  
Cloud meetings, video & voice calls



Visit Ajman  
Guide to explore Ajman



BOTIM  
Video Call and Voice Call



Zomato  
Restaurant Finder and Food Delivery



Talabat  
Food & Grocery Delivery



# 6

## FAREWELL & NEW BEGINNINGS

At the end of your journey at AU, we hope you had a wonderful experience and exciting adventures around UAE. Before your return home, you must follow the following steps towards receiving your official transcript.

### **Visa Cancellation & Clearance:**

1. Share with us your date of departure as the Student Visa must be cancelled before your travel. Once cancelled, you must exit the UAE within 30 days.
2. Submit a clearance request as follows:
  - a. Log in via ORS (<https://ors.ajman.ac.ae/Login.aspx>)
  - b. E-requests-> registration-> Clearance –Withdrawn Request
  - c. Fill out and submit the request
3. Once you submit the request, please inform us.
4. If there are any pending issues, you will receive an email with comments to take action. Your request could be put on hold for any of the reasons below:
  - a. Uncancelled Visa
  - b. Unreturned books to the library
  - c. Unpaid accommodation fees
5. After you receive the approval email, please share it with us and we will issue the transcript accordingly.

### **Testimonial:**

We would love to hear your thoughts about your experience at AU. It will help us improve and provide enhanced opportunities for the future. You can submit your testimonial by clicking [here](#).

"Studying abroad was a completely new experience for me and I really appreciated the chance to be able to study at such a great University. Ajman University gave me a warm welcome and I felt at home right away. I have learned that there is much more than my normal environment at home in Germany and new opportunities for a great education. All in all, it motivated me to fulfil my dreams and make things happen. Thank you very much Ajman University."



**Giulia Laura Migliorini**

Hochschule Darmstadt University of Applied Sciences

Germany

Testimonials are often posted on the OIAA's website, but to do so, we would greatly appreciate it if you can confirm your consent by reviewing and signing either one of the following documents:

- [Consent form – adult](#) (21 years old or above)
- [Consent form - minor](#) (below 21 years old)

The posted testimonial will include your name and university as well as a profile picture. You can send us the signed consent form and picture at [r.aleikish@ajman.ac.ae](mailto:r.aleikish@ajman.ac.ae)





## CONNECT WITH US



<https://www.facebook.com/ajmanuniversity/>

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<https://www.instagram.com/ajmanuniversity/>

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<https://twitter.com/ajmanuniversity>

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<https://www.youtube.com/user/ajmanuniversity>

About AU:

<https://www.youtube.com/watch?v=MAOrwIM17IM>

<https://www.youtube.com/watch?v=9xFHkj3q84k>

<https://www.youtube.com/watch?v=lsYmuzN5a1U>

[https://www.youtube.com/watch?v=DqI8SZ\\_tb9E](https://www.youtube.com/watch?v=DqI8SZ_tb9E)

Reasons to Visit UAE:

<https://www.expo2020dubai.com/en/support/visiting-uae/visiting-ajman>

<https://www.youtube.com/watch?v=z7LxRcgimRI>

<https://www.youtube.com/watch?v=5OxwDII0Rec>