

ENROLLMENT PROCEDURES

The required steps to complete registration for MICAD Program are as follows:

Step 1: Pick up the MICAD Application Packet from **MICAD office**. The applicant has to pay \$150 when receiving the application. Each packet includes a username and a password to be used to access the on-line application form.

Step 2: Access the on-line application form and enter all the required information. **Do not forget to print out the application after completing it.**

Step 3: Submit the printed out application form along with all required supporting documents to the MICAD Office by **Monday the 10th of July 2017.** The required documents are listed below under the 'Required supporting documents' section. Official date for the TOEIC examination will be set for each applicant when s/he submits the documents to the MICAD office.

Step 4: TOEIC Test date will be confirmed later. Students who already took an English proficiency test (TOEIC or the TOEFL, IELTS), and earned a high grade will have the TOEIC exam requirement waived. This requires the approval of the MICAD director.

Step 5: Students who sit for and pass the TOEIC examination will be invited to interviews scheduled in early to mid August. All interviewed applicants will receive notification of the outcome of the interview within a week following the interview.

Step 6: Once a student is officially accepted, s/he must proceed to the Registrar's Office for official enrollment.

Step 7: Tuition fee is determined on a per credit basis. The rate for 2017/2018 is set at 120 JDs per credit hour. In addition, a student has to pay registration fees (40 JDs per semester), computer fees (30 JDs per semester), accident insurance (10 JDs per semester), graduation fees (50 JDs per student), and BU ID fees (5 JDs per student). All payments are to be made at the Arab Bank in Bethlehem in Jordanian Dinars. Scholarships are not awarded unless funds become available.

Step 8: Classes for the Fall Semester will start by the first week of September.

Required supporting documents

- Official Transcripts of previously earned academic Degree(s) stamped by MOEHE
- Official Copy of High School Diploma stamped by the Ministry of Education
- 2 Reference Letters: 1 from a faculty member and 1 from the employer.
- A current CV.
- Photo Copy from the ID or Passport
- 2 Personal Photos
- A short essay describing the applicant's motivations and expectations towards the program (max. 200 words)
- Receipt of the Application Fee of \$150.

Additional/optional requirements

- Official copy of other Degrees or Diplomas (if any);
- Certificates of Foreign Language proficiency (if any);
- Certificates attesting professional skills (if any).

***** Note: All documents submitted along with the application are part of Bethlehem University records and will not be returned to the applicant under any circumstance.**