



**USAID**  
FROM THE AMERICAN PEOPLE



**UNIVERSITY SCHOLARSHIP ASSISTANCE PROGRAM - II**  
**AID-268-A-11-00004**

**ANNUAL REPORT**

**REPORTING PERIOD:**  
October 2011– September 2012

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**SUBMITTED TO:**  
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**(USAID)**

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**First Annual Report**

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**IMPACT SUMMARY AS OF SEPTEMBER 2012**

Activity	Indicator	Target unit	Rationale Behind Targets	Baseline	Year I (Oct 2011 to Sep 2012)							
					Target Year I	Q1	Q2	Q3	Q4	Achieved Year I	Comments	
<b>Standard Indicators</b>												
	Number of Host-Country Individuals receiving USG-Funded Scholarships to Attend Higher Education Institutions	scholars	As per agreement		53					53	53	
	Number of Host-country individuals trained as a result of USG Investments Involving Higher Education Institutions	scholars (Total)	As per agreement		53					53	53	
		Male Scholars	Estimate gender split as per USP I		19					18	18	
		Female Scholars	Estimate gender split as per USP I		34					35	35	
<b>Advertisement and Production</b>												
Design Application, Brochure, Website, poster...	Promotional Materials Developed	Number of Promotional Materials Developed		4	4	4				4		
Advertising in leading Arabic newspapers	USP II advertised in 3 Arabic newspapers	Number of Advertisement	4 in each of the three Arabic newspapers	12	12	8	4			12		
LAU personnel highlighting USP II during their appearances in Lebanese Radio & TV stations	Number of media appearances	Media appearances	Generate more publicity for USP II	2	2					0		None of the SDEM management appeared on TV
Distribute the USP II brochure to public high schools throughout Lebanon	USP II brochure distributed	Number of Brochures	Increase coverage and advertisement	4100	7000	5134	1866			7000		

Distribute the USP II brochure to public high schools throughout Lebanon	Number of Public Schools Receiving Brochures and promotional items	Public high schools	Promote USP II directly in schools	238	200	149	90			239	
Admissions officers distribute Admissions & F.A. applications	Number of applications distributed	applications	Facilitate the task of filling the application	970	4500	3707	1238			4945	
Send electronic copies of the USP II brochure to LAU alumni & friends	USP II brochure sent electronically	LAU alumni & friends	USP I covered 8600 address	8600	8500	15949				15949	
Promote USP II award in magazine, Alumni bulletin, president's report and Social Media	USP II Award promoted	LAU magazine, Alumni bulletin, president's report and Social Media	Promote USP II	4	4	1	1			2	LAU Magazine volume 13 and President's report 2011
<b>Recruitment</b>											
LAU Admission officers schedule meetings with public school principles & visit them & present USP II to their students	Number of public high schools visited	Public high schools	Promote USP II directly in schools	238	200	149	90			239	
	Number of Students attended LAU school visits	approximate number of students in the public school	Promote USP II directly in schools	Estimate: 15 students on average / school	3000	10505	5257			15762	Actual average # of students / school is 66
<b>Orientation</b>											
Invite scholars to a special multi-day orientation program given by the USP II:director/coordinator/faculty/ and staff and student mentors/orientation leaders	Number of scholars attending the multi-day orientation program	Number of scholars	The number of recipients of this award is 53	53	53				53	53	
	Number of Orientation Sessions held for USP-II Scholars	sessions	USP II specific orientation and LAU general orientation	2	2				2	2	

Assist in opening bank accounts	Number of scholars assisted in opening bank accounts	Bank accounts	Monthly stipends will be transferred to those bank accounts	53	53				53	53	
Provide scholars with email accounts	Number of Email accounts provided to scholars	Email accounts	Mean to receive updates and remain connected to LAU community	53	53				53	53	
Provide scholars with Laptops	Number of Laptops provided to scholars	Laptops	Every Scholar is entitled for one laptop	53	53				53	53	
scholars sign letters of understanding explaining the conditions of the scholarship & the responsibilities of LAU & the student	Number of Letters of understanding signed	Letters of understanding	The number of recipients of this award is 53	53	53				53	53	
<b>Housing and Other Facilities</b>											
Admit Students to LAU Dorms	Number of Scholars admitted to student housing	scholars (Total)	Estimate: all students will live in LAU dorms	53	53				46	46	
		Male Scholars			19				16	16	
		Female Scholars			34				30	30	
<b>Intensive English and Tutoring</b>											
	Number of Scholars admitted to intensive English - one semester	scholars (Total)	Estimate: all students in 3 years program will take 2 semesters of intensive English		0					7	
	Number of Scholars admitted to intensive English - two semesters	scholars (Total)	Estimate: all students in 3 years program will take 2 semesters of intensive English		33					4	

Academic Formation										
Assign LAU student mentor for every scholars	Number of mentors assigned for the first academic year	Number of mentors	estimate: 1 mentor for every group of 5+ scholars	as per agreement	10				9	9
Advising scholars for registration purposes	Number of scholars advised	scholars	The number of recipients of this award is 53	as per agreement	53				53	53
Extra-curricular Activities and Leadership										
<i>Not Applicable to Year I</i>										
Career Development and Internships										
<i>Not Applicable to Year I</i>										

**PROGRESS SUMMARY**

Activities	Output	Status	Notes / Justification	Q1			Q2			Q3			Q4		
				Oct 2011	Nov 2011	Dec 2011	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	Jun 2012	Jul 2012	Aug 2012	Sep 2012
<b>Advertisement and Production</b>															
Design and print a new and comprehensive Admission and Financial Aid application	Produce the application	Completed		x	x	x									
Informing MEHE (Ministry for Education and Higher Education)	MEHE informed	Completed		x	x										
Advertising in leading Arabic newspapers	USP II advertised in 3 Arabic newspapers	Completed			x	x	x	x							
LAU personnel highlighting USP II during their appearances in Lebanese Radio & TV stations	USP II highlighted by LAU personnel	Cancelled			x	x	x	x							
Distribute USP II brochures and FA applications to public schools	Admission & F.A. applications distributed	Completed			x	x	x	x							
LAU Admission officers schedule meetings with public school principals, visit them, & present USP II to their scholars	Public high schools visited & USP II presented	Completed			x	x	x	x							
Develop a USP II brochure	USP II brochure developed	Completed		x	x										
Distribute the USP II brochure to public high schools throughout Lebanon	USP II brochure distributed	Completed			x	x	x	x							
Send electronic copies of the USP II brochure to LAU alumni & friends	USP II brochure sent electronically	Completed				x									
<b>Recruitment</b>															
Select 53 scholars from all applicants	53 scholars selected	Completed											x	x	x
Create a waiting list of 2 <sup>nd</sup> tier applicants	Waiting list created	Completed											x	x	x
Send provisional acceptances to the selected 53 applicants	53 provisional acceptances sent	Completed												x	x



Advise scholars for registration purposes	scholars advised & registered	Completed																								x
<b>Extra-curricular Activities and Leadership</b>																										
<i>Not Applicable to Year 1</i>																										
<b>Career Development and Internships</b>																										
<i>Not Applicable to Year 1</i>																										

## Program Summary

1. Duration: the period of the agreement is October 1,2011 to September 30,2016
2. Objectives: LAU to enroll as of fall 2012, 53 academically qualified and financially needy male and female students from both rural and urban areas, representing Lebanon's diverse confessional makeup.
3. Scope:
  - a. These students may be enrolled in one the following 11 majors: Business, Civil Engineering, Communication Arts, Computer Engineering, Computer Science, Economics, Education, Electrical Engineering, Mechanical Engineering, Nursing and Nutrition.
  - b. The award will cover: Tuition fees of up to one preparatory year (applicable for the 3 years program only), Full tuition fees for the duration of the program, Medical Insurance, Book allowance, Student housing, a Monthly Stipend for 11 months per year and a Laptop.
4. Key Activities and Phases:
  - a. Advertisement and production
  - b. Recruitment
  - c. Orientation
  - d. Housing and other facilities
  - e. Intensive English and Tutoring
  - f. Academic Formation
  - g. Extra-curricular activities and Leadership
  - h. Career Development and Internships

## Detailed Progress

### I - Dissemination

#### *a. Ministry of Education and Higher Education*

On October 25, 2011 the Assistant Vice President for Enrollment Management received a verbal approval from the Director of the Ministry of Education to start contacting and visiting public high schools.

On December 1, 2011 an official memo was issued by the Ministry of Education requesting from public high schools to facilitate LAU visits and support the USP program. The 2011 memo was issued with a reference to the 2010 one.

#### *b. Newspaper advertisements (Annex 1)*

USAP II was advertised in four leading Arabic newspapers:

- An Nahar (November 11 *on the front page*, December 19, January 9, February 13)
- As Safir (November 14, December 6, January 11, February 14)
- Al Balad (November 21, December 12)
- Ad Diyar (November 24, December 28 *on the front page*)

Two additional advertisements were planned in Al Balad during the months of January and February 2011 however, due to internal managerial changes at al Balad they were omitted.

*c. Brochures and applications*

In October and November 2011 LAU designed and printed 7000 flyers (Annex 2), 1000 posters (Annex 3) and 4900 Admission and Financial Aid applications (Annex 4). These advertising documents were sent and distributed to public high schools during the recruitment visits.

*d. Alumni and friends*

In December 2011 an email announcing USAP II and all its relevant information was sent electronically to our Alumni and friends (15949 recipients).

*e. Web*

[www.lau.edu.lb/usp](http://www.lau.edu.lb/usp) was updated to reflect USP II new modified recruitment conditions and update application. The address was promoted in our newspaper advertisements, was communicated to all public high schools, was added to USAP publications (brochures and applications), and was sent to our Alumni and friends. (Annex 5)

*f. Facebook page (Annex 6)*

To increase USP II awareness among the young generation a link to the website was placed on LAU Facebook page.

*II- Visiting public high schools*

During the months of November 2011 until March 2012, LAU visited 239 public high schools across the different regions of Lebanon. During these visits LAU admission personnel met 15762 students and distributed 915 posters, 7000 flyers and 4945 admission and financial aid applications. Attached below are some pictures of visited public schools (Annex 7) showing LAU personnel presenting and discussing USP II with public high school students.

*III- Receiving students applications*

The original deadline to receive students application was Feb 29, 2012 however and after collecting USAID approval, this deadline was extended until March 16, 2012 in order to give a fair chance to schools that were visited during the last two weeks of February to apply. On top of that 6 additional applications received early April 2012 were added to the pool of USP II applicants because they were sent timely by the schools but delivered late to LAU and because they helped improve the gender distribution by one point.

1017 applications were received in total, 38% male and 62% females. Data was entered in the system by the Admissions offices. Incomplete applications were screened and related students were contacted to provide missing information. 895 applications out of the 1017 were completed and ready to be considered for the first selection phase.

52% of the 895 complete applications were for students with high school averages equal or above 12 over 20.

*IV- Collaborating with the Ministry of Education*

On January 30, 2011 the Assistant Vice President for Enrollment management met the official speaker named by the Director General of the Ministry of Education and Higher Education and shared with him an overall update on the progress of the project and the challenges faced during public high school visits.

On April 27, 2012 the Assistant Vice President for Enrollment management met a representative from the ministry of Education and Higher Education and shared with him an overall update on the program progress.

#### V- Receiving a visit from the Assistant Administrator for the Middle East

On April 23, 2012 LAU received a visit from the Assistant Administrator for the Middle East, in its Beirut campus. The visit was for about one hour and it included the following:

- Courtesy meeting with LAU president
- Brief introduction about the USP program –
- Meeting with some USP-I scholars to discuss the pros and cons of the program, assess it and share ideas to improve it.

#### VI- USP in New York Times Magazine

On April 27, 2012 the Vice President for Student Development and Enrollment Management and four USP I scholars met a columnist who interviewed them for his article published in New York Times magazine on May 1, 2012. (Annex 12)

#### VII- Running LAU Entrance Exams

The large diversified pool of the 895 applicants allowed us to raise the caliber and contact all students with high school averages equal or above 12.9/ 20 to register for LAU Sophomore (SE) and English Entrance (EEE) exams. In total 466 students were called by the Admission offices in both campuses and were asked to register for the exams. These 466 applicants were fairly distributed by gender, geographic region and major. At first two exam sessions were planned and done, the first one in Beirut campus on May 12, 2012 and the second one in Byblos campus on May 19, 2012.

Out of the 466 applicants, 31 had SAT scores, 401 applicants took the SE exam and 384 took the EEE. 32% of the students who submitted the EEE exam were eliminated because they scored below the minimum acceptable grade of 400.

In order to confirm the English level and give students a second chance, 142 applicants who scored close to 500 on their EEE exam were asked to repeat it on July 7 and July 14. On top of that 9 students applying for the engineering major were asked to submit one additional subject of the SE exam.

#### VIII - Students Selection and Enrollment

- Students with test results below LAU admission requirements were eliminated.
- LAU called the academically top 148 students for selection and financial aid interviews.)
- The aim of the selection interview was to assess applicants' potential leadership skills, community service activities, social engagement and communication skills.
- To facilitate this task a scorecard was developed and students were graded separately by each committee member. Grades were later consolidated and averages calculated.
- Two selection interviewing committees were formed, one in each Campus.
- The aim of the financial aid interview was to assess and confirm the financial status of each applicant.
- Financial aid interviews were led by the Financial Aid Director of every Campus and were done on the same day of the selection interview.
- Both interviews were held during the period from July 24 to July 31 (July 24, 25, 26 and 27 in Beirut; July 24,26,27,30 and 31 in Byblos).
- In order to improve the gender balance additional 12 male applicants were selected and asked to sit for interviews on August 9
- On Aug 6, the selection committee met and selected 34 applicants for acceptance. The full selection was postponed until after Aug 9 interviews
- On Aug 9, the AVP EM at LAU met with the AOTR to review the preliminary selection, get his feedback and secure his approval on the 34 selected applicants.
- On Aug 9, the admission offices called the 34 selected applicants to confirm their acceptance and their success in the official baccalaureate exam. Two out of the 34 confirmed they failed their baccalaureate exam and the remaining ones showed great happiness and relief to be accepted.
- Also on Aug 9, LAU interviewed the additionally selected 12 male applicants.

- On Aug 13, the selection committee met again to select the missing 19 applicants and replace the applicants who failed their official baccalaureate exam.
- On Aug 14 the remaining 21 applicants were called, congratulated and informed about their selection.
- Between Aug 22 and August 27, 6 selected applicants informed us that they were accepted in AUB as well.

### IX – Students Orientation and Registration

USP II students attended 2 types of orientation:

- a **specific orientation** (organized by the Outreach & Civic Engagement unit) which took place on Monday September 10, 2012 and on Saturday, September 29, 2012 as well as their
- **General orientation** (organized by the Deans of Students' offices in both Beirut and Byblos) which was during the week of September 11-14, depending on the students' major and class.

Below is a detailed account of how orientation looked like:

- **Monday, September 10, 2012: (Beirut Campus- Business Building 903) USP SPECIFIC ORIENTATION:**

On this day, students received all sorts of information pertaining to the specifics of their grant as well as their rights and responsibilities towards it. They got introduced to USAID and its programs in Lebanon, their contact people at the university, the Outreach and Civic Engagement unit (OCE) which will be in charge of developing their leadership capacities and their well-being, as well as got a chance to ask any questions that they still have regarding the scholarship and LAU in general .

- **Tuesday September 11 – Friday September 14, 2012**

Students were expected to come on one day for their **general orientation** .The day was determined depending on major and campus. On the day of orientation, students receive the LAU orientation package, and their contract sheets. They were initiated to LAU with a movie, a welcoming from the Dean of Students and a presentation that included information as to the different services provided by the Dean of Student's Office, Financial Aid, and outreach and civic engagement services. Moreover the day included an online presentation and hands on training on advising and registration procedures, a session on discovering the major and potential related careers, and a campus tour.

- **Tuesday 18- Friday 21th (Registration for all students including the USP II students):** The USP II students finished their advising/registration during that period.
- **Saturday, September 29 (Byblos Campus- Science 607-608 201) - USP SPECIFIC ORIENTATION Workshop**

Students had in this day a series of team building, leadership and group formation exercises. This was extremely important so as to form a coherent group of students, build a sense of community, create an "ensemble" and initiate them to the program.

The workshop was introduced by the Program Director (executive director of outreach and civic engagement-) and was given by USP and OCE staff with a significant contribution of the USP I students and the USP II mentors and a cohort of OCE student leaders.

### **Challenges during this Year**

1- School Visits: minor challenges were faced in scheduling visits with four high schools; these challenges were solved when raised to the USP official contact at the Ministry of Education.

2- Gender balance: although LAU managed to increase the total number of applicants by 263% versus USP I the gender distribution remained more or less the same:

- USP I total applicants gender split was 36% male; 64% female
- USP II total applicants gender split was 38% male; 62% female

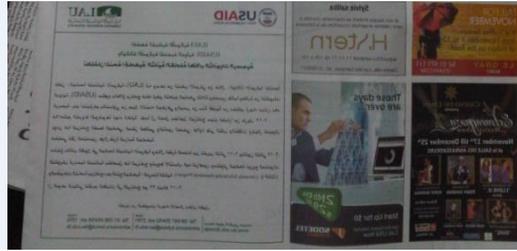
This disproportionate distribution remained throughout all the selection steps and impacted the final selection which is 34% male and 66% female

3- Representation from rural areas: while only 62% of the total applicants' pool was from outside Beirut and Mount Lebanon, LAU took the challenge to keep high representation from these areas and managed to achieve a 53% representation.

Annex 1: Newspaper Advertisement



السفير
التقني 11-14 2011 العدد 12036
18



السفير
التقني 11-24 2011 العدد 8193
1

النخبة
التقني 11-19 2011 العدد 24597
15

USAID and LAU advertisement for the USAID University Scholarship Program. Text in Arabic describes the program's goals and application process.

USAID and LAU advertisement for the USAID University Scholarship Program. Text in Arabic describes the program's goals and application process.

USAID and LAU advertisement for the USAID University Scholarship Program. Text in Arabic describes the program's goals and application process.

البلد
التقني 11-21 2011 العدد 2737
13

السفير
التقني 11-26 2011 العدد 12954
18

البلد
التقني 11-22 2011 العدد 2753
8

USAID and LAU advertisement for the USAID University Scholarship Program. Text in Arabic describes the program's goals and application process.

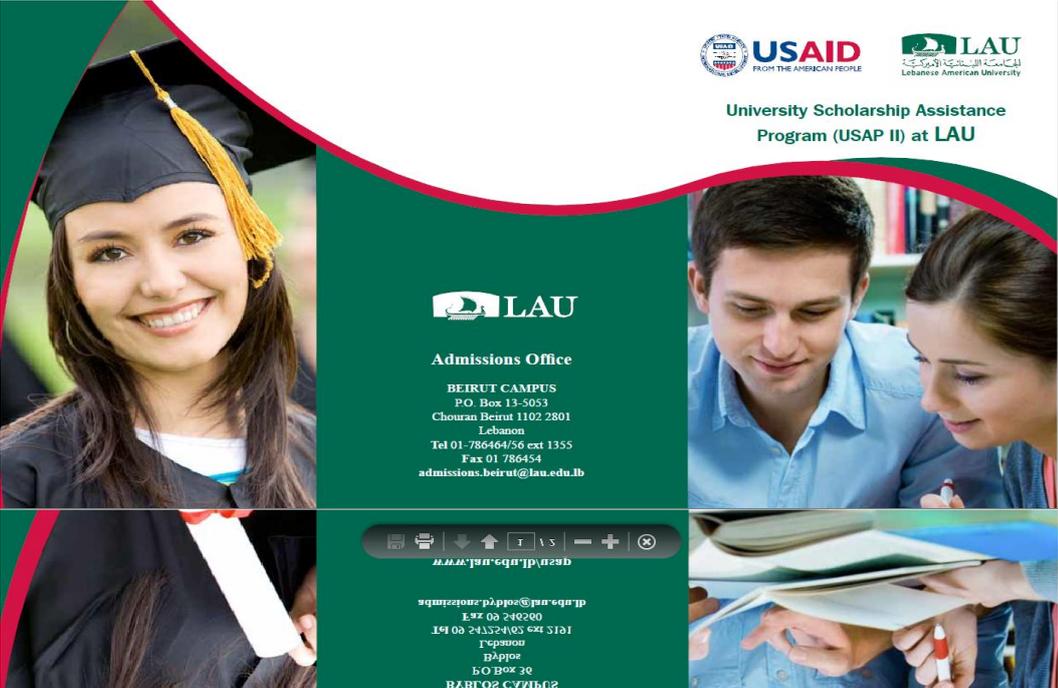
USAID and LAU advertisement for the USAID University Scholarship Program. Text in Arabic describes the program's goals and application process.

USAID and LAU advertisement for the USAID University Scholarship Program. Text in Arabic describes the program's goals and application process.



USAID and LAU advertisement for the USAID University Scholarship Program. Text in Arabic describes the program's goals and application process.

## Annex 2: USP II Flyer






### University Scholarship Assistance Program (USAP II) at LAU



**Admissions Office**  
 BEIRUT CAMPUS  
 P.O. Box 13-5053  
 Chouran Beirut 1102 2801  
 Lebanon  
 Tel 01-786464/56 ext 1355  
 Fax 01 786454  
 admissions.beirut@lau.edu.lb



www.lau.edu.lb

www.lau.edu.lb

Beirut Campus  
 01 786464/56 ext 1355  
 Beirut  
 Lebanon

The Lebanese American University (LAU) is pleased to introduce and launch the University Scholarship Assistance Program (USAP II) that aims to provide undergraduate scholarships to 53 promising public high school students from all 6 governorates of Lebanon.

This program is made possible with the support of the American people through the United States Agency for International Development (USAID). USAP II is very ambitious, generous and opens the door to a whole new generation of Lebanese students to access university education at LAU.

#### Who could join USAP II?

To be eligible to apply to LAU under USAP II, you should:

- Be in a public high school and expect to join the university in fall 2012
- Demonstrate your high financial need by completing the USAP II Financial Aid Application
- Be a Lebanese citizen
- Obtain the minimum SAT score as set by LAU
- Demonstrate past and present performance of service and community activities, as well as potential for further leadership development
- Have adequate knowledge of English (verbal and written)
- Not have received previous USAID funding for higher education scholarships
- Register at LAU as a full-time student

#### Programs you may apply for under USAP II

There are 11 majors that you may choose to apply for under USAP II. They are:

1. Business <sup>a</sup>
2. Civil Engineering <sup>b</sup>
3. Communication Arts <sup>c</sup>
4. Computer Engineering <sup>b</sup>
5. Computer Science <sup>a</sup>
6. Economics <sup>a</sup>
7. Education <sup>c</sup>
8. Electrical Engineering <sup>b</sup>
9. Mechanical Engineering <sup>b</sup>
10. Nursing <sup>b</sup>
11. Nutrition <sup>a</sup>



#### What does USAP II offer?

If you are accepted, USAP II will cover the following:

- Tuition fees of up to one preparatory year (if needed)
- Full tuition fees for the duration of your program (as per LAU's academic regulations)
- Medical insurance
- Book allowance
- Student housing
- A monthly stipend for 11 months per year
- A laptop

<sup>a</sup> Beirut or Byblos campus

<sup>b</sup> Byblos campus only

<sup>c</sup> Beirut campus only

#### How to apply to USAP II?

To apply, you should submit the following required application documents:

1. USAP II Applications for Admission and for Financial Aid prior to February 29, 2012 to the Admissions Office in Beirut or Byblos
2. Official high school grades of the last three years sent directly to LAU's Admissions Office in a sealed and stamped envelope
3. Official score of SAT I (math, critical reading and writing)
4. English proficiency proof by submitting one of the below:
  - a. SAT I writing section
  - b. Official score of the Test of English as a Foreign Language (TOEFL)
  - c. English Entrance Exam (EEE) administered at LAU
5. Certified copy of the official Lebanese Baccalaureate
6. Two recent passport-size colored photos taken within the past six months
7. Clear photocopy of your identity card or passport
8. Family civil status record

Notes:

- a. The Application for Admission is available at: [www.lau.edu.lb/usap](http://www.lau.edu.lb/usap)
- b. To register for the SAT, please visit the College Board's website at: [www.collegeboard.org](http://www.collegeboard.org)
- c. When registering for the TOEFL or SAT I, use LAU's code: 2595





**USAID**  
FROM THE AMERICAN PEOPLE



الجامعة اللبنانية الأمريكية  
Lebanese American University

والوكالة الأميركية للتنمية الدولية (USAID)

الجامعة اللبنانية الأمريكية (LAU)

## تطلقان منحة جامعية كاملة لطلاب الثانويات الرسمية الحاملين الجنسية اللبنانية



يؤمن هذا البرنامج القسط الجامعي، Laptop، السكن الطالب، التأمين الصحي، علاوة على الكتب والنفقات لكل المنتسبين طوال فترة الدراسة الجامعية.

الموعد النهائي لتقديم الطلبات هو ٢٩ شباط ٢٠١٢

لمزيد من المعلومات الرجاء الاتصال بمكتب القبول:

جبيل

Tel. 09-547254/62 ext. 2191

admissions.byblos@lau.edu.lb

بيروت

Tel. 01-786464/56 ext. 1355

admissions.beirut@lau.edu.lb

مراجعة الموقع الإلكتروني للجامعة:

[www.lau.edu.lb/usap](http://www.lau.edu.lb/usap)

**Annex 4:** USP II Application



**University Scholarship Assistance Program (USAP II) at LAU  
Admission and Financial Aid Application**





## LIST OF DOCUMENTS TO BE SUBMITTED

You should submit the following required documents along with your application:

1. Official high school grades of the last three years sent directly to LAU's Admissions Office in a sealed and stamped envelope
2. Official score of SAT I (math, critical reading and writing)
3. English proficiency proof by submitting one of the below:
  - a. SAT I writing section
  - b. Official score of the Test of English as a Foreign Language (TOEFL)
  - c. English Entrance Exam (EEE) administered at LAU
4. Certified copy of the official Lebanese Baccalaureate
5. Two recent passport-size colored photos taken within the past six months
6. Clear photocopy of your identity card or passport
7. Family civil status record

### Notes:

- To register for the SAT, please visit the College Board's website at: [www.collegeboard.org](http://www.collegeboard.org)
- When registering for TOEFL or SAT I, use LAU's code: 2595
- The Admission and Financial Aid applications must be submitted to the Admissions Office in Beirut or in Byblos prior to February 29, 2012



8. Name of person to contact in case of emergency .....  
Relationship ..... Telephone .....

9. Mark your three choices of majors in order of preference  
(1 = most preferred, and 3 = least preferred).

It is compulsory that you select the 3 majors from the below listed choices. It is mandatory to include a one-page document explaining why you are applying for these majors and how your choices can enable you to help your community and Lebanon. (You may write in English or Arabic.)

- Business
- Civil Engineering
- Communication Arts
- Computer Engineering
- Computer Science
- Economics
- Education
- Electrical Engineering
- Mechanical Engineering
- Nursing
- Nutrition
- Other:  
Specify .....

Note that this scholarship covers studies at the undergraduate level only.

10. Have you been involved in any kind of community service? If yes, explain briefly and attach supporting documents.  
(You may write in English or Arabic)

.....  
.....

11. List the secondary school(s) you have attended during the past three years.

Full Name of Secondary School	Geographical Location (Specify governorate)	Date of Attendance		Diploma or Certificate Obtained / Expected	Class Completed (Specify section)
		From	To		
a. ....	.....	.....	.....	.....	.....
b. ....	.....	.....	.....	.....	.....
c. ....	.....	.....	.....	.....	.....

12. In case you have any physical challenge, tell us about it.

.....

13. In case you did not attend any school or university last year, indicate what were you doing and the reasons.

.....

I, the undersigned, hereby certify that the above information is accurate and complete. I authorize verification of all statements contained therein and give the university the absolute discretion to use these documents whenever and wherever it deems fit. I understand that withholding information, misrepresentation, or forgery of the presented documents renders me subject to immediate dismissal from the university and all the applicable legal penalties.

I authorize the Lebanese American University to give access to any individual organization/institution requesting information from the Directory Information detailed in the University Confidential Policy. Furthermore, I understand that Non-Directory Information will not be available to any organization/institution prior to securing my written consent.

I further understand that all Lebanese American University staff, administration, faculty, and advisors may access Non-Directory Information when warranted, and without my consent, in order to facilitate my enrollment and educational process, subject to the terms of the University Confidentiality Policy.

If requested by guardians/parents, the university will release grades and other relevant information. This document is considered a valid release upon signature.

All documents submitted by applicants become the property of LAU and may not be reclaimed.

Signature of Applicant ..... Date .....



**FINANCIAL AID APPLICATION  
UNIVERSITY SCHOLARSHIP ASSISTANCE PROGRAM (USAP II)  
ACADEMIC YEAR 2012–2013**

<b><u>For University Use Only</u></b>		<b>PHOTO</b>
ID # .....	Date Received .....	

**(USE BLOCK LETTERS)**

1. Name in English (as in official documents)

..... First Name	..... Father's / Middle Name	..... Family Name
---------------------	---------------------------------	----------------------

2. Personal Contact Information

..... Home Phone Number	..... Personal Mobile Number	..... Parent's Phone Number
----------------------------	---------------------------------	--------------------------------

3. Father's Information

..... First Name	..... Father's / Middle Name	..... Family Name
<input type="checkbox"/> Self-employed	<input type="checkbox"/> Employed	<input type="checkbox"/> Unemployed
<input type="checkbox"/> Deceased	Occupation .....	

4. Mother's Information

..... First Name	..... Father's / Middle Name	..... Family Name
<input type="checkbox"/> Self-employed	<input type="checkbox"/> Employed	<input type="checkbox"/> Unemployed
<input type="checkbox"/> Deceased	Occupation .....	

5. Do any of your parents have a serious medical condition?

Yes  No

If yes, please provide supporting documents. \*

6. Sibling Information (brothers and sisters)					
Name	Age	Education / Occupation * (Current Year)	Annual Tuition Fees / Income	Benefiting from USAPI YES/NO	
1.					
2.					
3.					
4.					
5.					
If student: Specify name of school / university and tuition. (Attach supporting documents) *					
If working: Specify name of company and income. (Attach supporting documents) *					
7. Assets					
Owned Properties	Location	Real Estate Lot No.	Year Purchased	Area (Sq.m.)	Estimated Present Value (in \$)
Business: *					
Home(s): *					
Building(s): No. of floors... *					
Land: No. of lots... *					
Owned Cars	Owner	Make	Model Year	Year Pur- chased	Present Value (in \$)
Family Cars * (Including the applicant's)					
8. Income / Expense Detailed Information (in \$)					
Income Details	Father	Mother	Other (Specify)		
Basic salary *					
Benefits (educational, bonus, family allowance, transportation, extra month, rewards...) *					
Interest and / or investments *					
Income from private business *					
Other income (Specify) *					
<b>Total Income</b>					
Expense Details	Annually				
Household expenses (food, clothing & other supplies)					
Utilities (electricity, water, mazut)					
Telephone		Mobile			
		Fixed Line			
Cars (taxes*, insurance, gasoline, maintenance)					
House rent, taxes & maintenance *					

School / University tuition & other fees (excluding applicant's) *	
Lodging (dorms / apartment rent) *	
Transportation (bus, taxi...)	
Travel expenses	
Medical insurance *	
Life insurance: <input type="checkbox"/> Term <input type="checkbox"/> Investment	
Household help (maid, driver, daycare...)	
Loan repayment * (Specify) House	
Car	
Business	
Other	
Income tax / NSSF or Coop charges	
Other expenses (Specify)	
Total Expenses	
Net Income (Total Income minus Total Expenses)	

9. Are you receiving any educational assistance?  
 Yes  No  
If yes, please declare source and provide documentation. \* ..... Amount .....

10. Please provide two references (non-relatives) whom LAU may contact for additional verification.

Name ..... Telephone Number .....

Name ..... Telephone Number .....

We hereby declare that the aforementioned information is true, accurate and complete.

We also understand that this application will not be processed if not fully completed and that the student who gets Financial Aid based on incorrect information will have to pay it back.

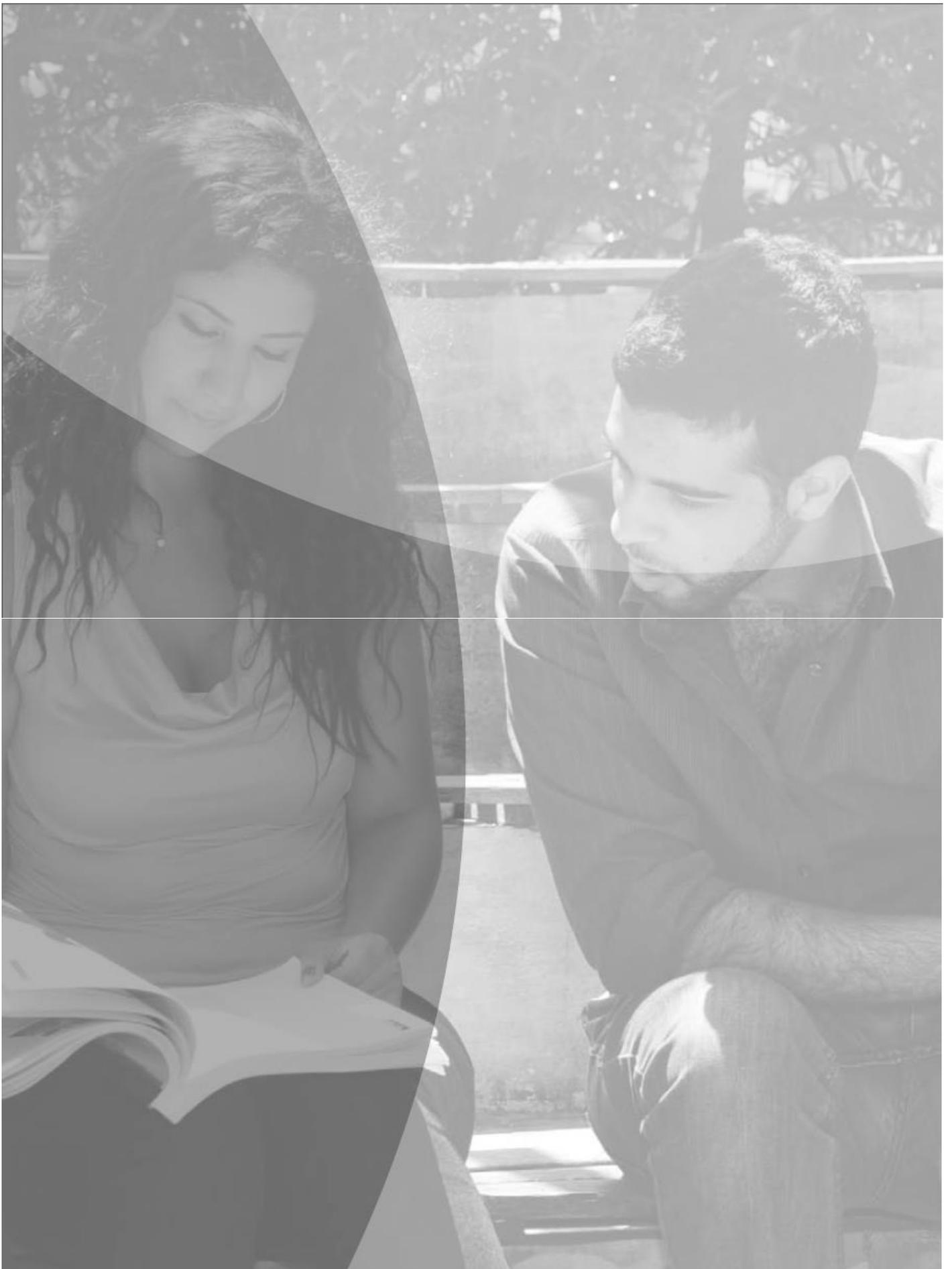
We authorize the University to verify all statements contained therein by any means it deems necessary. We waive any claim to privacy or confidential information that might arise out of the inquiry conducted by the University for purposes of verifying data stated in this application or during the interview.

We further undertake to inform the University of any positive change as soon as it happens if it affects our financial status as presented above.

Any document submitted to LAU becomes the property of the University and will not be returned or photocopied.

Date	Student's Signature	Parent's Name	Parent's Signature
------	---------------------	---------------	--------------------

\* Required Documents: All the asterisked points, if applicable, are supposed to be documented when submitting the Financial Aid Application. A checklist of the required documents is attached for your perusal.



**A. EMPLOYEE INCOME STATEMENT**

EMPLOYEE'S NAME: .....	AMOUNT (in \$) If "none", kindly indicate as such.
Monthly Basic Salary	
Family Allowance	
Transportation	
Accommodation	
Profit Sharing Amount from Employer	
Bonus	
Commission	
Any Other Benefit .....	
Educational Benefit ( <i>each sibling separately</i> )	
1.	
2.	
3.	
4.	
5.	
No. of months payable / year .....	

The above is to be filled and submitted with covering letter from the employer declaring position and years of service.

Employer's Name & Seal: .....

Employer's Signature: .....

Date: .....

**B. Self-employed Income Statement**

Name of Institution (if applicable): .....

Registration No. .... Date .....

Company's / Owner's Nature of Work (Detailed): .....  
.....  
.....

Address & Telephone Number: .....  
.....

Number of Employees/Workers: .....

Annual Business Gross Income: \$.....

Annual Business Net Income : \$.....

Name & Seal: .....

Signature : ..... Date: .....

N.B. Official company and shareholders' documents as well as official recent Income Tax / Balance Sheet are to be submitted.

Section "A" or "B", or "A & B" of this form should be filled for every earning member of the family & for each position held.

## أ. إفادة دخل الموظف

المبلغ	إسم الموظف .....
إن لم يوجد الرجاء الإشارة بـ "لا"	المعاش الشهري الأساسي
	التعويض العائلي
	بدل مواصلات
	بدل سكن
	المبلغ الناتج عن المشاركة بأرباح المؤسسة
	علاوة
	عمولة
	تعويضات أخرى
	منحة دراسية (كل ولد على حدة)
	١.
	٢.
	٣.
	٤.
	٥.
	عدد الأشهر المدفوعة سنوياً .....

يجب ملء الإستمارة الميينة أعلاه وإرفاقها برسالة صادرة عن رب العمل تصرح عن المنصب الذي يشغله الموظف وتبين عدد سنوات الخدمة.

إسم رب العمل: .....

الإمضاء: ..... خاتم المؤسسة: ..... التاريخ: .....

## ب. إفادة الدخل عن عمل حر

إسم المؤسسة (بحال وجودها): .....

ترخيص / علم و خبير: رقم ..... تاريخ .....

طبيعة عمل المؤسسة / المالك: (بالتفصيل) .....

.....

العنوان والهاتف: .....

.....

عدد الموظفين / الأجراء: .....

مدخول العمل الإجمالي السنوي: .....

مدخول العمل الصافي السنوي: .....

الإسم والخاتم: .....

التاريخ: ..... الإمضاء: .....

**ملاحظة:** الرجاء إرفاق المستندات الرسمية للشركة والتبركاء، بالإضافة إلى الميزانية وتصريح ضريبة الدخل الرسمية للسنة المنصرمة.

على كل فرد عامل من أفراد العائلة أن يملأ الحقل المناسب من هذه الإستمارة (أ)، (ب) أو (أ+ب) وفي حال العمل لدى أكثر من مؤسسة فمن المتوجب ملء استمارتين منفصلتين



**Admissions Office**

**BEIRUT CAMPUS**  
P.O. Box 13-5053  
Chouran Beirut 1102 2801  
Lebanon  
Tel 01 786464/56 ext 1355  
Fax 01 786454  
[admissions.beirut@lau.edu.lb](mailto:admissions.beirut@lau.edu.lb)

**BYBLOS CAMPUS**  
P.O.Box 36  
Byblos  
Lebanon  
Tel 09 547254/262 ext 2191  
Fax 09 546560  
[admissions.byblos@lau.edu.lb](mailto:admissions.byblos@lau.edu.lb)

[www.lau.edu.lb/usap](http://www.lau.edu.lb/usap)

## Annex 5: Web Page

File Edit View Favorites Tools Help

 **LAU**  
الجامعة اللبنانية الأمريكية  
Lebanese American University

Search:    
Directory | More

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 **USAID**  
FROM THE AMERICAN PEOPLE

# The USAID University Scholarship Program

- Home
- Who can join?
- Majors you may apply for
- What does the program offer?
- How to apply?
- Contact us

The Lebanese American University is pleased to introduce and launch the **USAID University Scholarship Program** that aims to provide undergraduate scholarships for 53 promising public high school students from all 6 governorates of Lebanon.

This program is made possible with the support of the American people through the United States Agency for International Development (USAID). *The contents are the responsibility of LAU and do not necessarily reflect the views of USAID or the United States Government.*

This program is very ambitious, generous and opens the door to a whole new generation of Lebanese students to access university education at LAU.

Download:

-  [Announcement in Arabic](#)
-  [Application](#)

## Annex 6: Facebook Page



# WELCOME TO LAU

 **LAU - Students**  
3,245 likes · 24 talking about this

Education  
We will do our best to answer your questions within 48 hours. This site is dedicated to serving the students at LAU. This is the place to stay informed about campus life!

About

 Photos  Registration  Admissions  Financial Aid & Loans

 3,245 Likes  The USAID Univ...



**USAID**  
FROM THE AMERICAN PEOPLE



**Annex 7:** Pictures for Public High School Visits





