

## Academic Policies and Procedures

### *Admission Requirements*

According to King Abdulaziz University's regulations, students should meet certain criteria to be accepted at KAU-AC:

- obtaining General Certificate of Secondary Education or its equivalent from inside or outside the Kingdom,
- registering for the General Abilities Test,
- being medically fit,
- having a good reputation and displaying exemplary conduct,
- applying within 3 years after obtaining high school diploma,
- no prior expulsion from KAU or any other university,
- falsifying information or documentation to the university for the purpose of admission will result in automatic dismissal,
- submit a letter of approval from the employer, if the student is going to be working during his/her period of study at KAU-AC, and
- electronic application for admission via the internet.

### *Documents Needed for Enrolment*

- Original High School (Secondary School) Certificate + two copies.
- Enlarged and clear copy of ID Card.
- Original card must be presented at the time of submission for the purposes of authentication.
- Secondary School recommendation letter stating good conduct.
- Recent photographs.
- Original copy of the General Secondary or Commercial High School Certificate.
- Employer approval letter whenever applicable.