



**The American University of Kurdistan  
Policy of Undergraduate Admission**

Policy Number: AS020  
Effective Date: June 14, 2021

1. **Policy:** This policy establishes the framework for the regulation and management of undergraduate admissions at the American University of Kurdistan (AUK). It governs the processes for receiving, reviewing, and approving applications for admission to undergraduate programs. AUK abides by the guidelines of the Ministry of Higher Education and Scientific Research (MoHESR) of the Kurdistan Regional Government (KRG) for undergraduate admissions. All related procedures must align with the provisions of this policy and be communicated clearly to prospective students, faculty, and non-instructional staff. The policy supports fairness, transparency, and consistency by ensuring that admission criteria are applied uniformly and decisions are accurately documented. It will be reviewed periodically and made publicly available through official University channels. Members of the University community are not exempt from any policy that has been approved by the Board of Trustees.
  - a. **Purpose:** This policy defines the framework for formulating and implementing the University's undergraduate admissions processes.
  - b. **Scope:** This policy applies to all undergraduate applicants, Admissions and Registration Department (ARD), Academic Programs, Department Chairs, College Deans and Office of Provost.
2. **Definition of Terms:**
  - Bachelor Student:** An undergraduate student enrolled in a credit-bearing academic program leading to the award of a bachelor's degree.
  - Cumulative GPA (cGPA):** The overall grade point average across all courses taken at an institution.
  - Grade Point Average (GPA):** The average of grade points earned in a given semester, calculated by dividing total grade points by credit hours attempted for GPA purposes. Grades such as W, I, P, and IP are excluded from the calculation.
  - High School Diploma Equivalency:** An official document issued to a student by the Kurdistan Region Ministry of Education (MoE) that certifies the equivalency of a high school diploma issued either by: an international-system high school operating within the Kurdistan Region or Iraq, or any school system located outside Iraq. The equalization letter is required for bachelor's program admission.
  - IELTS:** International English Language Testing System: A standardized test designed to assess the English language proficiency of non-native speakers.
  - International Student:** A student who holds a non-Iraqi passport and is not recognized as an Iraqi citizen.
  - National Student:** A student who holds valid Iraqi nationality and possesses an official Iraqi national identification document, such as an Iraqi passport. Students granted refugee status are considered as national students for educational benefits within the KRG and Iraq.
  - Readmissions:** The process through which a former student who has previously attended the University and discontinued their studies—whether through withdrawal, non-enrollment, suspension, or dismissal—applies to return and resume their academic program.
  - Student Information System:** The centralized digital platform used by educational institutions to manage and track student data, including admissions, enrollment, academic records, grades, attendance, and other related information throughout the student lifecycle.

**TOEFL:** Test of English as a Foreign language: A standardized test designed to assess the English language proficiency of non-native speakers.

### 3. Responsibilities:

- a. **Issuing Unit:** The Office of Provost holds primary responsibility for implementing this policy, overseeing the undergraduate admissions process, evaluating applications in accordance with established criteria, and ensuring that admission decisions are accurate, consistent, and in alignment with University standards.
- b. **Other Stakeholders:** ARD, Department Chairs and College Deans.

## 4. Procedures

### 1. Undergraduate Admissions

- Applicants must submit a completed application form along with the following supporting documents: a certified copy of the high school diploma and transcript, copies of the national ID card (Jinsiya), civil status ID (Nufus), and valid passport, the Zanyari information card (for national students), two recent photos, and the residence card if applicable.
- Applicants are responsible for ensuring the completeness and accuracy of their application files. Incomplete applications will not be processed. The ARD reviews all submitted documents to verify their completeness and authenticity.
- The ARD also ensures that the applicant meets all admission requirements including the verification of minimum academic scores, program-specific requirements, and interview participation where required by the academic department.
- Once all requirements have been verified, the ARD generates a student ID number through the Student Information System and issues an official admission letter.
- The admission letter includes, but is not limited to, the student's full name, ID number, academic major, admission semester, and the deadline for submitting any outstanding documents or meeting any remaining conditions. One signed copy is retained in the student's file, and another is provided to the student.
- The applicant's data is entered into the Student Information System, including all required personal, academic, and admission-related information.
- A student self-service account is created for each admitted student, providing access to online services including class schedules, transcripts, degree audits, online registration, and monitoring of class attendance percentages and other academic records.
- Students are directed to the Office of Finance to pay any required fees, as disclosed on the official AUK admissions webpage.
- Upon confirmation of enrollment, the IT Department issues the student's official AUK ID card.
- Applicants who have not submitted valid English proficiency scores (TOEFL, IELTS, or equivalent), as well as those who are not graduates of high schools with which AUK has established agreements for exemption from the English requirement, are required to sit for AUK's English Language Placement Test. Based on their results, students are placed in the appropriate English language level and must meet the English proficiency requirements before entering bachelor's studies. (See Section 6: Related Documents - Policy of English Language Proficiency)
- Students admitted to a bachelor program are required to meet with their academic advisor or department chair to complete course selection. The student's class schedule is accessible through their online self-service account and is also sent to their official email by the ARD.

All provisions governing undergraduate admissions shall be aligned with the following requirements

- Admissions decisions are guided by a comprehensive evaluation of each applicant's academic background, scores and potential for academic success, consistent with AUK's mission to admit students most likely to academically succeed.
- English proficiency is a fundamental requirement for admission to AUK's bachelor programs. Specific requirements are outlined in the Policy of English Language Proficiency.

- The policy reflects AUK's commitment to fairness, transparency, and inclusivity in all admissions practices. The University admits qualified students regardless of race, color, religion, gender, disability, soci-economic status or other personal attributes.
- AUK is committed to maintaining fairness, inclusivity, and transparency in its undergraduate admissions processes while fostering a diverse academic environment. This is in alignment with the University's mission to graduate students who can contribute to the development of the KRG and Iraq.
- Conditional admission may be granted to applicants who need to meet specific requirements, such as submitting a high school equivalency document. All required documents must be submitted by the deadline stated in the official admission letter.
- Admission criteria are publicly available on the AUK admissions webpage and are updated promptly in response to any changes issued by the MoHESR.
- Applicants must hold a recognized high school diploma, meet the minimum score set by MoHESR, and, when applicable, fulfill subject-specific grade requirements
- Students who have graduated from an international high school within the KRG or Iraq, as well as those who graduated from any school system outside Iraq, must submit a high school diploma equalization letter issued by the KRG Ministry of Education (MoE).

## **2. Readmissions**

- Students who wish to re-enroll in the University after a non-attendance period of one year or more must apply for readmission by submitting a formal application.
- Readmission applies to all students who discontinued their studies—whether voluntarily, for medical reasons, or due to academic dismissal.
- Applicants must clear any outstanding financial balances with the University before readmission.
- Applicants are required to submit a completed readmission form, a statement detailing reasons for leaving AUK, activities or work experience since leaving, and reasons for returning, as well as official transcripts from all colleges/universities attended since their last enrollment at AUK.
- A readmission application fee must be paid.
- Readmission acceptance is contingent upon space availability in the program the applicant wishes to enter.
- Applicants seeking readmission may be subject to additional conditions determined at the time of acceptance.

## **3. Transfer Students and Transfer Credit Evaluation**

- The student provides the ARD with all of the following: 1) an official sealed transcript, 2) the official syllabi for courses to be considered for transfer, and 3) the official course descriptions for courses to be considered for transfer either printed from the university's website or with the respective university seal stamped on it.
- The ARD makes copies of the credit transfer documents cited in #1 and forwards them to the appropriate academic departments along with the Credit Transfer Checklist Form (See Related Documents, Section 6).
- The Academic Department evaluates the credit transfer request of each student, completes the Tentative Credit Transfer Form (See Related Documents, Section 6) and forwards to the Department Chair.
- The Department Chair reviews and approves/signs the report, obtains the Dean's signature, and forwards the documents to the ARD.
- The ARD compiles all credit transfer recommendations from the departments into one report, Credit Transfer Final Report (See Related Documents, Section 6) and sends to the Provost.
- The Provost approves or rejects the recommendations and returns the file to the ARD for processing.
- The ARD informs the student(s) of the decision(s) on transferable credits.
- The ARD enters the transferred credits in the Student Information System and maintains the documents in the student's file.

All provisions governing the evaluation and acceptance of transfer credits shall be aligned with the following requirements.

- All transfer credit evaluations are conducted by the Department Chair and must be approved by the respective College Dean.
- Approved transfer credits may be applied toward satisfaction of degree requirements, subject to the Department’s and Dean’s determination.
- Transfer evaluations are subject to AUK’s academic regulations, relevant disciplinary standards, and any applicable accreditation guidelines.
- The following conditions apply to all transfer credit requests:
  - A minimum grade equivalent to a C (on the U.S. grading scale) is required for a course to be considered.
  - A maximum of 60 credits may be transferred toward a bachelor’s degree at AUK.
- The following types of coursework are not eligible for transfer:
  - Internships, cooperative education (co-op), or occupational/vocational training
  - Pass/fail graded courses
  - Remedial or preparatory courses
- Courses must be comparable to courses offered at AUK. At least 70% content overlap is recommended for equivalency.
- The number of credits assigned to the transferring course must be equal to or greater than the number of credits for the equivalent AUK course.
- Grades from transferred courses will not be included in the calculation of the student’s cumulative grade point average (cGPA).
- Courses completed more than five years prior to admission may not be eligible for transfer in order to ensure academic recency and relevance.

## 5. Timeline and Communication/Implementation Plan

Activity	Responsibility Party	Timeline	Communication Channels	Details
<b>Policy Revision Announcement</b>	Office of Provost	February – March 2026	University website, email, Policy Orientation	Announce the revision of the policy, assessment metrics, and objectives.
<b>Feedback Collection</b>	Office of Provost	February, 2027	Surveys, suggestion boxes, email	Gather feedback from the University community on the policy’s effectiveness, challenges, and areas for improvement.
<b>Periodic Reviews and Updates</b>	OIEP, University Leadership	As necessary	Website, email, staff meetings	Review the policy and its enforcement mechanisms & procedures as necessary to ensure continued relevance and compliance.

## 6. Related Documents

- [Credit Transfer Checklist Form](#)
- [Credit Transfer Final Report](#)
- [Policy of English Language Proficiency](#)
- [Policy of Student Code of Conduct](#)
- [Policy of Student Grievance](#)
- [Readmission Form](#)
- [Tentative Credit Transfer Form](#)

**7. Ways to Measure Success**

Percentage of applications processed in full compliance with the policy, including verification of documents, English proficiency, and eligibility criteria.

**8. Policy History**

**a. Approved by:** Board of Trustees

**b. Adopted:** June 14, 2021

**c. Revised:** January 18, 2026