



Application

1. Applicants can download this Application form in PDF. Make sure to have the latest Adobe Reader, which will allow you to enter text and sign and you can e-mail it or physically print and send it. Carefully read this Application before filling it out. Make sure to indicate full-time or part-time study.
2. Furnish all information requested on this Application form. If admitted, a foreign student must show English language proficiency, and must submit an EFL test score of at least 85 Oral and 550 TOEFL.* (See additional information below.)
3. Once you complete the Application, you should submit it online at the email given below. If you desire to print the form and completed by hand, please write clearly, using print letters, and be succinct in your responses. You may send a physical copy of your Application and all accompanying documents to the following mailing address:

Director of Admissions
MECCA Institute
P.O. Box 26022
Washington, DC 20001
USA
4. Submit application to the following email address:
MeccaApplications@gmail.com
5. Include in your Application package the following information:

a. Application fees vary depending upon applicant type. Domestic online payment is US \$65.00. If paying through PayPal, there is an additional US \$5 fee. If submitting a hardcopy application, the Application fee is \$75.00 and should be paid in the form of a cashier's check or bank money order. No personal checks will be accepted. International student's application fee is \$150.00.

b. Proof of previous bachelors' or graduate degrees should be submitted by your institution of study, and sent to the email provided for Application submissions. If your degree is more than 10 years old, and does not provide your institution's stamp, you will need to submit a more current proof of your degree that includes the issuing institution's stamp.

c. All essays must be written in English. Applicants must use Modern Standard English. No Internet spelling of words are permitted.

e. Submit all forms as PDFs.

*Should a student fail to meet the minimum English language test score, they may enter MECCA Institute's EFL program to raise their English language proficiency. This could take as long as one year or more depending upon their level of English proficiency. Your admission status for the Chaplaincy Certificate program will be automatically given a one-year extension in order for the student to improve your English language skills.

NOTES:

1. Send application package to the Director of Admissions.
2. Application fees are nonrefundable.
3. Application form and all documents submitted will not be returned.
4. Incomplete Applications will not be considered. Make sure that you complete the Application in full.

5. All documentation must be submitted together. Should your institution require your certification be submitted via email, please indicate this is the case on your Application form. Make sure your institution sends your certification to the following email address: MeccaApplications@gmail.com. The subject line should state applicant's name and year of application.
6. Applications are accepted on a rolling basis, and an applicant can expect confirmation of admission within 60 days of submission to MECCA Institute. Please note that Applications must be submitted no later than June 15, 2017 for August 2017 admissions. Applications submitted after June 1, 2017 must submit an additional US \$100.00 late fee.
7. Applicants admitted into the Chaplaincy Program must submit a signed Acceptance Letter and student fees no later than 30 days after admission. Information on submission of tuition and other fees will be included in your New Student Package coming in July 2017.
8. Applicants provisionally admitted, pending their results should submit their certification of graduation by the beginning of August 2017. Those failing to do so, will have their registration canceled.
9. Applicants for our intensive preparatory English Language Program must submit their EFL scores with their Application.



An online center of Islamic learning and contemporary Islamic research

P.O. BOX 26022, WASHINGTON, DC. 20001, USA

APPLICATION FOR ADMISSION

1. Complete this form by filling in the blanks using your computer, or when submitting a physical application, use black or blue ink and write in CAPITAL letters. If you are an international student please provide copies of your educational credentials in English.
2. Sign the applicant's declaration on the last page of this form and submit the form along with all necessary documents as listed in Application Instructions.
3. Include all applicable Application fees.
4. Incomplete Application forms will not be considered.

1. PERSONAL INFORMATION

Surname

Given Name(s)

Date of Birth

Country of Birth

Nationality

Gender Identity

Marital Status

Mother Language

Religion

Home Telephone

Mailing Address

Mobile

E-mail

City

Postal Code

Country of Residence

4. ENGLISH LANGUAGE QUALIFICATIONS

List any English language qualifications you have ever obtained or aim to obtain by examination?

Examining Board or Body	Subject	Grade/ Score	Month/Year of Examination

5. PROFESSIONAL EXPERIENCE

List in chronological order (starting from most recent all employment held during the last five years.

FROM		TO		EMPLOYER	COUNTRY	POSITION NATURE OF WORK/
Month	Year	Month	Year			

6. PROFESSIONAL DEGREE GOALS:

Essay Question: Briefly in no more than 1000 words, describe where you see yourself applying the skills and training you will receive at the MECCA Institute and how will you further the cause of inclusivity in Islam. If submitting a hardcopy application, add additional sheets as required.

7. DECLARATION OF FINANCIAL RESPONSIBILITY

Surname

Given Name(s)

Semester applying for

 Fall (August) Spring (January) Summer (June)

Year applying for

Program of Study applying for

 Pastoral Care/Counseling Muslim Leadership Interfaith Development

Study: Full-Time Part-Time

Qualification applying for

 Chaplaincy Certificate Arabic Language Proficiency English Language Proficiency

I hereby freely and voluntarily, without duress, execute this Release under the following terms:

General Waiver and Release. I release and forever discharge and hold harmless MECCA Institute, and its affiliated organizations, directors, officers, employees, and agents, and their successors and assigns, from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my participating in the Chaplaincy study program and related activities. I understand that MECCA Institute assumes no responsibility for or obligation to provide financial assistance or other assistance in the event of injury, illness, death, accident, monetary loss or property damage.

Other. I agree that this General Waiver and Release shall remain enforceable. I understand that any dispute concerning this Release or any aspect of my participation in the MECCA Institute's program shall be brought in the state or federal courts of Washington, DC.

Agreement: By checking this checkbox, I hereby certify that I have read and agreed to the waiver of liability terms set forth in this document, and that all the information I have provided is accurate and complete.

8. APPLICANT'S DECLARATION

I certify that the information given in this application is complete and accurate the best my knowledge. I hereby apply for admission and am accepted and registered, I will agree to comply with all MECCA Institute's rules and regulations, and adhere to MECCA Institute's Student Code of Conduct. I also clear that once accepted as the student of MECCA Institute, I consent to the processing by MECCA Institute of my personal data, in accordance with laws pertaining to protection of an individual's data information. Additionally, I express explicit consent to MECCA Institute to retain, process, disseminate and record all of my personal data in any way MECCA Institute deems necessary. Furthermore, I state my consent to and understand that this information may be used by MECCA Institute to communicate, either by mail, telephone, email or any other way, with me regarding any services, offers and notifications at a later date. In the event that I do not wish to be contacted further, I will inform MECCA Institute appropriately.

Applicant's
Signature: _____

Date: _____

For more information, visit:
<http://MECCA-Institute.org/school>