

Admission requirements

1- Students who have obtained General Secondary Education Certificate or its equivalent.

a- Admission requirements:

1. Obtaining the Jordanian General Secondary Education Certificate or its equivalent.
2. Meeting the minimum acceptance grades required to study in private Jordanian universities according to the general policy for student admission to Jordanian universities for the Bachelor's level in the year of admission.
3. Passing the test administered by the Jordanian Ministry of Education, along with any additional requirements determined by the ministry for certain nationalities.
4. Adherence to the admission criteria and accepted streams of the General Secondary Education Certificate for the desired specialization in accordance with the general policy for student admission to Jordanian universities for the Bachelor's level in the year of admission
5. Not having been previously expelled from the American University in Madaba or any other university for disciplinary reasons.

b-Documents required

1. Certified copy of the General Secondary Education Certificate, or its equivalent.
2. Certified grades transcript of the General Secondary Education Certificate, or its equivalent.
3. Certificated equivalency of the foreign high school certificate or Arab certificate.
4. Certified Copy of official identification document (Jordanian civil status ID, birth certificate, passport, or civil status ID for the children of Jordanian women).
5. Two recent colored passport-sized photographs.
6. Copy of military service book (for Jordanian males) or exemption certificate.
7. Security card for Syrian students or the identification number of the commission.
8. Residence permits for non-Jordanian students residing in Jordan.
9. Non-Jordanian students should contact their respective cultural attachés in Jordan to provide the university with a letter of no objection for studying at the university, as required by certain nationalities.

2-Students who have obtained college diploma and wish to pursue a bachelor's degree (through "tajseer" or "bridging"

a- Admission requirements:

1. Passing the comprehensive exam for the purpose of bridging and meet the minimum acceptance grades required to study in private Jordanian universities according to the general policy for student admission to Jordanian universities through "tajseer" in the year of admission.
2. Passing the qualifying exam for the purpose of bridging for Jordanians who hold a non-Jordanian college diploma and for Jordanian students who hold a community college diploma and are not covered by the comprehensive examination system
3. Previous studies should have been completed in a regular full-time mode.
4. The specialization in the diploma should match in contents the desired major in the bachelor's degree program.

b- Documents required

1. Certified copy of the college diploma certificate.
2. Certified grades transcript.
3. If the diploma certificate is issued from outside Jordan, the university must be provided with the college diploma equivalence and an official letter from the Ministry of Higher Education in the country of issuance, or from the embassy of that country in Jordan, stating that the diploma qualifies the holder to pursue undergraduate studies at the bachelor's level in their country. Jordanian nationals are exempted from this requirement and are required to obtain the diploma equivalence from the Jordanian Ministry of Higher Education.
4. Certified Copy of official identification document (Jordanian civil status ID, birth certificate, passport, or civil status ID for the children of Jordanian women).
5. Two recent colored passport-sized photographs.
6. Copy of military service book (for Jordanian males) or exemption certificate.
7. Security card for Syrian students or the identification number of the commission.
8. Residence permits for non-Jordanian students residing in Jordan.
9. Non-Jordanian students should contact their respective cultural attachés in Jordan to provide the university with a letter of no objection for studying at the university, as required by certain nationalities.

Transferred Students from other Universities

A- Admission requirements

1. Previous studies should be conducted at a university recognized by the Ministry of Higher Education and Scientific Research.
2. Previous studies should have been completed in a regular full-time mode.
3. براءة ذمة مالية
4. حسن سيرة وسلوك

B- Documents required

1. A certified transcript from the transferring university.
2. Course description, certified by the university from which the student is transferring.
3. An official letter from the Ministry's website certifying the recognition of foreign universities by the Ministry of Higher Education and Scientific Research.
4. Certified Copy of official identification document (Jordanian civil status ID, birth certificate, passport, or civil status ID for the children of Jordanian women).
5. Two recent colored passport-sized photographs.
6. Copy of military service book (for Jordanian males) or exemption certificate.
7. Security card for Syrian students or the identification number of the commission.
8. Residence permits for non-Jordanian students residing in Jordan.
9. Non-Jordanian students should contact their respective cultural attachés in Jordan to provide the university with a letter of no objection for studying at the university, as required by certain nationalities.
10. Certificate good of conduct issued by the previous university .

B-Admission procedures

1. All applicants who wish to join the university are required to fill out the admission application and submit all the required documents to the Admission Department.
2. If the student meets the admission requirements for the desired major, a university ID number is issued after payment of the required fees.
3. The student is directed to take the required placement exams (Arabic, English, and Computer) and sign a commitment stating their awareness of the designated exam dates. Failure to comply with this commitment will result in being considered as having failed.
4. The student is directed to visit the concerned academic department for guidance on the courses they should enroll in during their first semester.

5. After the academic advising process, the student returns to the Admission and Registration Department to enroll in the courses and receive their class schedule.

C- Course Equivalency

The course equivalency is determined for transfer or bridging students based on the following conditions:

1. The number of credit hours for the course to be equivalently transferred should be equal to or greater than the number of credit hours for the equivalent course at the University of Madaba.
 2. The academic content of the course being transferred should closely match at least 80% of the content of the equivalent course at the University of Madaba.
 3. The course to be equivalently transferred should be part of the study plan for the student's intended major.
 4. A maximum of 50% of the courses in the study plan of the transferred student at the University of Madaba can be counted for transfer except the Pharmacy a maximum of 25% of the courses can be counted for transfer.
 5. The student must have successfully passed the course, with a minimum grade of 50% or its equivalent, for the course to be equivalently transferred.
 6. Placement exams are not eligible for equivalency.
 7. Failed courses are not eligible for equivalency
 8. Transferred courses are not included in the calculation of the student's semester and cumulative GPA.
 9. The period since the completion of the courses to be equivalently transferred should not exceed five years for scientific courses and seven years for humanities courses.
1. After this period, the student needs approval from the Council of Dean to request a review and modification of the equivalency decision by the academic department.