

## UNDERGRADUATE APPLICANTS

No application can be sent out or followed up on unless all the documents are complete.

### **Required Documents:**

1. A signed Statement of Purpose. Write 3 or 4 sentences stating the Degree and Major you want to study. You may add more information about yourself. Make sure you sign your name at the end of your statement.
2. Stamped and certified copies of the Secondary School Transcripts in Arabic and in English of the last four years (9<sup>th</sup>-12<sup>th</sup>), if possible.
3. Stamped and certified copy of the Secondary School Certificate.
4. If you have attended any college or institute after high school, you need to provide a stamped and certified copy of the transcripts and certificates as applicable.
5. Include all relevant portfolios and supporting materials. For example, art, architecture, interior design and graphic design departments want to see samples of your work, i.e. a portfolio.
6. Clear copy of the passport and visa (if already in the US) for the student and his/her family.
7. Copy of Form I-20 and Form I-94 (if already in the US).
8. Copy of the MOHE Qarrar issued to you, if available.
9. Contact Information:
  - a. Permanent physical address. Provide your house number and or the main cross-streets of your permanent home, the name of the city, and the zip code in Saudi Arabia.
  - b. Telephone numbers: Home and cellular numbers both in the USA and in Saudi Arabia.
  - c. E-mail address
10. Test scores (such as TOEFL, EILTS, SAT, ACT, etc.) if you have any.
11. If you have applied to other schools, please give the status of your application, whether you have been accepted or denied, or if the application is still under review. If accepted, please attach a copy of the admissions letter from the university.

Please send all documents to:

### **Saudi Arabian Cultural Mission to the USA**

Attn: Admissions Dept  
2600 Virginia Avenue, NW  
Ste 800  
Washington, DC 20037  
Tel #: (202) 339-6286

DKL/MGA

Date Revised: 04/28/2010