



School of Business and Finance

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School of Business and Finance

General guidelines for (Fall / Spring)

IGCSE

**\*\*Please read all the requirements carefully from (A to D)\*\***

**A. IGCSE Required Subjects:**

Business & Finance - Required Subjects

The required subjects can be counted as follows:

- 8 different O Level Subjects. (Not Repeated)
- English Subject is a Must. Plus (7) other OL subjects that are approved by the Egyptian Ministry of Higher Education
- The passing grade in (OL) is "C"
- The passing grade in (AL or ASL) is "C"
- Subjects can be taken from the last 4 years before joining the university (not Grade 9).
- IGCSE (OL) subjects should be of the (extended), not of the (core) system.

**B. NGU Required Documents (send the available ones for now):**

Academic Required Documents

1	IGCSE/GCSE subjects
2	Proof of 12 years of schooling
3	Arabic & Religion Thanaweya exams.
4	<u>One recommendation letter</u> preferred from the applicant's teacher on the school letterhead from a <u>Math or English teacher.</u>
5	<u>Statement of purpose:</u> In 500 words the applicant should highlight the major achievements he/she has done so far and state reasons of his/her interest in the program applying for.

<u>Non-Academic Required Documents</u>	
1	Computerized birth certificate
2	Copy of Egyptian national ID (For Egyptian Only)
3	Copy of passport (optional for Egyptians and required for international applicants)
4	Personal photo
5	General medical certificate from recognized clinic.
6	Copy of the residency for Egyptian’s applicants <u>living abroad</u> Only (from Student & Parent).
7	Military Form 2 & Military Form 6 (For Egyptian Males Only).

**C. Required Authenticated Documents  
(required upon provisional acceptance):**

<u>IGCSE from Inside Egypt</u>	<u>IGCSE from Outside Egypt</u>
<ul style="list-style-type: none"> <li>➤ Two recent original birth certificates (Computerized)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Two recent original birth certificates (Computerized)</li> </ul>
<ul style="list-style-type: none"> <li>➤ <u>Official IGCSE certificates stamped from:</u> <ul style="list-style-type: none"> <li>- British Council. (Golden Stamp)</li> <li>- The Ministry of Foreign Affairs in Egypt stamp.</li> <li>- ختم الإدارة العامة للامتحانات</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ <u>Official IGCSE certificates stamped from:</u> <ul style="list-style-type: none"> <li>- British Council. (Golden Stamp)</li> <li>- The Ministry of Foreign Affairs in Egypt stamp.</li> </ul> </li> </ul>

<p>➤ <u>Proof of 12 years of schooling stamped from:</u></p> <ul style="list-style-type: none"> <li>- The Educational Zone. ختم الإدارة التعليمية التابع لها المدرسة</li> <li>- School Stamp.</li> </ul> <p>➤ <u>11 years of schooling students should bring:</u></p> <p>افادة استيفاء شروط متطلبات التعليم ما قبل الجامعي من وزارة التربية والتعليم، ادارة التعليم الخاص.</p>	<p>➤ <u>Proof of 12 years of schooling stamped from:</u></p> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- Stamp of the Ministry of Education in the country of the school.</li> <li>- Stamp of the Egyptian embassy in the country of the school.</li> <li>- Stamp of the Ministry of Foreign affairs of the country of the school.</li> <li>- <u>OR</u> Stamp of the school country's Embassy in Egypt <u>and</u> the Egyptian Ministry of Foreign Affairs.</li> </ul> <p>➤ <u>11 years of schooling students should bring:</u></p> <p>افادة استيفاء شروط متطلبات التعليم ما قبل الجامعي من وزارة التربية والتعليم، ادارة التعليم الخاص.</p>
<p>➤ <u>Arabic &amp; Religion exams stamped from:</u></p> <ul style="list-style-type: none"> <li>- Stamp of الإدارة العامة للإمتحانات</li> </ul>	<p>➤ <u>Arabic &amp; Religion exams stamped from:</u></p> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- Stamp of the Ministry of Education in the country of the school.</li> <li>- Stamp of the Egyptian embassy in the country of the school.</li> <li>- Stamp of the Ministry of Foreign affairs of the country of the school.</li> <li>- <u>OR</u> Stamp of the school country's Embassy in Egypt <u>and</u> the Egyptian Ministry of Foreign Affairs.</li> </ul>

**D. English Proficiency Test Scores:**

Business & Finance	IELTS Academic Score: 6.0	<b>Or</b> TOEFL IBT Score: 60	➤ <b>Or</b> IGCSE English first/second Language grade equals: (A) ➤ <b>Or</b> PTE score: 46 or more
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\*The scores stated in this table are subject to changes that are approved by the University Council.

**For Transfer cases:**

- The applicant must submit the following documents for the equivalency process:
- Previous university official original authenticated transcript.
  - Grading scale.

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- Previous university original course description/outline stamped from the university.
- Final acceptance for the transferred courses will be based on the Supreme Council of Universities (SCU) decision (this process takes at least from 2 – 6 months)

#### **Important Notes:**

- In case you sent some of the documents above and still have missing documents, kindly note that you must send the remaining ones on the admissions email.
- You must submit the original documents once you receive the acceptance and after paying the 1st installment.
- **Arabic & Religion Thanaweya Amma exams:** all Egyptian students & non-Egyptians with nationalities from Arab countries (mother tongue Arabic) are obliged to take Thanaweya amma Arabic & Religion exams as per the Ministry of Higher Education instructions.

General guidelines for (Fall / Spring)

American Diploma

**\*\*Please read all the requirements carefully from (A to D)\*\***

**A. American Diploma Required Subjects at school:**

Business & Finance - Required Subjects

The required subjects can be counted as follows:

- 8 different Subjects (from grade 10, 11 & 12) - (Not-Repeated)
- Each subject should be at least 1 credit hour.
- English Subject is a Must. Plus (7) other subjects from the list of subjects approved by the Egyptian Ministry for Higher Education)
- Minimum number of subjects to be calculated from Grade 12 are (4) Subjects.
- Maximum number of subjects to be calculated from Grade 11 are (4) Subjects.
- Maximum number of subjects to be calculated from Grade 10 are (2) Subjects.
- SAT1/ACT1/EST1
- ACT2/EST2 (not mandatory but it increases the overall percentage).

**B. NGU Required Documents (send the available ones for now):**

Academic Required Documents

1	American Diploma transcript
2	Proof of 12 years of schooling
3	SAT/ACT/EST report + (username and password)
4	<ul style="list-style-type: none"> <li>➤ Accreditation letter (school outside Egypt)</li> <li>➤ <b>Or</b> Efada Letter باعتماد المدرسة بافادة التعليم الخاص (school inside Egypt)</li> </ul>
5	Arabic & Religion Thanaweya exams



6	<u>One recommendation letter</u> preferred from the applicant’s teacher on the school letterhead from a <u>Math or English teacher</u> .
7	<u>Statement of purpose:</u> In 500 words the applicant should highlight the major achievements he/she has done so far and state reasons of his/her interest in the program applying for.
<b><u>Non-Academic Required Documents</u></b>	
1	Computerized birth certificate
2	Copy of Egyptian national ID (For Egyptian Only)
3	Copy of passport (optional for Egyptians and required for international applicants)
4	Personal photo
5	General medical certificate from recognized clinic.
6	Copy of the residency for Egyptian’s applicants <u>living abroad</u> Only (from Student & Parent).
7	Military Form 2 & Military Form 6 (For Egyptian Males Only).

**C. Required Authenticated Documents  
(required upon provisional acceptance):**

<u>American Diploma from Inside Egypt</u>	<u>American Diploma from Outside Egypt</u>
➤ Two Recent original birth certificate (Computerized)	➤ Two Recent original birth certificate (Computerized)

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<p>➤ <u>Official Transcript/GPA Stamped from:</u></p> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- Accreditation Stamp ختم الاعتماد</li> <li>- Stamp of الإدارة العامة للامتحانات</li> <li>- If the student studied in different schools in grades (10, 11, or 12), he/she should bring a separate transcript for each grade stamped from الإدارة العامة للامتحانات.</li> </ul>	<p>➤ <u>Official Transcript/GPA Stamped from:</u></p> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- Accreditation Stamp ختم الاعتماد</li> <li>- Stamp of the Egyptian embassy in the country of the school <u>and</u> The Ministry of Foreign affairs of the country of the school.</li> <li>- If the student studied in different schools in grades (10, 11, or 12), he/she should bring a separate transcript for each grade stamped as the main transcript.</li> </ul>
<p>➤ <u>Proof of 12 years of schooling stamped from:</u></p> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- Stamp of the Educational Zone. ختم الإدارة التعليمية التابع لها المدرسة</li> </ul>	<p>➤ <u>Proof of 12 years of schooling stamped from:</u></p> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- Stamp of the Ministry of Education in the country of the school.</li> <li>- Stamp of the Egyptian embassy in the country of the school.</li> <li>- Stamp of the Ministry of Foreign affairs of the country of the school.</li> <li>- <u>OR</u> Stamp of the school country's Embassy in Egypt <u>and</u> the Egyptian Ministry of Foreign Affairs.</li> </ul>
<p>➤ <u>ACT1/EST1/SAT1 official report stamped by:</u></p> <ul style="list-style-type: none"> <li>- ACT1/EST1 by الجهة المعتمده و الادارة العامة للامتحانات</li> <li>- SAT 1: Amideast silver stamp &amp; الخارجيه المصرية</li> </ul> <p>➤ <u>ACT2/EST2/SAT2 official report (if taken) stamped by:</u></p> <ul style="list-style-type: none"> <li>- ACT2/EST2 by الجهة المعتمده و الادارة العامة للامتحانات</li> <li>- SAT2 by Amideast silver stamp &amp; الخارجيه المصرية</li> </ul> <p><b>Note:</b> In case <u>ACT1 or 2 – SAT1 or 2</u> taken outside Egypt, the applicant must provide proof of legal residency in the country he took the tests in.</p>	<p>➤ <u>ACT1/EST1/SAT1 official report stamped by:</u></p> <ul style="list-style-type: none"> <li>- ACT1/EST1 by الجهة المعتمده و الادارة العامة للامتحانات</li> <li>- SAT 1 by Amideast silver stamp &amp; الخارجيه المصرية</li> </ul> <p>➤ <u>ACT2/EST2/SAT2 official report (if taken) stamped by:</u></p> <ul style="list-style-type: none"> <li>- ACT2/EST2 by الجهة المعتمده و الادارة العامة للامتحانات</li> <li>- SAT2 by Amideast silver stamp &amp; الخارجيه المصرية</li> </ul> <p><b>Note:</b> In case <u>ACT1 or 2 – SAT1 or 2</u> taken outside Egypt, the applicant must provide proof of legal residency in the country he took the tests in.</p>



<p>➤ افادة التعليم الخاص باعتماد المدرسه</p>	<p>➤ Amideast school accreditation letter stamped by Amideast silver stamp &amp; الخارجية المصرية</p>
<p>➤ <u>Arabic &amp; Religion exams stamped from:</u> - الإدارة العامة للإمتحانات</p>	<p>➤ <u>Arabic &amp; Religion exams stamped from:</u> - School Stamp. - Stamp of the Ministry of Education in the country of the school. - Stamp of the Egyptian embassy in the country of the school. - Stamp of the Ministry of Foreign affairs of the country of the school. - <u>OR</u> Stamp of the school country's Embassy in Egypt <u>and</u> the Egyptian Ministry of Foreign Affairs.</p>

**D. English Proficiency Test Scores:**

<p>Business &amp; Finance</p>	<p>IELTS Academic Score: 6.0</p>	<p><b>Or</b> TOEFL IBT Score: 60</p>	<p>➤ <b>Or</b> PTE score: 46 or more ➤ <b>Or</b> SAT1/ACT1/EST1 score: 500 or more</p>
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\*The scores stated in this table are subject to changes that are approved by the University Council.

**For Transfer cases:**

- The applicant must submit the following documents for the equivalency process:
- Previous university official original authenticated transcript.
  - Grading scale.
  - Previous university original course description/outline stamped from the university.
  - Final acceptance for the transferred courses will be based on the Supreme Council of Universities (SCU) decision (this process takes at least from 2 – 6 months)

**Important Notes:**

- In case you sent some of the documents above and still have missing documents, kindly note that you must send the remaining ones on the admissions email.
- You must submit the original documents once you receive the acceptance and after paying the 1st installment.
- **Arabic & Religion Thanaweya Amma exams:** all Egyptian students & non-Egyptians with nationalities from Arab countries (mother tongue Arabic) are obliged to take Thanaweya amma Arabic & Religion exams as per the Ministry of Higher Education instructions.

General guidelines for (Fall / Spring)

Abitur

**\*\*Please read all the requirements carefully from (A to D)\*\***

**A. Abitur Required Subjects:**

Business & Finance - Required Subjects

The required subjects can be counted as follows:

- 7 different Subjects - (Not-Repeated)
- Maximum 1 subject from grade 10 and it should be from the qualifying subjects.
- English Subject is a Must + (6) other different subjects that are approved by the Egyptian Ministry for Higher Education.

**B. NGU Required Documents (send the available ones for now):**

Academic Required Documents

1	Abitur certificate + grading scale table
2	Proof of 12 years of schooling
3	Arabic & Religion Thanaweya exams
4	<u>One recommendation letter</u> preferred from the applicant’s teacher on the school letterhead from a <u>Math or English teacher.</u>
5	<u>Statement of purpose:</u> In 500 words the applicant should highlight the major achievements he/she has done so far and state reasons of his/her interest in the program applying for.

<u>Non-Academic Required Documents</u>	
1	Computerized birth certificate
2	Copy of Egyptian national ID (For Egyptian Only)
3	Copy of passport (optional for Egyptians and required for international applicants)
4	Personal photo
5	General medical certificate from recognized clinic.
6	Copy of the residency for Egyptian's applicants <u>living abroad</u> Only (from Student & Parent).
7	Military Form 2 & Military Form 6 (For Egyptian Males Only).

### **C. Required Authenticated Documents (required upon provisional acceptance):**

<u>Abitur from Inside Egypt</u>	<u>Abitur from Outside Egypt</u>
➤ Two Recent original birth certificate (Computerized)	➤ Two Recent original birth certificate (Computerized)
➤ <u>Official transcript stamped from:</u> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- Stamp of the educational authority that grants the certificate.</li> <li>- The German Embassy</li> <li>- Stamp of the Egyptian Ministry of Foreign Affairs</li> <li>- Stamp of ختم الإدارة العامة للامتحانات</li> </ul>	<ul style="list-style-type: none"> <li>- <u>Official transcript stamped from:</u></li> <li>- School Stamp.</li> <li>- Stamp of the educational authority that grants the certificate.</li> <li>- The German Embassy</li> <li>- Stamp of the Egyptian embassy in the country of the school or the Egyptian Ministry of Foreign Affairs.</li> </ul>

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<p>➤ <u>Proof of 12 years of schooling stamped from:</u></p> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- Stamp of the Educational Zone. ختم الإدارة التعليمية التابع لها المدرسة</li> </ul>	<p>➤ <u>Proof of 12 years of schooling stamped from:</u></p> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- Stamp of the Ministry of Education in the country of the school.</li> <li>- Stamp of the Egyptian embassy in the country of the school.</li> <li>- Stamp of the Ministry of Foreign affairs of the country of the school.</li> <li>- <u>OR</u> Stamp of the school country's Embassy in Egypt <u>and</u> the Egyptian Ministry of Foreign Affairs.</li> </ul>
<p>➤ <u>Arabic &amp; Religion exams stamped from:</u></p> <ul style="list-style-type: none"> <li>- Stamp of الإدارة العامة للإمتحانات</li> </ul>	<p>➤ <u>Arabic &amp; Religion exams stamped from:</u></p> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- Stamp of the Ministry of Education in the country of the school.</li> <li>- Stamp of the Egyptian embassy in the country of the school.</li> <li>- Stamp of the Ministry of Foreign affairs of the country of the school.</li> <li>- <u>OR</u> Stamp of the school country's Embassy in Egypt <u>and</u> the Egyptian Ministry of Foreign Affairs.</li> </ul>

<b>D. English Proficiency Test Scores:</b>			
Business & Finance	IELTS Academic Score: 6.0	<u>Or</u> TOEFL IBT Score: 60	➤ <u>Or</u> PTE score: 46 or more

\*The scores stated in this table are subject to changes that are approved by the University Council.

<b><u>For Transfer cases:</u></b>
<p>➤ <u>The applicant must submit the following documents for the equivalency process:</u></p> <ul style="list-style-type: none"> <li>- Previous university official original authenticated transcript.</li> <li>- Grading scale.</li> <li>- Previous university original course description/outline stamped from the university.</li> </ul>

- Final acceptance for the transferred courses will be based on the Supreme Council of Universities (SCU) decision (this process takes at least from 2 – 6 months)

**Important Notes:**

- In case you sent some of the documents above and still have missing documents, kindly note that you must send the remaining ones on the admissions email.
- You must submit the original documents once you receive the acceptance and after paying the 1st installment.
- **Arabic & Religion Thanaweya Amma exams:** all Egyptian students & non-Egyptians with nationalities from Arab countries (mother tongue Arabic) are obliged to take Thanaweya amma Arabic & Religion exams as per the Ministry of Higher Education instructions.

General guidelines for (Fall / Spring)

French Baccalaurate

**\*\*Please read all the requirements carefully from (A to D)\*\***

**A. French Baccalaurate Required Subjects:**

Business & Finance - Required Subjects

The required subjects can be counted as follows:

- Total number of subjects to be calculated are 7 different subjects - (Not-Repeated)
- Passing point is (10).
- French Oral & French Écrit are calculated as one subject.
- English Subject is a Must + (6) other subjects that are approved by the Egyptian Ministry for Higher Education.

**B. NGU Required Documents (send the available ones for now):**

Academic Required Documents

1	French Bac transcript
2	Proof of 12 years of schooling
3	Arabic & Religion Thanaweya exams
4	<u>One recommendation letter</u> preferred from the applicant’s teacher on the school letterhead from a <u>Math or English teacher.</u>
5	<u>Statement of purpose:</u> In 500 words the applicant should highlight the major achievements he/she has done so far and state reasons of his/her interest in the program applying for.

<u>Non-Academic Required Documents</u>	
1	Computerized birth certificate
2	Copy of Egyptian national ID (For Egyptian Only)
3	Copy of passport (optional for Egyptians and required for international applicants)
4	Personal photo
5	General medical certificate from recognized clinic.
6	Copy of the residency for Egyptian’s applicants <u>living abroad</u> Only (from Student & Parent).
7	Military Form 2 & Military Form 6 (For Egyptian Males Only).

**C. Required Authenticated Documents  
(required upon provisional acceptance):**

<u>French Baccalaureate from Inside Egypt</u>	<u>French Baccalaureate from Outside Egypt</u>
➤ Two Recent original birth certificate (Computerized)	➤ Two Recent original birth certificate (Computerized)
➤ Original Bac transcript	➤ Original Bac transcript
➤ <u>Copy of Bac transcript stamped from:</u> - School Stamp. - Stamp of the educational authority that grants the certificate. - Stamp of the French Embassy in Egypt. - Stamp of the Egyptian Ministry of Foreign Affairs - ختم الإدارة العامة للامتحانات	➤ <u>Copy of Bac transcript stamped from:</u> - School Stamp. - Stamp of the educational authority that grants the certificate. - Stamp of the French Embassy. - Stamp of the Egyptian embassy in the country of the school or the Egyptian Ministry of Foreign Affairs.



<p>➤ <u>Proof of 12 years of schooling stamped from:</u></p> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- Stamp of the Educational Zone. ختم الإدارة التعليمية التابع لها المدرسة</li> </ul>	<p>➤ <u>Proof of 12 years of schooling stamped from:</u></p> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- Stamp of the Ministry of Education in the country of the school.</li> <li>- Stamp of the Egyptian embassy in the country of the school.</li> <li>- Stamp of the Ministry of Foreign affairs of the country of the school.</li> <li>- <u>OR</u> Stamp of the school country's Embassy in Egypt <u>and</u> the Egyptian Ministry of Foreign Affairs.</li> </ul>
<p>➤ <u>Arabic &amp; Religion exams stamped from:</u></p> <ul style="list-style-type: none"> <li>- Stamp of الإدارة العامة للإمتحانات</li> </ul>	<p>➤ <u>Arabic &amp; Religion exams stamped from:</u></p> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- Stamp of the Ministry of Education in the country of the school.</li> <li>- Stamp of the Egyptian embassy in the country of the school.</li> <li>- Stamp of the Ministry of Foreign affairs of the country of the school.</li> <li>- <u>OR</u> Stamp of the school country's Embassy in Egypt <u>and</u> the Egyptian Ministry of Foreign Affairs.</li> </ul>

**D. English Proficiency Test Scores:**

Business & Finance	IELTS Academic Score: 6.0	<u>Or</u> TOEFL IBT Score: 60	➤ <u>Or</u> PTE score: 46 or more
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\*The scores stated in this table are subject to changes that are approved by the University

**For Transfer cases:**

<p>➤ <u>The applicant must submit the following documents for the equivalency process:</u></p> <ul style="list-style-type: none"> <li>- Previous university official original authenticated transcript.</li> <li>- Grading scale.</li> <li>- Previous university original course description/outline stamped from the university.</li> <li>- Final acceptance for the transferred courses will be based on the Supreme Council of Universities (SCU) decision (this process takes at least from 2 – 6 months)</li> </ul>
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**Important Notes:**

- In case you sent some of the documents above and still have missing documents, kindly note that you must send the remaining ones on the admissions email.
- You must submit the original documents once you receive the acceptance and after paying the 1st installment.
- **Arabic & Religion Thanaweya Amma exams:** all Egyptian students & non-Egyptians with nationalities from Arab countries (mother tongue Arabic) are obliged to take Thanaweya amma Arabic & Religion exams as per the Ministry of Higher Education instructions.

General guidelines for (Fall / Spring)

Canadian Diploma

**\*\*Please read all the requirements carefully from (A to D)\*\***

**A. Canadian Diploma Required Subjects:**

Business & Finance - Required Subjects

The required subjects can be counted as follows:

- 8 different Subjects (from grade 11 & 12) - (Not-Repeated)
- Minimum number of subjects to be calculated from Grade 12 are (5) Subjects.
- Maximum number of subjects to be calculated from Grade 11 are (3) Subjects.
- Each subject should be at least 1 credit hour.
- English Subject is a Must + (7) other different subjects that are approved by the Egyptian Ministry for Higher Education.

**B. NGU Required Documents  
(send the available ones for now):**

Academic Required Documents

1	Canadian Diploma transcript
2	Proof of 12 years of schooling
3	Arabic & Religion Thanaweya exams
4	<u>One recommendation letter</u> preferred from the applicant’s teacher on the school letterhead from a <u>Math or English teacher.</u>
5	<u>Statement of purpose:</u> In 500 words the applicant should highlight the major achievements he/she has done so far and state reasons of his/her interest in the program applying for.

<u>Non-Academic Required Documents</u>	
1	Computerized birth certificate
2	Copy of Egyptian national ID (For Egyptian Only)
3	Copy of passport (optional for Egyptians and required for international applicants)
4	Personal photo
5	General medical certificate from recognized clinic.
6	Copy of the residency for Egyptian’s applicants <u>living abroad</u> Only (from Student & Parent).
7	Military Form 2 & Military Form 6 (For Egyptian Males Only).

**C. Required Authenticated Documents  
(requested upon provisional  
acceptance):**

<u>Canadian Diploma from Inside Egypt</u>	<u>Canadian Diploma from Outside Egypt</u>
➤ Two Recent original birth certificate (Computerized)	➤ Two Recent original birth certificate (Computerized)
➤ <u>Official Transcript Stamped from:</u> - School Stamp. - Accreditation Stamp ختم الاعتماد - Stamp of الإدارة العامة للامتحانات - Canadian Embassy in Cairo, and Egyptian Ministry of Foreign Affairs.	➤ <u>Official Transcript Stamped from:</u> - School Stamp. - Accreditation Stamp ختم الاعتماد - Stamp of the Ministry of Foreign Affairs in Canada, and Egyptian Embassy in Canada.

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<p>➤ <u>Proof of 12 years of schooling stamped from:</u></p> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- Stamp of the Educational Zone. ختم الإدارة التعليمية التابع لها المدرسة</li> </ul>	<p>➤ <u>Proof of 12 years of schooling stamped from:</u></p> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- Stamp of the Ministry of Education in the country of the school.</li> <li>- Stamp of the Egyptian embassy in the country of the school.</li> <li>- Stamp of the Ministry of Foreign affairs of the country of the school.</li> <li>- <u>OR</u> Stamp of the school country's Embassy in Egypt <u>and</u> the Egyptian Ministry of Foreign Affairs.</li> </ul>
<p>➤ <u>Arabic &amp; Religion exams stamped from:</u></p> <ul style="list-style-type: none"> <li>- Stamp of الإدارة العامة للإمتحانات</li> </ul>	<p>➤ <u>Arabic &amp; Religion exams stamped from:</u></p> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- Stamp of the Ministry of Education in the country of the school.</li> <li>- Stamp of the Egyptian embassy in the country of the school.</li> <li>- Stamp of the Ministry of Foreign affairs of the country of the school.</li> <li>- <u>OR</u> Stamp of the school country's Embassy in Egypt <u>and</u> the Egyptian Ministry of Foreign Affairs.</li> </ul>

<b>D. English Proficiency Test Scores:</b>			
Business & Finance	IELTS Academic Score: 6.0	<u>Or</u> TOEFL IBT Score: 60	➤ <u>Or</u> PTE score: 46 or more

\*The scores stated in this table are subject to changes that are approved by the University

<b>For Transfer cases:</b>
<p>➤ <u>The applicant must submit the following documents for the equivalency process:</u></p> <ul style="list-style-type: none"> <li>- Previous university official original authenticated transcript.</li> <li>- Grading scale.</li> <li>- Previous university original course description/outline stamped from the university.</li> <li>- Final acceptance for the transferred courses will be based on the Supreme Council of Universities (SCU) decision (this process takes at least from 2 – 6 months)</li> </ul>

**Important Notes:**

- In case you sent some of the documents above and still have missing documents, kindly note that you must send the remaining ones on the admissions email.
- You must submit the original documents once you receive the acceptance and after paying the 1st installment.
- **Arabic & Religion Thanaweya Amma exams:** all Egyptian students & non-Egyptians with nationalities from Arab countries (mother tongue Arabic) are obliged to take Thanaweya amma Arabic & Religion exams as per the Ministry of Higher Education instructions.

General guidelines for (Fall / Spring)

International Baccalaureate Diploma

**\*\*Please read all the requirements carefully from (A to E)\*\***

**A. IB Required Subjects:**

Business & Finance - Required Subjects

The required subjects can be counted as follows:

- 6 Subjects (3 on the Higher level and 3 on the Standard level)
- 2 Subjects Theory of knowledge and Extended Essay (a MUST)
- English is a MUST and the other subjects should be approved by the Egyptian Ministry for Higher Education.
- Passing grade with minimum points 24 (درجة النجاح بالشهادة 24 مع الاخذ في الاعتبار الحد الادني المحدد (من الوزارة سنويا).

**B. NGU Required Documents (send the available ones for now):**

Academic Required Documents

1	IB Transcript and IB Diploma
2	Proof of 12 years of schooling
3	Arabic & Religion Thanaweya exams
4	<u>One recommendation letter</u> preferred from the applicant's teacher on the school letterhead from a <u>Math or English teacher.</u>
5	<u>Statement of purpose:</u> In 500 words the applicant should highlight the major achievements he/she has done so far and state reasons of his/her interest in the program applying for.

<u>Non-Academic Required Documents</u>	
1	Computerized birth certificate
2	Copy of Egyptian national ID (For Egyptian Only)
3	Copy of passport (optional for Egyptians and required for international applicants)
4	Personal photo
5	General medical certificate from recognized clinic.
6	Copy of the residency for Egyptian's applicants <u>living abroad</u> Only (from Student & Parent).
7	Military Form 2 & Military Form 6 (For Egyptian Males Only).

### **C. Required Authenticated Documents (required upon provisional acceptance):**

<u>IB from Inside Egypt</u>	<u>IB From Outside Egypt</u>
➤ Two Recent original birth certificate (Computerized)	➤ Two Recent original birth certificate (Computerized)
➤ <u>Official IB Transcript and Official IB Diploma Stamped from:</u> <ul style="list-style-type: none"> <li>- IB Silver Stamp.</li> <li>- The educational authority that grants the certificate in Switzerland- Genève.</li> <li>- The Egyptian Embassy in Switzerland Stamp.</li> <li>- Stamp of الإدارة العامة للامتحانات التابع لها المدرسة</li> </ul>	➤ <u>Official IB Transcript and Official IB Diploma Stamped from:</u> <ul style="list-style-type: none"> <li>- IB Silver Stamp.</li> <li>- The educational authority that grants the certificate in Switzerland- Genève.</li> <li>- The Egyptian Embassy in Switzerland Stamp.</li> </ul>
➤ <u>Proof of 12 years of schooling stamped from:</u> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- The Educational Zone. ختم الإدارة التعليمية التابع لها المدرسة</li> </ul>	➤ <u>Proof of 12 years of schooling stamped from:</u> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- Stamp of the Ministry of Education in the country of the school.</li> <li>- Stamp of the Egyptian embassy in the country of the school.</li> </ul>



	<ul style="list-style-type: none"> <li>- Stamp of the Ministry of Foreign affairs of the country of the school.</li> <li>- <u>OR</u> Stamp of the school country's Embassy in Egypt <u>and</u> the Egyptian Ministry of Foreign Affairs.</li> </ul>
<p>➤ <u>Arabic &amp; Religion exams stamped from:</u></p> <ul style="list-style-type: none"> <li>- Stamp of الإدارة العامة للامتحانات ختم النسر</li> </ul>	<p>➤ <u>Arabic &amp; Religion exams stamped from:</u></p> <ul style="list-style-type: none"> <li>- School Stamp.</li> <li>- Stamp of the Ministry of Education in the country of the school.</li> <li>- Stamp of the Egyptian embassy in the country of the school.</li> <li>- Stamp of the Ministry of Foreign affairs of the country of the school.</li> <li>- <u>OR</u> Stamp of the school country's Embassy in Egypt <u>and</u> the Egyptian Ministry of Foreign Affairs.</li> </ul>

#### **D. IB Grading Scale:**

<u>Points earned by the student</u>	<u>Percentage</u>
Maximum Points 45	99.95%
44	99.90%
43	99.80%
42	99.70%
41	99.45%
40	99.15%
39	98.70%
38	98.15%
37	97.40%
36	96.55%
35	95.55%
34	94.45%



**OFFICE OF STUDENT AFFAIRS**  
**OFFICE OF ADMISSIONS – Fall 2024**

33	93.15%
32	91.80%
31	90.25%
30	88.55%
29	86.65%
28	84.70%
27	82.55%
26	80.40%
25	78.10%
Minimum 24	75.70%

**E. English Proficiency Test Scores:**

Business & Finance	IELTS Academic Score: 6.0	<b>Or</b> TOEFL IBT Score: 60	> <b>Or</b> IB English grade: 4 or more > <b>Or</b> PTE score: 46 or more
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\*The scores stated in this table are subject to changes that are approved by the University Council.

**For Transfer cases:**

- The applicant must submit the following documents for the equivalency process:
  - Previous university official original authenticated transcript.
  - Grading scale.
  - Previous university original course description/outline stamped from the university.
  - Final acceptance for the transferred courses will be based on the Supreme Council of Universities (SCU) decision (this process takes at least from 2 – 6 months)

**Important Notes:**

- In case you sent some of the documents above and still have missing documents, kindly note that you must send the remaining ones on the admissions email.
- You must submit the original documents once you receive the acceptance and after paying the 1st installment.
- **Arabic & Religion Thanaweya Amma exams:** all Egyptian students & non-Egyptians with nationalities from Arab countries (mother tongue Arabic) are obliged to take Thanaweya amma Arabic & Religion exams as per the Ministry of Higher Education instructions.

General guidelines for (Fall / Spring)

Thanaweya Amma (National) / Arab Certificates

**\*\*Please read all the requirements carefully from (A to C)\*\***

**A. Thanaweya Amma (National) and Arab Certificates Required Documents (required upon provisional acceptance):**

<u>Thanaweya Amma (National)</u>	<ul style="list-style-type: none"> <li>• <u>Original Thanaweya Amma Certificate should be stamped by:</u> <ul style="list-style-type: none"> <li>- Stamp of educational zone. الإدارة التعليمية التابع لها المدرسة</li> </ul> </li> </ul>
<u>Saudi Arabia Certificate</u>	<ul style="list-style-type: none"> <li>• <u>Original Thanaweya Amma Certificate should be stamped by:</u> <ul style="list-style-type: none"> <li>- The Egyptian Embassy of the certificate's country.</li> <li>- The Ministry of Foreign Affairs of the certificate's country.</li> </ul> </li> <li>• Qudorat exam results + username and password of Qudorat exam مركز القياس الوطني</li> </ul>
<u>Kuwaiti Certificate</u>	<ul style="list-style-type: none"> <li>• <u>Original Thanaweya Amma Certificate should be stamped by:</u> <ul style="list-style-type: none"> <li>- The Egyptian Embassy of the certificate's country.</li> <li>- The Ministry of Foreign Affairs of the certificate's country.</li> <li>- Educational Zone الإدارة العامة للامتحانات الخاصة بدولة الكويت فقط</li> </ul> </li> </ul>
<u>Yemeni Certificate</u>	<ul style="list-style-type: none"> <li>• Must submit grade 9 (الإعدادية اليمينية) plus transcript of grade 10, 11 and 12.</li> <li>• <u>Original Certificates (Grade 9,10,11 and 12) should be stamped by:</u> <ul style="list-style-type: none"> <li>- The Egyptian Embassy of the certificate's country.</li> <li>- The Ministry of Foreign Affairs of the certificate's country.</li> <li>- Educational Zone of the certificate's country.</li> </ul> </li> </ul>
<p><b>***Other Arab certificates***</b> (Will be evaluated at the Admissions Office in accordance to the regulations set by the Supreme Council of Universities)</p>	



**B. NGU Required Documents (send the available ones for now):**

<u>Academic Required Documents</u>	
1	Thanaweya Amma certificate
2	<u>One recommendation letter</u> preferred from the applicant’s teacher on the school letterhead from a <u>Math or English teacher.</u>
3	<u>Statement of purpose:</u> In 500 words the applicant should highlight the major achievements he/she has done so far and state reasons of his/her interest in the program applying for.
<u>Non-Academic Required Documents</u>	
1	Computerized birth certificate
2	Copy of Egyptian national ID (For Egyptian Only)
3	Copy of passport (optional for Egyptians and required for international applicants)
4	Personal photo
5	General medical certificate from recognized clinic.
6	Copy of the residency for Egyptian’s applicants <u>living abroad</u> Only (from Student & Parent).
7	Military Form 2 & Military Form 6 (For Egyptian Males Only).

**C. English Proficiency Test Scores:**

Business & Finance	IELTS Academic Score: 6.0	<b>Or</b> TOEFL IBT Score: 60	➤ <b>Or</b> PTE Score: 46 or more
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\*The scores stated in this table are subject to changes that are approved by the University Council.

**For Transfer cases:**

- The applicant must submit the following documents for the equivalency process:
  - Previous university official original authenticated transcript.
  - Grading scale.
  - Previous university original course description/outline stamped from the university.
  - Final acceptance for the transferred courses will be based on the Supreme Council of Universities (SCU) decision (this process takes at least from 2 – 6 months)

**Important Notes:**

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- You must submit the original documents once you receive the acceptance and after paying the 1st installment.

## General guidelines for (Fall / Spring)

### Nile certificate (CNISE)

**\*\*Please read all the requirements carefully from (A to D)\*\***

#### **A. Nile certificate (CNISE) Required Subjects:**

##### Business & Finance - Required Subjects:

The required subjects can be counted as follows:

- 7 L1 subjects including (Arabic) + (English + Math)
- Minimum accepted Grade is (E).

#### **B. NGU Required Documents (send the available ones for now):**

##### Academic Required Documents

1	Nile Certificate required subjects
2	➤ Proof of 12 years of schooling or 11 years of schooling students should bring افادة استيفاء شروط متطلبات التعليم ما قبل الجامعي
3	Arabic & Religion Thanaweya exams
4	<u>One recommendation letter</u> preferred from the applicant's teacher on the school letterhead from a <u>Math or English</u> teacher.
5	<u>Statement of purpose:</u> In 500 words the applicant should highlight the major achievements he/she has done so far and state reasons of his/her interest in the program applying for.

<u>Non-Academic Required Documents</u>	
1	Computerized birth certificate
2	Copy of Egyptian national ID (For Egyptian Only)
3	Copy of passport (optional for Egyptians and required for international applicants)
4	Personal photo
5	General medical certificate from recognized clinic.
6	Copy of the residency for Egyptian's applicants <u>living abroad</u> Only (from Student & Parent).
7	Military Form 2 & Military Form 6 (For Egyptian Males Only).

### **C. Required Authenticated Documents (required upon provisional acceptance):**

➤ Two Recent original birth certificate (Computerized)
➤ CNISE subjects stamped from: <ul style="list-style-type: none"> <li>- Nile International Education System.</li> <li>- ختم الإدارة العامة للامتحانات</li> </ul>
➤ <u>Proof of 12 years of schooling stamped from:</u> <ul style="list-style-type: none"> <li>- The Educational Zone. ختم الإدارة التعليمية التابع لها المدرسة.</li> <li>- School Stamp.</li> </ul>
➤ <u>11 years of schooling students should bring:</u> <ul style="list-style-type: none"> <li>- افادة استيفاء شروط متطلبات التعليم ما قبل الجامعي</li> </ul>
➤ Arabic & Religion Thanaweya exams



**D. English Proficiency Test Scores:**

Business & Finance	IELTS Academic Score: 6.0	<b>Or</b> TOEFL IBT Score: 60	➤ <b>Or</b> PTE score: 46 or more
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\*The scores stated in this table are subject to changes that are approved by the University Council.

**For Transfer cases:**

- The applicant must submit the following documents for the equivalency process:
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**Important Notes:**

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- **Arabic & Religion Thanaweya Amma exams:** all Egyptian students & non-Egyptians with nationalities from Arab countries (mother tongue Arabic) are obliged to take Thanaweya amma Arabic & Religion exams as per the Ministry of Higher Education instructions.