



Expatriate Student Guide 2009

Required Document for
Equivalence of Certificates
(Primary and Secondary)

Basis of Admission in the Syrian
Schools

Centers teaching Arabic for non-
speakers

www.moex.gov.sy



Minister of Expatriates Word

In the time of an amazing rapid development of communication, and as the tide of globalization is rising higher and growing stronger, people's cultural originality is no longer remote from the downsides of globalization and the revolutionized means of communication. Consequently, we are more conscious today of our distinctive Arab cultural identity and more aware of the vital role of the Arabic language as a preserver of this identity. This unique identity, that contributed to the human progress in the fields of science, thought and philosophy and presented a unique spirituality and literature, has shaped the Arabic civilization and enabled it to be one of the main pillars of the human renaissance throughout ages.

We in the Ministry of Expatriates strongly believe in the vitality of the Arabic language and its essentiality as the strong bond that ties our people to their culture and identity. Therefore, we have set the empowerment of Arabic and teaching it to young expatriates as one of our priorities, specially as we dedicate 2009 a year for Syrian expatriate youth. Today, we are delighted to present the new version of the "Expatriate Student Guide" to dear expatriate children to help them choose the best among the various options of specially designed Arabic language summer courses in a number of the Syrian governorates.

This guide satisfies the urgent and growing need of our dear expatriates to teach their children their mother language, so that the children will grow up, as their parents, proud of their Syrian identity, and firmly tied to their mother country.

The guide, though very important, is only an initiative among many other plans and projects we are persistently working on to make Arabic language learning programmes available to every Syrian family abroad, hopefully, in the near future. Thus, our dear Arabic will continue to unite and inspire us, and will remain our hope and bliss.

Cordially

Joseph Sweid
Minister of Expatriates

*Admission for the children of Syrian Expatriates to Syrian
Schools
&
Recognition of certificates (Primary and high school)*



Required Document for Equivalence of Foreign, Non-Arabic, Preparatory Certificate

1. Accredited letter issued by an official entity stating clearly the purpose of equivalence and nationality.
2. The genuine Basic Education Certificate or equivalence thereof duly certified and translated.
3. A copy of the Basic Education Certificate or equivalence thereof certified from the Syrian Ministry of Foreign Affairs in Damascus.
4. A copy of the personal (ID) Identity Card.
5. A copy of the passport pages showing entrance, exit and residence visa to and from the country granting that certificate during the studying period.
6. Verifying the basic education certificate through an accredited letter.
7. Syrian students shall undergo a complementary examination in one of the courses made for that purpose in one of the following months of each year:
/February – August – November/
In the following two subjects of Syrian Basic Education curriculum:
 - a) Arabic Language.
 - b) Social Studies.
8. Foreign, Non-Arab, students shall undergo a test of a sufficient level in Arabic language: **/reading – writing – conversation/**, accompanied with a copy of the passport pages showing: **“Name and Nationality”**.



Required Documents for Equivalence of the Arabic Preparatory Certificate

- 1) Accredited letter issued by an official entity stating clearly the purpose of equivalence.
- 2) The genuine Basic Education Certificate or equivalence duly certified in addition to a copy thereof certified from the Syrian Ministry of Foreign Affairs.
- 3) A copy of the passport pages showing entrance, exit, and residence visa to and from the country granting that Certificate during the studying period.
- 4) A copy of the personal (ID) Identity Card.
- 5) Verifying the basic education certificate through an accredited letter.



Required Document for Equivalence of Arabic Baccalaureate Certificates

- 1) Accredited letter issued by an official entity stating clearly the purpose of equivalence.
- 2) The genuine Baccalaureate duly certified as well as a list of the studied school subjects certified from the Syrian Ministry of Foreign Affairs in Damascus.
- 3) A copy of both the Baccalaureate Certificate and the list of the studied school subjects certified from the Syrian Ministry of Foreign Affairs in Damascus.
- 4) The Genuine Preparatory certificate or equivalence duly certified in addition to a copy thereof certified from the Syrian Ministry of Foreign Affairs or a scholastic Progression for both, tenth and eleventh grades duly certified and a copy thereof certified from the Syrian Ministry of foreign Affairs.
- 5) A copy of the passport pages showing entrance, exit, and residence visa to and from the country granting that Certificate during the studying period.
- 6) A copy of the personal (ID) Identity Card.
- 7) Verifying the secondary certificate through an accredited letter.



Required Documents for Equivalence of Foreign, Non-Arabic, Baccalaureate Certificates

1. An accredited letter issued by an official entity stating the purpose of equivalence and nationality.
2. The genuine Baccalaureate duly certified and translated as well as a list of the studied school subjects certified and translated too.
3. Baccalaureate certificate should be issued by either a school or a Governmental Education Establishment. But in case it was issued by a Private Non-Governmental School or Establishment, there should be a document stating that it authorized registering in the Governmental Universities and Institutions in the country granting the certificate.
4. A copy of both Baccalaureate Certificate and a list of the studied school subjects certified from the Syrian Ministry of Foreign Affairs in Damascus.
5. A copy of Preparatory Certificate or equivalence thereof duly certified.
6. Scholastic progression for both tenth and eleventh grades.
7. If Certificate was issue by a foreign school in an Arabic country, there should be an official letter from the Ministry of Education in that country stating that this granted certificate is equivalent to the Official General Baccalaureate Certificate issued by that Ministry.
8. A copy of the passport pages showing entrance, exit and residence visa to and from the country granting that certificate during the studying period.
9. A copy of the Personal (ID) Identity Card.
10. Verifying the secondary certificate through an accredited letter.
11. Syrian students shall undergo a complementary examination in one of the courses made for that aim in one of the following months of each year:
/February – August – November/
In the following subjects of the Syrian General Baccalaureate Curriculum:
 - Arabic Language /Scientific Stream/
 - History of the Arab World / Literary Stream/
 - Geography of the Arab World /Literary Stream/
 - Socialistic National Education.
12. Foreign, Non-Arab, students shall undergo a test of a sufficient level in Arabic Language: **/reading – writing – conversation/**
Accompanied with a copy of the passport pages showing: **“Name and Nationality”**



Basis of Admission and Required Documents for Arab and Foreign Students from Arab and Foreign Countries Who Want to Complete Their Studies in Syrian Schools (Preparatory and Secondary Education)

First: Students from Arab countries:

a) Required Documents:

1- For preparatory education stage:

A school certificate evidencing student's study at the last completed class, along with the results achieved (passed/ failed).

2- For secondary education stage:

- Certificate of basic education (preparatory certificate or any equivalent) if his country issues such a certificate, or a document evidencing his passing of the ninth grade that includes the subjects and grades with a copy certified by Syrian Ministry of Foreign Affairs. The directorate in the ministry will send the student's file /original documents along with the above mentioned copy/ to school documents committee in the Examinations Department, Ministry of Education to take the necessary action.
- A school certificate evidencing student's study at the last completed class, along with the results achieved (passed/ failed).

All the above-mentioned documents must be duly certified by the donor country, the Ministry of Foreign Affairs of that country, and the Syrian Embassy there, and the Syrian Ministry of Foreign Affairs.



Basis of Admission

b) Basis of Admission:

1. For preparatory education stage:

Students applying for admission shall be finally admitted at the class he is entitled to in accordance with the decision of school certificates Panel at the Directorate of Education using the certified document evidencing student's study at the last completed class, along with the results achieved (passed/ failed). In case a student fails to submit the required certified documents, he shall undergo a knowledge probe test by a specialized panel as follows:

- a) For first basic education stage students (classes 1-4) **for final admission:** (School Educational Supervisor, the principal, and two teachers).
- b) For second education stage students (classes 5-9) **for final admission** in one school or more: (Principal, one or more teachers, in case more than a teacher is assigned for each subject, an administrator "secretary or director". Examination subjects are: Arabic language, mathematics, foreign language, social sciences, and sciences.
- c) Examination results shall be attested by the Education directorate /basic education section/.
- d) The student results are added to his file with the school secretary.

2. For secondary education stage:

- a) If all required documents have been completed, concerned student will be accepted on provisional basis for a period of two months by the Directorate of Education. The Directorate will send a copy of provisional admission letter and school attendance report along with the required documents and 9th grade passing certificate or equivalent to School Documents Board at Examinations Department (Ministry of Education) for necessary recognition procedures. Final admission by respective Education Directorates shall be effected after issuance of the certificate recognition decision.
- b) In case the student's documents are not complete (pending completion & attestation of required documents): respective student will be granted a two-month provisional admission by the Education Directorate on the basis of the last educational certificate or a copy thereof for the school year preceding admission. This temporary admission can be extended for another period by the Education Directorate for the same school year.



Basis of Admission

Failure to submit the duly attested documents, his full application, along with the attendance report & provisional admission certificate, will be referred to School Documents Board, at the Examinations Department (Ministry of Education) for opinion and decision regarding his case.



Basis of Admission

Second: Foreign students:

a) Required documents:

1. For preparatory education stage:

Translated school certificate evidencing student's study at the last completed class, along with the results achieved (passed/ failed).

2. For secondary education stage:

Translated certificate of basic education (preparatory certificate or any equivalent), and if the country of the student does not donate such a certificate, he should have a complete sequence of study for all grades up to the last class he attended evidencing the results achieved along with the year (translated).

All the above-mentioned documents must be duly certified by the donor country, the Ministry of Foreign Affairs of that country, and the Syrian Embassy there, and the Syrian Ministry of Foreign Affairs.

b) Basis of Admission:

Basic education stage students (first and second) are admitted under provisions of paragraph /1 -بـ/ of basis admission of students from Arabic countries, and the students can be accepted on provisional basis if he did not present certified documents until he does.

Secondary education students are admitted on provisional basis or finally through School Documents Board at Examinations Department (Ministry of Education) exclusively, and principals of preparatory and secondary schools should be reminded to follow up the documents and student accepted on provisional basis.

Third:

Students having no school documents are discussed at Examinations Department / School Documents Board/ exclusively.

Teaching Arabic Language to Expatriates

*Guide to some of the courses available in Syria
to teach Arabic to non-native speakers.*

2009



Damascus

The Higher Language Teaching Institute

Address: Campus of Humanities (Fayez Mansour St.), Damascus University, Mazzeh Highway

Phone: +963-11-3392 5843

Fax: +963-11-212 01 64

E-mail: inquiries@arabicindamascus.edu.sy

Website: www.arabicindamascus.edu.sy

Summer Courses:

Nr.	Course Date	Registration Period
1	Sunday, January 4 - Thursday, January 29	15 -30 December 2008
2	Sunday, February 8 - Thursday, March 5	January 25 – February 4, 2009
3	Sunday, March 15 - Thursday, April 9	1-11 March 2009
4	Monday, April 20 - Monday, May 28	5-15 April 2009
5	Sunday, May 24 - Thursday, June 18	10 -20 May 2009
6	Sunday, June 28 - Thursday, July 23	14-24 June 2009
7	Sunday, August 2 - Thursday, August 27	19-29 July 2009
8	Sunday, September 6 - Thursday, October 8	August 23 – September 2, 2009
9	Sunday, October 18- Thursday, November 12	4-14 October 2009
10	Sunday, November 22-Thursday, December 21	8-18 November 2009

- would you please inquire for any changes of the before mentioned dates on: inquiries@arabicindamascus.edu.sy
- Eid al- Fitr holiday: 20 - 24 September.
- Eid al- Adha holiday: 27- 30 November.



Damascus

Classes:

- Sunday to Thursday (except for course 8: Saturdays are added).
- Classes Hours: 09:00 – 13:00 (except for level 7&8: finish at 14:00 for 10 days).
- Class Size: 8 – 20 students.

Age: /18/ years old and above.

Levels of Arabic Teaching: 3 grades beginner, 3 grades intermediate, and 2 grades advanced.

Transportation to School: unavailable.

Registration:

- Registration is exclusively in person, it is not admitted via travel agencies or any other person (the center has no representatives or any information desk other than the Student Affairs Office in the center).
- Registration & Students Affairs Office (ORSA) is available from 09:00 to 14:30, Sunday to Thursday.
- Registration is done when the student arrive Damascus during the registration period.
- Make sure you have all the following required documents ready before the registration dead-line:
 - 4 passport style photographs.
 - Copy of passport (personal data page and visa page).
 - A letter from your home embassy in Damascus certifying that the embassy has no objection that you register in the center.
 - Certified copy of your AIDS test result from the AIDS laboratory in Damascus (free if the student got a letter from the registration desk in the center).
 - Filling in the application form provided by the Office of Registration and students affairs (ORSA) in the center, room no. B-23 ground floor.

These documents took time to be issued; it is recommended that you call the embassy in Damascus before you arrive to have the recommendation letter at the right time.



Placement Test:

- New students, except beginners, and those who did not register in the center for more than 4 month should take a placement test before the beginning of the course to determine their exact level.
- The placement test fee is /500/ SYP.
- The date of the placement test is set during the registration, it takes 2 hours followed by an interview.
- The student does not need the required documents for registration to take the placement test.

Tuition and Fees:

Beginner and Intermediate:

- Hours: 80 hours, 5 days a week, 20 hours each hour.
- Fees: /18.000/ SYP.

Advanced:

- Hours: 90 hours, 5 days a week, 22.5 hours each hour.
- Fees: /23.000/ SYP.

* Fees might be modified.

* Each level is finished in one course.

* Levels from 1 to 6 are available in each course Period.



Damascus

Arabic Teaching Institute for Non – Arabic Speakers

Address: Damascus – Mezzeh –Villat Sharkiyya – B.O. Box: 9340

Phone: (00963 11) 613 2646 – 613 3151

Fax: (00963 11) 6119453

E-mail: arabicinstitute@mail.sy

Courses:

- 1st October - 15th January (all levels). Registration period starts on 16-23 September.
- 1st February - 15th May (all levels). Registration period starts on 16-23 January.
- 1st June - 15th September (all levels). Registration period starts on 16-23 May.
- Special courses for expatriates are offered in July and August.

Duration in Weeks:

- 14 weeks for all courses.
- 8 weeks for expatriates' courses.

Student Grade: all ages.

Levels of Arabic Teaching:

- All levels.
- Beginner & intermediate for expatriate's courses.

Hours of Classes:

- 20 hours a week
- 4 hours a day, 9-10.30/11-12.30.

Extra Curricular Activities: The institute organizes day trips to Syria's tourist and cultural attractions, including visits to museums and archaeological ruins in Damascus and throughout the surrounding areas. Additionally, films, speeches, and celebrations occur regularly within the institute.



Transportation to School: From all places in Damascus to the center and vice versa.

Registration Documents:

- Notice from the bank of paying the fees.
- 5 passport style photographs.
- 2 copies of passport (personal data page and visa page).
- Certified copy of the last academic certificate.
- Certified copy of AIDS and TB test result (free).
- Filled application form.
- Undertaking personal commitment to the institute system.

Tuition and Fees:

Winter courses:

- /15000/ SYP for students from all over the world.
- /5000/ SYP for Syrian expatriates, foreign wives or husbands and their children.

Summer courses:

- /17500/ SYP for students from all over the world.
- /6000/ SYP for Syrian expatriates, foreign wives or husbands and their children.

* Added to these: /500/ SYP registration fee, and /300/ SYP placement test.

Advantages:

- The library of the institute contains classical and modern literature in addition to dictionaries and other resources.
- The newspaper reading room.
- The media room contains educational and various cultural films.
- Celebrations occur regularly within the institute.

Comments: We are ready to present special courses with different periods (according to prearrangement).



Damascus- Daraa

Arabic Learning Center- Arab International University

Address: Arabic Learning Center- Arab International University, Damascus.
P.O. Box: 16180

Telephone: +963 15 860380

Fax: +963 15 860385

E-Mail: alc@aeu.ac.sy

Site: www.aeu.ac.sy

Courses: (courses cover the entire year, and the fees might be modified.)

Term	Weeks	Weekly Hours	Total Number of Hours	Fees
3 Month Normal	12	12	144	400\$
2 Month Normal	8	12	96	350\$
3 Month Intensive	12	20	240	650\$
2 Month Intensive	8	20	160	500\$
1 Month Intensive	4	20	80	300\$

*The center offers special courses (literature, media, and politics).

* The fees cover the study courses only.

Grades of Students: all ages.

Levels of Arabic Teaching: beginners, intermediate, and advanced.

Registration: registration is normally carried out two weeks before the beginning of the course. Please contact the university directly or by email to: alc@aeu.ac.sy. All participants will be given a placement test to identify their level of proficiency.

Transportation: available.



Damascus- Daraa

Extra Curricular Activities: regular group trips to all historical sites in Syria.

Special Features:

- Upon finishing the course, the university issues a certificate states the student result and the period of study.
- The center provides health and medical care to all participants.
- Accommodation, sport facilities, library with books CDs and DVDs, café and restaurant, prayer places, and free internet.

Note: Special courses are to be determined in advance.



Damascus- Deratiah

University of Calamoon

Address: University of Calamoon, Deratiah. P.O. Box: 222

Telephone: +963 11 78 33 999

Fax: +963 11 78 33 990

E-Mail: info@uok.edu.sy

Site: www.uok.edu.sy

Levels of Arabic Teaching: Intermediate (students who know little Arabic).

Grades of Students: all ages.

Courses: /4/ weeks, from 13/6/09 to 8/7/09.

Course Hours: Total /80/ hours.

Extra Curricular Activities: there will be two or three activities each week including arranging touristic tours, the students can attend a movie each week in the specialized room at the university, and a central library is provided for students interested in reading various books.

Registration: registration period 1-13/6/2009, that is in Admitting and Registration Directory, or through our web-site: www.uok.edu.sy.

Tuition Fees: /15.000/ SYP, (including transportation from both Damascus and Homes, and vice versa.)

Transportation: available.



Women Union

Address: Women's League - Union of Women, in the different Syrian governorates.

Tel: +963 21 2126674/5

Fax: +963 21 2117743

Levels: beginners, intermediate, advanced.

Grades of Students: from 16 till 60 years old.

Date of Course: from 1/5/2009 till 31/12/2009

Duration: beginners: 3 months – intermediate: 3 months – (certificate is granted by passing both levels), there are 5 sessions, 2 hours for each.

Activities: there will be cultural contests, tea parties, breakfasts, and local trips.

Documents Required: a copy of ID and personal signature.

Fees and Tuition: free of charge.

Advantages: the top students are entitled to free hairdressing and sewing classes.



Aleppo

The Higher Language Teaching Institute

Address: Aleppo University – Syria.

Telephone: +963 -21 - 2632163

Fax: +963 -21- 2674505

E-Mail: murachaha@hotmail.com

Courses:

General Courses: held every three months since the beginning of the year, at the rate of 8 class hours a week, total of 96 hours, from Sunday to Wednesday, from 10:00 a.m. to 14:00 p.m.

Special Courses: designed to meet the needs of small groups of students (8-12 students). The course duration, weekly hours, and registration fees are determined according to the particular needs of students.

Intensive Course: one course in July, August, or September, at the rate of 12 class hours a week, total of 48 hours.

Grades of Students: from /18/ years old.
/16/ years old for expatriates

Levels of Arabic Teaching: 9 levels

- Beginners (3 levels)
- Intermediate (3 levels)
- Advanced (3 levels)

Transportation: unavailable.

Extra Curricular Activities:

- Workshops on Arabic literature and culture conducted by specialists from Aleppo University.
- Pre-arranged tours to the most significant historical sites in Aleppo.
- Special courses for teaching Arabic writing and calligraphy.



Aleppo

Registration:

- The student registers personally or by fax before 3 weeks from the beginning of the course.
- Registration desk is available from 9 a.m. to 2.30 p.m., from Sunday to Thursday.
- Required Documents:
 - 3 styled personal photographs.
 - Copy of the identity card.
 - Certified copy of AIDS analysis.
 - Copy of passport (personal data page and visa page).
 - Filling the application in the registration desk.
- The student undertakes a placement test before registration.

Tuition and Fees:

- Normal Courses /10.000/ SYP.
- Intensive Courses /6000/ SYP.
- Placement test /500/ SYP.
- Accommodation in Dar El-Diafeh at university /5000/ SYP.
- Fees do not include touristic tours.



Latakia

The Higher Language Teaching Institute - Latakia University

Address: Tishreen university -Latakia – Syria, P. O. Box: 2230

Telefax: +963 -41-439569

E- mail: languageinstitute@tishreen.shern.net

Summer Courses: from 1st July till the first week of September 2009.

Duration in Weeks: /10/ weeks.

Age: from /18/ years old.

Levels of Arabic Teaching: beginner and intermediate.

Hours of Classes: 4 sessions a week, 2 hours each.

Extra Curricular Activities:

Touristic tours: four trips during the course. To Ogarate, Al Markab castle, Al Furnkol forests, Kasab, Arwad, and Safita Tower.

Tuition and Fees: /15.000/ SYP, excluding the fees of the trips.