



Expatriate Student Guide 2010

*Basis of Admission in Syrian
Schools*

*Required Documents for Certificate
Equivalence*

(Preparatory and Secondary)

*Centers teaching Arabic
for non-speakers*



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. 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 of Syrian Expatriate Children in Syrian Schools
&
Equivalence of Certificates (Preparatory and Secondary)*



Basis of Admission and the Required Documents for Arab and Foreign Students from Arab and Foreign Countries Intending to Continue their Study in the Syrian Schools (Preparatory and Secondary)

First: Students from Arab countries:

a) Required Documents:

Preparatory Education:

A school certificate showing the results (passed/ failed) achieved by the student in all his study grades till the last one.

Secondary Education:

- Preparatory stage certificate (the preparatory certificate or any equivalence) if his country issues such a certificate, or the ninth grade certificate, both showing the subjects and results with a copy certified by the Syrian Ministry of Foreign Affairs in Damascus. The directorate in the ministry will send the student's file (the original documents along with the above mentioned copy) to the School Documents Committee at the Examinations Department in the Ministry of Education for equivalence.
- A school certificate showing the results (passed/ failed) achieved by the student in all his study grades till the last one.
- Attached copy of the student civil record, or the identity card, or the passport (for foreign students).

All the above mentioned documents should be certified by the issuing country, the Ministry of Foreign Affairs in the issuing country, the Syrian Embassy there, and the Syrian Ministry of Foreign Affairs, in conformity with regulations.

b) Basis of Admission:

Preparatory Education:



Basis of Admission

Students will be finally admitted in the class they are entitled to through the School Certificates Panel in the Education Directorate due to a school certificate certified in

conformity with regulations showing the results (passed/ failed) achieved by the student in all his study grades till the last one according to the instructions in force. In case a student did not present the required documents certified in conformity with regulations or a copy of the required 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.

Secondary Education:

- 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.

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



Basis of Admission

Examinations Department (Ministry of Education) for opinion and decision regarding his case.

Second: Foreign students:

a) Required documents:

Preparatory education:

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

Secondary education:

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 -ب/ 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.



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 Arabic Basic Education Certificate Equivalence

- 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 Documents for Arabic Baccalaureate Certificates Equivalence

- 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 Foreign Non-Arabic Baccalaureate Certificate Equivalence

1. A letter by an official entity presenting the purpose of equivalence and the nationality.
2. The original Baccalaureate Certificate translated and certified in conformity with regulations as well as a list of the studied school subjects certified and translated too. The Certificate should be issued by either a school or a governmental educational institution. In case it is issued by a private non-governmental school or institution, it should be attached with a document stating that it is authorized to be used for registering in the governmental universities and institutions in the country of issuance.
3. A copy of the Baccalaureate Certificate and the list of the studied school subjects certified by the Syrian Ministry of Foreign Affairs in Damascus.
4. A copy of the Preparatory Certificate or any equivalence certified in conformity with regulations.
5. educational progression for the tenth and eleventh grades.
6. In case the Certificate is issue by a foreign school in an Arabic country, the student should present a letter from the Ministry of Education in that country stating that the Certificate is equivalent to the Official General Baccalaureate Certificate issued by the ministry.
7. A copy of the used pages on the passport showing entrance, exit and residence visa to and from the country issuing the Certificate during the studying period.
8. A copy of the identity card.
9. A letter verifying the validity of the Secondary Certificate.
10. 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”**.

Teaching Arabic Language to Expatriates

لغة إفرا وقعت على أسمعنا
كانت لنا بروا على الألبا
سنگل رابطة نؤلف بيننا
فهى الرجاء لنا طوم بالضاو

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

2010



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 3 - Thursday, January 28	20 -30 December 2009
2	Sunday, February 7 - Thursday, March 4	January 24 – February 3, 2010
3	Sunday, March 14 - Tuesday, April 13	28 February - 10 March 2010
4	Monday, April 19 - Monday, May 17	4-14 April 2010
5	Sunday, May 23 - Thursday, June 17	9 -19 May 2010
6	Sunday, June 27 - Thursday, July 22	13-23 June 2010
7	Sunday, August 1 - Thursday, August 26	18-28 July 2010
8	Sunday, September 5 - Monday, October 4	August 22 – September 1, 2010
9	Wednesday, October 13- Tuesday, November 9	26 September-11 October 2010
10	Sunday, November 21-Sunday, December 19	31 October - 10 November 2010

- The administration might change the above mentioned dates, would you please inquire for any changes before registration on: inquiries@arabicindamascus.edu.sy



Damascus

Classes:

- Sunday to Thursday.
- Class Hours: 09:00 – 13:00 (except for levels 7&8: finish at 14:00 for 10 days).
- Class Size: 8 – 20 students.

Age: /18/ years old and above.

Registration:

Make sure you have all the following required documents ready before the registration deadline:

- 2 copies of the passport (personal data page and visa page).
 - 4 passport - style photos.
 - Letter from your home embassy in Damascus certifying that the embassy has no objection if you register in the Institute.
 - 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. The center address: Damascus, Zablalani St. near Tuma Squar. Working Hours: Sunday to Thursday, 8.30 – 4.30).
 - Filling in the application form provided by the Office of Registration and students affairs (ORSA) in the Institute, room no. B-23 ground floor.
- **Registration is done strictly in 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.
 - Enrollment is complete after arrival to Damascus **during the registration period** (the student brings in person all the required documents to ORSA and pays the required fees in cash in Syrian pounds **during the registration period**. (We will not accept incomplete applications).
 - These documents (the letter from the embassy & AIDS test) may take at least 2 days to be issued; it is recommended that you contact your embassy in Damascus before you arrive to arrange obtaining the required letter on time.



Placement Test:

- If the student knows Arabic, he takes a placement test before registration according to the Levels System followed in the institute.
- 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.
- Old students 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.

Levels and Fees:

Stage	Level	Duration		Tuition Fees in SYP	
		Total	Weekly		
1	Beginner	Beginner 1	80 hours	5 days/ 20 hours	18.000
2		Beginner 2	80 hours	5 days/ 20 hours	18.000
3		Beginner 3	80 hours	5 days/ 20 hours	18.000
4	Intermediate	Pre-Intermediate	80 hours	5 days/ 20 hours	18.000
5		Intermediate	80 hours	5 days/ 20 hours	18.000
6		Upper Intermediate	80 hours	5 days/ 20 hours	18.000

Courses of Advanced Arabic Studies

Level		Duration		Tuition Fees in SYP
		Total	Weekly	
1	Advanced 1	90 hours	5 days/ 22.5 Hours	23.000
2	Advanced 2	90 hours	5 days/ 22.5 Hours	23.000

➤ Please inquire for any modification in fees before any course you plan to take.



Damascus

- Each level can be completed in one course.
- You can begin your level in any of the courses of the 2010 schedule (classes are available in every course for levels 1 to 6).
- Staff prepared, chosen very carefully to fulfill the different needs of students and cover all the linguistic skills. Text books will be provided to students on the first day of the course.



Arabic Teaching Institute for Non – Arabic Speakers

Address: 15 Madinah Munawara St. – Mezzeh Villat Sharkiyya – B.O. Box: 9340

Phone: (00963 11) 613 2646 – 613 3151

Fax: (00963 11) 6119453

E-mail: arabicinstitute@mail.sy

Web site: www.arabichteachinginstitute.com

Courses: 3 courses during the year, each is 3 month and a half.

Session	Beginning	End	Registration Period	Tuitions and Fees	Placement Test
1st winter session	1/10	15/1	From 27/9 until 7/10	/15.000/ SYP all nationalities /5000/ SYP Syrian Expatriates	From 27/9 until 7/10
2nd winter session	1/2	15/5	From 27/1 until 7/2	/15.000/ SYP all nationalities /5000/ SYP Syrian Expatriates	From 27/1 until 7/2
Summer session	1/6	15/9	From 27/5 until 7/6	/15.000/ SYP all nationalities /5000/ SYP Syrian Expatriates	From 27/5 until 7/6

- A registration fee of 500 Syrian lira applies to new students.
- The Institute does not return registration fees after registration is completed and the fees are paid into the bank.
- The Institute holds examinations after registration for new students (and students who have been away for two consecutive sessions) to determine their level. Students must pay



300 Syrian lira for this examination. However, students registering directly for the beginners' level classes do not need to sit this examination.

- The dates of the sessions and the session fees may be subject to amendment.

Levels of Arabic Teaching: 2 teaching grades of 6 levels:

First Stage (Beginner & Intermediate) Consists of 4 levels (first, second, third and fourth)	Second Stage (Advanced) Consists of 2 levels (Fifth and sixth)
Texts and Reading – Grammar – Dictation – Press and Articles – Stories – Written Expression – Conversation – Audio-visual Activity	Classical and Modern Arabic Literature – History – Grammar and Dictionaries and Rhetoric – Dictation – Press and Articles – Audio-visual Activities

All students who pass any of the six levels successfully are given a certificate. Students who pass the last two levels of the First Stage are given a Diploma of graduation from the Intermediate level, and students who pass the two levels of the Second Stage are given a Diploma of graduation from the Advanced level.

Age: 16 years old and above. (expatriate students of all ages).

Class Hours:

- Lessons are held from 9.00 a.m. – 12.30 p.m.
- Lessons are held five days a week from Sunday to Thursday.
- The weekend is on Friday and Saturday.
- Students must attend 80% of classes in order to take the final examination.

Extra Curricular Activities: The institute holds tourist trips and cultural activities, as well as field trips to museums and archaeological sites present in Syrian cities, in addition to cultural activities and entertainment inside the institute (films, lectures, celebrations).



Damascus

Inside the Institute there is a library which holds classical and modern books and various dictionaries. There is also a cinema exhibition hall for showings of diverse educational and cultural films.

Registration Documents:

- 5 passport- style color photos.
- 2 copies of every used page of the passport.
- Notification of payment of the fees from the bank (based of a form given to the student from the Institute for the bank).
- 2 Certified copy of AIDS and TB test result (Institute students are entitles to free tests).
- Certified copy of the last academic certificate.
- Filled out enrollment form, and individual promise to commit to institute regulations.

Advantages: A linguistic laboratory is prepared within the institute.

Comments: The registered students have the right to reside in Syria during the course period provided that they present the required documents (a copy of their rental contract or contract of university accommodation).



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: info@aiu.edu.sy

Web Site: www.aiu.edu.sy

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

Course	Weeks	Weekly Hours	Total 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 specialized courses (literature, media, politics...etc).

* The fees cover the courses only.

Age: all ages.

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

Registration: the student fills out the registration form and sends it to the university in person or via email to: alc@aiu.edu.sy. All students will take a placement test.



Transportation: available.

Extra Curricular Activities: continuous trips to all historical and touristic sites in Syria.

Advantages:

- Upon finishing the course, the university issues a certificate states the student's result and period of study.
- Course period and sessions' number are subject to change upon request.
- University accepts registration in advanced Arabic courses according to students major.
- University curriculum is specialized in teaching the Arabic language for non-speaker.



Private 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

Web Site: www.uok.edu.sy

Courses: /4/ weeks, /80/ hours. from 1/6/2010 to 30/6/2010.

Class Hours: /20/ sessions a weak, /4/ hours a day.

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

Age: all ages.

Extra Curricular Activities: showing a movie each week in the specialized room at the university. One or more touristic tours a week. There is a central library provides all the students need from books and periodicals.

Registration: registration is taken in the Admitting and Registration Directory in the university or through the web site: www.uok.edu.sy.

➤ Registration period: 22/5/2010 – 31/5/2010.

Tuition and Fees: /15.000/ SYP, (including transportation).

Transportation: available from both Damascus and Homes and vice versa, in university buses.



Aleppo

The Higher Language Teaching Institute

Address: Aleppo University – Aleppo.
Telephone: +963 21 2632163
Fax: +963 21 2674505
E-mail: alepunivlang@hotmail.com
prof.mhamuhsen@hotmail.com

Courses:

General Courses: held every three months since the beginning of the year, at the rate of /12/ class hours a week, total of /82/ 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 (10-12). The course duration, weekly hours, and registration fees are determined according to students' request.

Intensive Course: during summer (July, August, or September), at the rate of /12/ class hours a week, total of /48/ hours.

Age: 18 years old and above.

Levels of Arabic Teaching: 9 levels.

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

Transportation: unavailable; however, can be managed via external contract.



Aleppo

Extra Curricular Activities:

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

Registration:

- The student registers personally or by fax before a month 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 the passport (personal data page and visa page).
 - Filling out the application in the registration desk.
- The students will be subject to a placement test before registration.

Tuition and Fees:

- Placement test /500/ SYP.
- Syrian expatriate students /10.000/ SYP.
- Foreign students /14.000/ SYP.
- Accommodation in Dar El-Diafeh at the university camp /5000/ SYP.
- Fees exclude the touristic tours.



Aleppo

Women Union

Address: Azizieh, near Latin Church.

Tel: +963 21 2126674/5

Fax: +963 21 2117743

Courses: every three months.

Class Hours: 3 session a week, 2 hours each.

Levels of Arabic Teaching: beginners, intermediate, advanced, (primary level certificate).

Age: 5 till 60 years old.

Extra Curricular Activities: visiting local historical sites, entertainment places, and restaurants. Participating in the Women Union parties and events.

Transportation: unavailable.

Fees and Tuition: /3500/SYP.

Advantages: attendance certificate at the end of the course, registering brilliant students in free- of -charge courses. Regarding children, there will be song teaching, folkloric dance training, and traditional food cooking for three stages of childhood.



Latakia

The Higher Language Teaching Institute

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

Telephone: +963 -41-439569

Fax: +963 -41-439569

E- mail: languageinstitute@tishreen.shern.net

Courses:

- Summer courses start from July 1st till the middle of September in each year.
- Winter courses are opened depending on the available student number.

Duration: 2.5 months, 75 days.

Class Hours: 4 sessions a week, 2 hours each.

Age: 18 years old and above.

Levels of Arabic Teaching: beginner and intermediate.

Extra Curricular Activities: Touristic tours in Latakia and other Syrian governorates.

Tuition and Fees: /15.000/ SYP, excluding tour fees.

Transportation: taxi or hired cars.

Advantages: providing housing in the university camp during summer for nominal fees.