

Authentication Steps for the Information Request Form

Non-Jordanian Higher education Institution wishing to obtain recognition of the Ministry of Higher Education and Scientific Research in the Hashemite Kingdom of Jordan must fill out the following forms (**based on the nature of programs offered**):

- 1) Information Request Form for Institutions of Higher Education that Offer **Traditional Education (On-Campus)**
- 2) Information Request Form for Institutions of Higher Education that Offer **Non-Traditional Education (Online)**

(Available at the Ministry's website: www.mohe.gov.jo)

and then have them authenticated through the following steps:

- 1) The official seal of the educational institution on each of the form's pages.
- 2) The authentication of the competent body responsible for higher education in the country where the Institution is located. In addition, a covering letter should be included and indicating that all the information mentioned in the Form are correct.
- 3) The authentication of the Ministry of Foreign Affairs of the Country where the educational institution is located.
- 4) The authentication of the Jordanian embassy or consulate in the country where the educational institution is located. However, in the case no Jordanian embassy or consulate is present in that country, the application should be authenticated by the embassy of that country in Jordan and then the Ministry of Foreign Affairs in Jordan.

Very Important Note

Please fill out the information related **only** to the Traditional Education in this form and do not mix it with any information relating to (Non-Traditional Education), including:

- Accredited disciplines.
- Number of students.
- Number of faculty members.
- Other questions in the Form.

Therefore, if your institution offers only one program through traditional study while the rest of programs are offered over the Internet, it must fill out the information relating to that program only in this form.



Ministry of Higher Education and Scientific Research /Jordan
Information Request Form for Institutions of Higher Education
that Offer **Traditional Education (On-Campus)**

Please provide the required Information:

1. Name of the Institution:-----

2. Year of Establishment: -----

3. Starting Year of Traditional Programs-----

4. Address:-----

City -----

Postal Code -----

Telephone -----

Fax -----

E-mail -----

Website -----

When was the Website last updated?-----

5. Is Your Institution:

Public Private Regional

6. Name of the Authority Supervising your Institution:

Official Seal of Institution

7. Is your institution recognized by the recognition competent authority in the country in which it is located?

Yes No

If yes, please attach a duly certified letter of recognition from the competent authority that supervises the institution

8. Is there a system of accreditation and quality assurance in the country in which your Institution is located?

Yes No

If yes, please attach a duly certified letter of accreditation from the competent authority that supervises the institution

9. Admission requirements for all degrees:

Bachelor:

Higher Diploma:

Master:

Doctorate:

10. Language(s) of instruction -----

Official Seal of Institution

Associate Degree		
Bachelor		
Higher Diploma		
Master		
Doctorate		

17. Transferring system for students from other institutions to your institution:

Are students who studied by correspondence allowed to pursue their degree studies in your Institution?

Yes No

Are students who studies via distance learning allowed to pursue their studies in your Institution?

Yes No

What is the maximum number of credit hours/years/semesters that can be transferred to your institution for students from other institutions?

Does your Institution accept the community college graduates?

Yes No

If yes

- Are there specific requirements for community college graduates (such as passing the comprehensive exam for Jordanians)

Yes No

What is the maximum number (proportion) of the equivalenced hours (or subjects)?

18. What has your Institution achieved since its establishment in the area of updating educational materials? (Use extra paper if needed while indicatining the question).

Official Seal of Institution

19. What is the number of books and periodicals in the library?

20. What is the infrastructure available at your Institution? (Use extra paper if needed while indicatining the question).

21. Are there any joint programs with other higher education institutions to award degrees?
 (If yes, what is the nature of such programs? and how are certificates awarded?)

22. Any additional information about the Institution you wish to provide to support your application for recognition: (Use extra paper if needed while indicatining the question).

23. Please fill out the following two tables:

Table number (1)
 Number of Teching Staff in the academic year

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Teacher Assistant	Associate Lecturer	lecturer	Assistant Prof.	Associate Prof.	Prof.	Teaching Staff		Faculty/Major	No
						Part-timers	Full-timers		

Official Seal of Institution

(2) Duly authenticated letters of accreditation for all programs offered by the institution

(3) The academic plan for each major.

(4) A list of the names of the entire teaching staff, in accordance with the figures mentioned in the tables above, including:

A) Academic ranking

B) Email address

C) Start & End dates of work

(for each member of the teaching staff)

- In the case that the institution offers traditional and non-traditional programs at the same time, it should fill out separate forms as indicated in page (1).

Furthmore, the institution should attach separate lists of the names of the entire teaching staff in each type (traditional, non-traditional), including the details referred to in 4 above for each member of the teaching staff..

(5) International academic ranking of the institution and the name of the ranking.

(6) Please consider accuracy in filling out the forms. Answer all the questions as set out in the forms and attach the required documents in accordance with the stipulated conditions.