

1. What are the requested documents to apply to the college?

1. A valid passport copy
2. Copy of the national ID Card
3. Copy of the family book
4. 2 photos
5. Attested High school certificate
6. Official transcript from other institute (if available)
7. IELTS (if available)

2. What is the admission criterion to be accepted in the college for the academic year 2012-13?

Conditions of entry:

- GSC above 70 and CEPA score above 140
- If GSC below 70 CEPA score must be above 160

A. Foundations Program:

Students are placed into the four levels of foundations according to the following table:

CEPA English	Level
175-179	Level 4
165-174	Level 3
155-164	Level 2
140-154	Level 1

B. Bachelor Program:

Direct Entry into BAS Year 1 Requirements:

CEPA English	CEPA Writing	Math requirement
180 or greater	Band 5	CEPA math score 170 or greater

IELTS	Overall Band	Math requirement
Academic Module	5.0 (With no band below 5)	CEPA math score 170 or greater OR SAT 1- Math, score of 500 or greater
General Training For HCT diploma graduates	5.0 (With no band below 5)	CEPA math score 170 or greater OR SAT 1- Math, score of 500 or greater

3. Is the CEPA exam necessary to apply to the college?

All students are requested to take the CEPA Math and English exams which are valid for one academic year only.

4. What is the range of the CEPA scores?

The CEPA English and Math scores range from 90 – 210.

The writing band of the CEPA English is from 0 to 6.

5. What are the approved test centers for IELTS?

CERT, UAEU, ZU , British Council UAE, and IAT only

6. How long will it take to get LOC (letter of completion) once I complete my course of study?

Minimum of 2 weeks subject to student having completed all his program requirements and having submitted his graduation documents.

7. What is the criterion for an applicant to be exempted from courses studied at a different higher educational institution?

C graded courses only are accepted provided that course content based on chair's evaluation matches 90% of HCT course content A transfer credit grade (TR) is granted. Official transcripts and course outlines are required.

8. How to Update My Contact Details in Student Self Service

1. Go to the <http://portal.hct.ac.ae/>
2. Log in using your HCT user name & password
3. Student Self Service
4. My Information
5. Update My Contact Details

9. How do I apply for an Official Transcript?

1. Go to <http://bss.hct.ac.ae>
2. Log in using your HCT user name & password
3. Student Services
4. Request Official Documents
5. Official Document Request
6. Settle payments at the academic services office

10. How do I apply for a Registration or an Exam Letter?

1. Go to the <http://admc.hct.ac.ae/internet>
2. Click **portal Login**, use your HCT username and password
3. Go to **CIS**
4. Letter Request