



### Academic Placement Placement Timelines and Guidelines

#### Contents

1. Academic Placement Timeline & Checklist.....	2
Introduction: 1–3 Months .....	2
Preparation: 3–6 Months.....	2
Application: 6-9 Month.....	2
Admission: 9-12 Months.....	2
Note regarding ESL Extensions.....	2
2. University Admission Requirements.....	3
a) Language Requirements .....	3
b) General Point Average (GPA).....	4
c) Document Requirements .....	4
d) Other Application Requirements .....	5
3. University Application Procedures.....	6
4. CBIE Placement Support.....	7
5. Eligible Reimbursements to Students in ESL.....	7
6. Additional Resources & Helpful Links.....	8



### 1. Academic Placement Timeline & Checklist

As a scholarship student sponsored through the Libyan North American Scholarship Program (LNASP), it is expected that students will start academic studies by the end of their 12<sup>th</sup> month of ESL studies. Based on this, a general timeline is outlined below. Note, however, that depending on your arrival date to North America, the timeline may require adjustments in order to ensure you are able to meet university application deadlines. (As an example, students seeking Fall admission will typically encounter application deadlines anywhere from November 1 – January 31.) Students are therefore encouraged to reach out to your assigned CBIE Academic Manager to develop your customized placement timeline.



The busiest time for students will be between 3-9 months as you prepare and submit academic applications at this time. Students should plan their time accordingly.

#### Introduction: 1–3 Months

- Focus on English Language classes
- Collect your official documents (Official Transcript, Graduation Statement, Letters of Recommendation)

#### Preparation: 3–6 Months

- Take an ESL test (see Section 5 for links to IELTS and TOEFL resources)
- Prepare Application Documents
  - [Letter of intent](#)
  - [CV/résumé](#)
- Research the [QS Top 300 list](#) for academic institutions that offer your nominated degree and field of study, in accordance with Libyan Ministry policies

#### Application: 6-9 Month

- Take 2<sup>nd</sup> ESL test (IELTS/TOEFL)
- [Contact potential graduate thesis supervisors](#)
- Apply to at least five (5) institutions that meet Ministry/LNASP requirements

#### Admission: 9-12 Months

- Follow up with institutions regarding the submitted university applications

#### Note regarding ESL Extensions

Students who are not successful in gaining academic admission within 12 months may apply for a 3-month ESL extension (conditions apply). After 15 total months of ESL, your scholarship benefits will be put on hold until you start full-time academic studies in a Ministry/LNASP-approved program.



## 2. University Admission Requirements

Admission requirements vary by university and program. Students are responsible for reviewing the admission requirements before applying to the program. Please remember that meeting the basic minimum requirements does not guarantee admission due to the limited number of seats available and the competitive nature of each program.

**Conditional Admission:** Some universities may extend a conditional offer of admission to highly-qualified applicants, meaning students must successfully meet the conditions outlined in the letter before a full offer of admission can be extended. Examples of conditions include demonstrating English language proficiency, submitting official documents, or achieving GPA requirements within the first semester of study.

Students should consider the following requirements for admission:

### a) Language Requirements

All institutions require international students to provide a Language Proficiency score as part of your application package. Certain disciplines may require higher English language proficiency scores (e.g. Linguistics, Education, Law, Political Science, Dentistry). Students are responsible for checking individual program websites to verify English language score requirements.

The minimum requirement for most universities is:

- IELTS: 6.5 (with no band less than 6)
- TOEFL (Paper based): 550-580
- TOEFL (Internet based): 88-93
- [CAEL](#): 60

Students should instruct the testing center to submit the test result directly to the university either electronically or by mailing the official paper score result. Each university will have their own individual code published on their website which should be included when sending the test result.

**ESL Pathways:** Some universities offer their own English Language Program on their campus and will consider completion of the program as meeting the language requirement for admission. This will vary between intuitions, and students will need to verify the pathway options with the University.

As well, some private ESL schools have ESL pathway agreements with different universities. Students must still meet the GPA requirements for admission; however completion of the ESL program at the private school would satisfy the university's language requirement. This will vary between intuitions and students will need to verify the pathway options with the ESL school.

**Under all circumstances, students should consult with their ESL school to know the availability of pathway agreements.**



### b) General Point Average (GPA)

Each university will set out its own standard requirements for admission. The minimum GPA requirement will also depend on the field of study the student is pursuing (ie. English, Business, Dentistry, Pharmacy will have higher requirements than other programs such as Engineering). Please review individual program requirements on the university’s website.

The minimum GPA requirement for most universities is:

- Undergraduate Minimum GPA 80%
- Graduate (Masters/PhD) Minimum GPA 3.0/4.0

### c) Document Requirements

Applying for Undergraduate Studies	Applying for Graduate Studies
<p><b>Mandatory Documents</b></p> <ul style="list-style-type: none"> <li>• Secondary School Transcript</li> <li>• Secondary School Certificate</li> </ul> <p><b>Optional Documents</b></p> <ul style="list-style-type: none"> <li>• Ranking Certificate</li> <li>• CV/Resume</li> </ul>	<p><b>Mandatory Documents *</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree Transcript and Certificate</li> <li>• Master’s Degree Transcript and Certificate (for PhD students)</li> <li>• 2-3 Letters of Recommendation from professors or supervisors</li> </ul> <p><b>Supporting Documents **</b>(Unique for each school applied to)</p> <ul style="list-style-type: none"> <li>• CV/Resume – Sample: <a href="#">HERE</a></li> <li>• Letter of Intent/Statement of Purpose – Sample: <a href="#">HERE</a></li> </ul> <p><b>Optional Documents ***</b></p> <ul style="list-style-type: none"> <li>• Work Experience/Internship Certificate</li> <li>• Ranking Certificate</li> </ul>

\* **Mandatory Documents:** The documents listed under this section will be required for every application that the student completes.

- Some schools will allow students to upload electronic copies of their documents in order to be reviewed but it is suggested that students keep an original sealed copy of their documents to meet admission requirements.
- [Letters of Recommendation/Reference Letters](#): Each University has its individualized recommendation form. A number of Universities only accept electronic reference letters, therefore it is advisable for students to have available the referees’ email addresses and contact information and ensure that they respond to the Institutions.



# Libyan–North American Scholarship Program

## البرنامج الليبي للبعثات الدراسية في أمريكا الشمالية

**\*\* Supporting Documents:** The documents listed under this section should be customized for each school that a student applies to.

- Some universities have specific requirements for the writing format of the Letter of Intent or CV/Resume.

**\*\*\* Optional Documents:** The documents listed under this section may be required depending on the field of study.

- A Portfolio may be required if the student is applying to an Arts-related program (Architecture, Fine Arts, Design, Applied Art). Different universities have different Portfolio requirements.
- A Writing Sample may be required if the student is applying to an English- related program (English Language, English Literature programs)
- [Master’s Thesis Abstract](#)
- [Research Proposal](#) (PhD Only)
- Supplementary Application Form

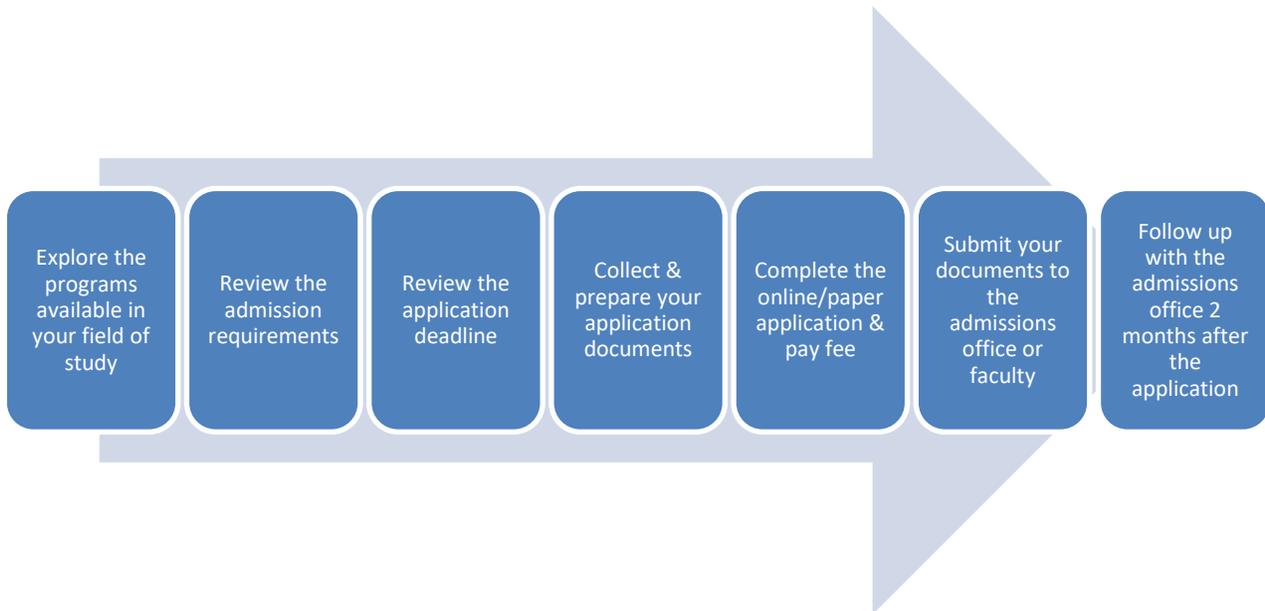
### d) Other Application Requirements

- [Interview](#) : Some programs would require an interview with the student as a part of the admission assessment.
- [Securing a supervisor](#): The timeline for securing a supervisor will depend on the school and program.
  - In some programs/universities, a supervisor is assigned at (or soon after) the start of the program. Students do not need to secure a supervisor in advance of applying.
  - For other programs/universities it is the student’s responsibility to find a faculty member who agrees to supervise the graduate research work. Students must secure and indicate a supervisor in their initial application.
- [GMAT](#) : **Graduate Management Admission Test (GMAT)** is a computer-based test intended to assess the student’s analytical, writing, quantitative, verbal, and reading skills in written English. Most business schools would require this test from students applying to graduate business/management programs such as the MBA/ MSc in Management to assess their eligibility for admission.  
**“Students must contact their Academic Managers in regards to GMAT preparation courses”**
- [GRE](#): **Graduate Record Examinations (GRE)** is a standardized test that is an admissions requirement for most graduate science and business programs in North America. The exam aims to measure the student’s verbal reasoning, quantitative reasoning, analytical writing, and critical thinking skills.  
**“Students must contact their Academic Managers in regards to GRE preparation courses”**



### 3. University Application Procedures

Each school will have a different process to apply, but students should consider the following steps when starting to research academic programs in North America:



**Step 1:** Research the [QS Top 300 list](#) for academic institutions that offer your nominated degree and field of study, in accordance with Libyan Ministry policies

**Step 2:** Review the admission requirements of the program. Each school will have different minimum requirements.

**Step 3:** Review the application deadline. See if the school offers only one admission date or multiple throughout the year (ie. Fall ONLY or Fall & Winter & Summer Admission terms)

**Step 4:** Collect and prepare the required application documents

**Step 5:** Complete the online or paper application and submit the fee (typically \$75-\$135)

**Step 6:** Submit the official documents to the admissions office or faculty as indicated on the university website

**Step 7:** Follow up with the admissions office 2 months after the application for an update



### 4. CBIE Placement Support

Students should request a **Confirmation of Sponsorship letter (Letter for Admission Purposes)** for every academic application you complete. Universities and supervisors need this letter to confirm your scholarship and funding. Students have the choice to request that the sponsorship letter be sent to you or directly to the institution.

CBIE can issue a sponsorship letter for every academic application as long as it is a program that reflects the student's Decree issued by the Ministry at an approved institution. CBIE cannot issue a general sponsorship letter.

In order to receive a sponsorship letter, students must email your CBIE Academic Manager with the following information:

- Name of the School
- Level of Degree (BA, BSc, BEng, MA, MSc, MASC, MEng, PhD)
- Name of the program
- Semester applied for
- Link to program website
- Date application was completed

### 5. Eligible Reimbursements to Students in ESL

Scholarship students are eligible to be reimbursed the following expenses:

- Up to five (5) language/aptitude tests including TOEFL, IELTS, GRE, GMAT, etc.
- Up to five (5) application fees towards the nominated program of study

In order to receive a reimbursement for these fees students must send the following items to [reimbursements.ca@cbie.ca](mailto:reimbursements.ca@cbie.ca) (students in Canada) or [reimbursements.us@cbie.ca](mailto:reimbursements.us@cbie.ca) (students in the US):

- 1) Reimbursement Request Form, available on the LNASP website at: [cbie.ca/libya](http://cbie.ca/libya)
- 2) Receipt for payment
- 3) Copy of the application summary from the university/ or copy of test result

Please note that the following expenses are **not covered** by your scholarship:

- Immigration renewal or transfer fees
- The cost of books during your ESL period
- ESL Application Fees
- Extracurricular activity fees



### 6. Additional Resources & Helpful Links

#### Researching Programs

[QS Top 300 list](#)

University Study Website, Canada: Available [HERE](#)

[US News & World Report Rankings and Advice](#)

[College Week Live](#)

[EducationUSA](#) (website available in Arabic)

#### Language & Aptitude Tests

TOEFL, General Information: <https://www.ets.org/toefl/>

TOEFL, Canada Information: Available [HERE](#)

IELTS-TOEFL Score Comparison Tool: Available [HERE](#)

Free IELTS Practice Test (online): Available [HERE](#)

IELTS Master Class, Canada: Available [HERE](#)

GMAT Information: Available [HERE](#)

GRE Information: Available [HERE](#)

#### CBIE Related Information

CBIE Updates and Announcements: Available [HERE](#)

CBIE Libyan-North American Scholarship Program Facebook Page: Available [HERE](#)