

***Reserved for the administration:* ID:** ………………………

**University Diploma (DU) - Development and Organization of Mental Health services**

registration file – 2020/2021

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| *Instructions:* |  | ***Attach 2 pictures dated less than 6 months*** |
| Submit ***1 copy of the file***, as well as one copy of the following documents:   * Lebanese Baccalaureate or its equivalent * Copy of university degree * Copy of graduate university degree (if applicable) * University transcript of grades * ID (civil status extract, identity card or passport) * Letter of employer (If you are currently working) * Motivation Letter * Recent Curriculum Vitae * Registration fees 150 000 L.L   **Once admitted, the candidate must complete his/her file with the documents below**:   * Lebanese Baccalaureate or its equivalent, certified by the Ministry of Education and Higher Education * Certified University degree – last degree (All degrees other than those delivered by USJ or LU must be certified by the Ministry of Education and Higher Education) * **Official** transcript of grades * Social Security certificate of registration from the NSSF central management (Mazraa) for those under 30 years. |  |

**I – PERSONAL INFORMATION:**

# SURNAME[[1]](#footnote-1) : ………………………………………………………………………………………………………………………………

**1st name:** ……………………………………………… **Fathers name**: ………………………………………………

**Mothers name:** ……………………………………………… **Gender:** Male  Female

**Birth date**: ….……/…………./………….. **Place of Birth:** …………………………………………

**N° of the civil status registry:** ……………… **Region:** …………………………..………………..

**Nationality:** …………………………

**Address:** ………………………………………………………………………………………………………………………………

**🕾 home:**  …………………………… **🕾 cell**: ……………….……………..

**@ :**……………………………………………. **🕾** **office** ……………..…………………..

**Emergency contact:**

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| --- | --- |
| **SURNAME & Name**  ……………………………………………… | **SURNAME & Name**  ……………………………………………… |
| **Phone**……………………………. | **Phone** ……………………………. |

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| **II-EDUCATION** |
| **School attended during baccalaureate year:** ………………………………………….. |
| Baccalaureate :……………………………..   Lebanese   Non-Lebanese Specify: ………………………………………………………  Year: ………. Session: ………….. Candidate No: ………………….. Certificate No: ............................ |

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| III - University Education (most recent 1st) | | | |
| **Year** | **Degree** | Institution | Country |
| From………  To ……….. |  |  |  |
| From………  To ……….. |  |  |  |
| From………  To ……….. |  |  |  |

# IV- Other additional trainings not sanctioned by a degree

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**V-Professional Experience**

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| **Starting from your current role, list, in reverse chronological order, all the positions you have held.** **Use a separate box for each position occupied. Also mention any period during which you would not have had any paid work.** |
| 1. **Current position**   **From To** Institution/organisation……………………………………………  ……./……../……. ……….. Position held ……………………………………………………  dd mm YYYY  **Are you :** Manager **** Trial period ****  part-timer **** |
| **Detailed description of job** |
| **Provide a complete, precise and clear description of your job.** |
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**B -Previous positions**

**From To** Institution/organization……………………………………………

**……./……../……. ……./……../…….** Job ……………………………………………………

dd mm yyyy dd mm yyyy Reason of departure …………………………………………..

**From To** Institution/organization……………………………………………

**……./……../……. ……./……../…….** Job ……………………………………………………

dd mm yyyy dd mm yyyy Reason of departure …………………………………………..

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| **VI –Additional information**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | A – **Languages**  Use: A for Excellent, B pour Good, C pour Fair and D for weak. | | | | | | |  | | **Read** | **Write** | **Speak** | **Understand** | |  | Arabic |  |  |  |  | |  | French |  |  |  |  | |  | English |  |  |  |  | | Other languages: |  |  |  |  |  | |  |  |  |  |  | | B – **Softwares**  Use: A for Excellent, B pour Good, C pour Fair and D for weak. | | | | | | |  | | **A** | **B** | **C** | **D** | |  | Word |  |  |  |  | |  | Excel |  |  |  |  | |  | Power Point |  |  |  |  | |  | SPSS |  |  |  |  | | Other Softwares: |  |  |  |  |  | |  |  |  |  |  | | C- what would be the impact of this program on your career? | | | | | | |  | | | | | | |  | | | | | | |

**Have you submitted a registration file to another institution in Lebanon or abroad?**

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**If yes, to which programs? Reasons of this choice**

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**Please add here any information that you think is interesting to communicate to the committee.**

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***NSSF***

**Dependent**

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| --- | --- | --- | --- |
| * None | * Parents | * Personal | * Spouse |

**Type**

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| * Lebanese Army | * NSSF | * Cooperative of state employees |
| * Customs | * Municipalities |
| * Mutual of Judges | * General Security | * Mutual of LU teachers |
| * Internal Security | * State Security |

**NSSF No** ………………………………………………………

الشهرة ................................................................................................................

الاسم ...................................................................................................................

اسم الأب ...............................................................................................................

اسم الأم ...............................................................................................................

اسم المضمون .........................................................................................................

**I certify that the information provided in this file is correct and accurate.**

*Date: ….…./…...../……..…… Signature of the candidate*

###### ** Accepted  Refused**

###### **Reason:**

###### ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

**Date: Name and Signature of committee members**

1. Capital letters; Maiden name for married candidates [↑](#footnote-ref-1)