

 ***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.
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 **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:**

|  |  |
| --- | --- |
| **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: ............................ |

|  |
| --- |
| 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? |
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 **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**

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

**Type**

|  |  |  |
| --- | --- | --- |
| * 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)