Web Admission Guide

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Version 2.1

New Applicants

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Web Admission Guide

Overview

This user guide is designed to help you in completing your admission application at Prince Mohammad Bin Fahd University.

Create your Login ID

The system will require login identification (Login ID) and a personal identification number (PIN) to access the online admission.

If you already logged in to Web Online Admission, type your Login ID and PIN then click button.

**Step 1.** Click the “First Time user account creation”

**Step 2.** In the Create a Login ID field, type your own Login ID (must be 6 to 9 characters long)

**Step 3.** Type your PIN (must be 6 digits between 0 and 9).

**Step 4.** You will be asked to re-type your PIN to verify that it is correct

**Step 5.** Then click button.
Application Type

The next page will allow you to select the Application Type. You must select one (Undergraduate Freshman/Undergraduate Transfer)

**Undergraduate freshman** – for High School Graduate
**Undergraduate Transfer** – for transfer students (from other University or College)

**Step 1.** Select the Application Type
Click the search button and select from the drop down list.

**Step 2.** Then click button.

Select an Application Type

**To Apply for Admissions, first select the Application Type you want to complete.**

* For Transfer Student, choose UG Transfer.
* For High School Graduate, choose UG Freshman.

Application Type:
- Undergraduate Freshman
- Undergraduate Transfer

Return to Homepage

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Apply for Admission

**Step 1.** Select the admission term you want to be admitted. Click the search button and select from the drop down list.

**Step 2.** Type your First Name on the **First Name** field.

**Step 3.** Type your Middle Name on the **Middle Name** field.

**Step 4.** Type your Last Name (should be Grandfather + Family Names for Saudis) on the **Last Name** field.

**Step 5.** Then click **Fill Out Application** button.

---

**Note:** Field with * (asterisk) means a required field. You cannot proceed to the next page unless you have entered the required information.

**Note:** All the name information must be typed in title case format (combination of upper and lower case letters). Do not use all upper case or all lower case letters. See below;
* - indicates a required field.

Prefix (Mr, Miss, Mrs, Ms): Mr
First Name:* Omar
Middle Name:* Jawdat
Last Name (GrandFather + Family):* El-Moussa

Application Checklist

Checklist is provided to help you complete the application. You should enter information on the remaining forms in the following order:

Name High School Information
First Address and Phone Test Scores
Personal Information MAJOR / AREA OF INTEREST
Parental Information Activities and Hobbies
International Information Additional Information

Applicatin Is Complete Finish Later

For more information, email us

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Name

Step 1. Type Prefix (Mr, Miss, Mrs., Ms.) no period.

Step 2. Type your First Name on the First Name field.
**Step 3.** Type your Middle Name on the **Middle Name** field.

**Step 4.** Type your Last Name (should be Grandfather + Family Names for Saudis) on the **Last Name** field.

**Step 5.** Then click the **Continue** button.

**Name** (Checklist Item 1 of 10)

1. Enter your name information.
   * To continue to the next page, select **Continue**.
   * To go back to application checklist, select **Checklist**.
   * To go back to Application Menu, select **Finish Later**.

   - Indicates a required field.

   **Prefix (Mr., Mrs., MRS., Ms.):**
   **First Name:**
   **Middle Name:**
   **Last Name (GrandFather + Family):**

**Address and Phone (Mailing Address)**

**Step 1.** You should enter the Street Number and Street Name on the **Address** Field.

**Step 2.** Type the PO Box number on the **PO Box** Field.

**Step 3.** Type the City (e.g. Al Khobar, Riyadh…)

**Step 4.** Type the ZIP Code, click the search **button and select the province, county and country from the drop down list.**
**Step 5.** When entering phone number do not include dashes, parenthesis or spaces. Example of entering **Mobile Number**

050 - 2123456

**Step 6.** Then click the **Continue** button.

---

**First Address and Phone** (Checklist Item 2 of 10)

- Enter your Address and Phone information.

* indicates a required field.

**Mailing Address**

1. **Address:**
2. **P.O Box:**
3. **City:**
4. **ZIP Code:**
5. **Province:**
6. **County:**
7. **Country:**
8. **Mobile Number**
9. **Country Code:**

Return to Checklist without saving changes

**Personal Information**

**Step 1.** Click the search button and select the Nationality from the drop down list.

**Step 2.** Type your Email address

**Step 3.** Re-type your Email Address to verify that it is correct
**Step 4.** Type the 10 digits Saudi/Iqama ID Number. For Non-Saudi’s enter your passport number.

**Step 5.** Select your Gender.

**Step 6.** Click the search button and select the Religion, Marital Status and Birth Date from the drop down list.

**Step 7.** Click Yes/No for the Residency

**Step 8.** Then click button.
Parental Information (Emergency Contact Information)

- Type the information needed (optional)
- To enter more than one relative select button.
- When entering phone number do not include dashes, parenthesis or spaces.

Example of entering Mobile Number 050 - 2123456

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Uncle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix (Mr, Miss, Ms):</td>
<td>Mr</td>
</tr>
<tr>
<td>First Name:</td>
<td>Ibrahim</td>
</tr>
<tr>
<td>Middle Name:</td>
<td>Abdullah</td>
</tr>
<tr>
<td>Last Name (Grandfather + Family):</td>
<td>Bader Al Saud</td>
</tr>
<tr>
<td>Address:</td>
<td>Dammam</td>
</tr>
<tr>
<td>P.O Box:</td>
<td>1664</td>
</tr>
<tr>
<td>City:</td>
<td>Dammam</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>31092</td>
</tr>
<tr>
<td>State/Province:</td>
<td>Eastern Province</td>
</tr>
<tr>
<td>Country:</td>
<td>Dammam</td>
</tr>
<tr>
<td>County:</td>
<td>Saudi Arabia</td>
</tr>
<tr>
<td>Employer:</td>
<td>ABCD Company</td>
</tr>
<tr>
<td>Mobile Number:</td>
<td>092 - 2222222</td>
</tr>
<tr>
<td>Country Code:</td>
<td>966</td>
</tr>
</tbody>
</table>

Return to Checklist without saving changes

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International Information

**Step 1.** Click the search button and select the **Country of Citizenship** from the drop down list.

**Step 2.** Click the search button and select **Birth Country** from the drop down list.

**Step 3.** Click the search button and select **Native Language** from the drop down list.

**Step 4.** Then click **Continue** button.

---

**International Information** (Checklist item 5 of 10)

* - indicates a required field.

- **Citizenship Country:**
  - United States of America

- **Birth Country:**
  - United States of America

- **Native Language:**
  - English

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**High School/Previous College Information**

- You can use the “Lookup High School Code/Lookup College Code” to find the name of school you previously attended. If the High School/College Code is not available, select the **OTH001** for High School and **OTH002** for other College/University.
- To enter more than one High School/College, select the “Enter or View another High School/College.”
**High School Information** (Checklist item 6 of 10)

- Select **Lookup High School Code** to find High School Code.
- To enter more than one High School, select **Enter or View another High School** button.

**-** indicates a required field.

**Test Scores**

**Step 1.** Click the search button and select the type of Test, and then type the High School GPA/Previous College GPA on the **Score** field. Select the month and type the year.

<table>
<thead>
<tr>
<th>Test Scores</th>
<th>Valid Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School GPA/100</td>
<td>valid range is from 50.00 to 99.99</td>
</tr>
<tr>
<td>High School GPA/4</td>
<td>valid range is from 1.00 to 4.00</td>
</tr>
<tr>
<td>Previous College GPA/100</td>
<td>valid range is from 50.00 to 99.99</td>
</tr>
<tr>
<td>Previous College GPA/4</td>
<td>valid range is from 1.00 to 4.00</td>
</tr>
<tr>
<td>Previous College GPA/5</td>
<td>valid range is from 1.00 to 5.00</td>
</tr>
<tr>
<td>IELTS</td>
<td>valid range is from 0.0 to 9.0</td>
</tr>
<tr>
<td>SAT</td>
<td>valid range is from 50.00 to 99.99</td>
</tr>
<tr>
<td>TOEFL Paper</td>
<td>valid range is from 001 to 999</td>
</tr>
<tr>
<td>TOEFL Computer</td>
<td>valid range is from 040 to 300</td>
</tr>
</tbody>
</table>
Step 2. Then click Continue button.

Test Scores (Checklist item 7 of 10)

1. For New First Time Student, please enter your High School GPA (if available).
2. For Transfer Student, please enter your High School/Previous College GPA(s) (if available).

<table>
<thead>
<tr>
<th>Test</th>
<th>Score</th>
<th>Date Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. High School GPA/100</td>
<td>90.99</td>
<td>Month February Year (YYYY) 1999</td>
</tr>
<tr>
<td>2. None</td>
<td></td>
<td>Month None Year (YYYY)</td>
</tr>
<tr>
<td>3. None</td>
<td></td>
<td>Month None Year (YYYY)</td>
</tr>
<tr>
<td>4. None</td>
<td></td>
<td>Month None Year (YYYY)</td>
</tr>
<tr>
<td>5. None</td>
<td></td>
<td>Month None Year (YYYY)</td>
</tr>
</tbody>
</table>

Note: If you want to change the Program, click the Checklist button, then select the Major/Area of Interest. Click the Change this Program button to change the program.

Major/Area of Interest

Step 1. Click the search button and select your first choice of study.

Step 2. Click the Next Program button to select the second choice of study.

Step 3. Then click Continue button.
MAJOR / AREA OF INTEREST (Checklist item 6 of 10)

- Select your First Choice and Second Choice of Study.

- Indicates a required field.

Major / Area Of Interest: Business Administration
Priority: 1

Step 1. Select your activities, if you want to select more than one activity, press CTRL and select or type on the Activity Field.

Step 2. Then click Continue button.

Activities and Hobbies

Step 1. Select your activities. If you want to select more than one activity, press CTRL and select.

Activity:
- Business Administration

Other Activity:
- None

Step 2. Then click Continue button.
Additional Information

Answer all the questions and then click Continue button.

Additional Information (Checklist item 10 of 10)

Please enter your answers to the questions.

- Do you need Bus Transportation?
  - Yes
  - No
  - No Response

- Do you wish to apply for Financial Aid?
  - Yes
  - No
  - No Response

- Do you want housing?
  - Yes
  - No
  - No Response

- Is a member of your immediate family employed at PMU?
  - Yes
  - No
  - No Response

- Are you applying as a Part Time Student?
  - Yes
  - No
  - No Response

How did you know about PMU?
(Please Enter the CODE from the List Below)

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Advertisements</td>
</tr>
<tr>
<td>2</td>
<td>Exhibition</td>
</tr>
<tr>
<td>3</td>
<td>Friends</td>
</tr>
<tr>
<td>4</td>
<td>Internet</td>
</tr>
<tr>
<td>5</td>
<td>Press Coverage</td>
</tr>
</tbody>
</table>

Return to Checklist without saving changes

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**Note:** Please double check your application before clicking the ‘Application is Complete’ button to submit the application. Once you submit your application by clicking the ‘Application is Complete’ button, you cannot return to the application to make any corrections.
Signature Page

You must print the Signature Page. After you've submitted your application, please visit the Admission Office. Bring the Signature Page and the other requirements or contact us.

If you have questions or queries, you may contact the admission office at the following numbers:

Admission Office Male
Mr. Subah Al Tayyar
Admission Office Manager (Male Campus)
Tel. No. (9663) 849-9215
E-mail Address: enrollment@pmu.edu.sa

Admission Office Female
Ms. Manal Al Kharboosh
Associate Director for Student Affairs (Female Campus)
Tel. No. (9663) 849-9216
E-mail Address: enrollment@pmu.edu.sa
Thank you for submitting an Online Application for Admission to Prince Mohammad Bin Fahd University!