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For assistance please contact it@pmu.edu.sa

www.pmu.edu.sa
Overview........................................................................................................................................... 4
Create Your Login ID........................................................................................................................................ 4
Application Type............................................................................................................................................... 5
Apply for Admission........................................................................................................................................... 6
Application Checklist....................................................................................................................................... 8
Name.............................................................................................................................................................. 7
Address and Phone (mailing address).................................................................................................................. 8
Personal Information......................................................................................................................................... 10
Parental Information (Emergency Contact Information)..................................................................................... 11
International Information................................................................................................................................... 13
High School / Previous College Information.................................................................................................... 14
Test Scores....................................................................................................................................................... 15
Major / Area of Interest....................................................................................................................................... 16
Activities and Hobbies...................................................................................................................................... 16
Additional Information........................................................................................................................................ 18
Signature Page.................................................................................................................................................... 19
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 the Login 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.

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;
Application Checklist

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

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 **Continue** button.

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.

Step 6. Then click Continue button

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 digit 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 the 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

055 - 0000000
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 the **Native Language** from the drop down list.

**Step 4.** Then Click **Continue** button.
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 Form](image-url)
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 button.

Return to Checklist without saving changes
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.

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

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Activities and Hobbies

**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 (Checklist item 9 of 10)

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

Activity: None
- Art
- Campus or Comm. Service Orgs.
- Coop or Internship Programs
- Dance

Other Activity:

[Return to Checklist without saving changes]

Checklist | Continue | Finish Later

Release: 8.4
Additional Information

Answer all the question and then click Continue button.

**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 have submitted your Application, please visit the Admission Office. Bring the Signature Page and the other requirement or contact us.
If you have questions or queries, you may contact the admission office at following number:

Admission Office Male  
Mr. Subah Al Tayyar  
Admission Office Manager (Male Campus)  
Tel. No. (966)-3-849-9215  
E-mail Address: enrollment@pmu.edu.sa

Admission Office Female  
Ms. Hiba Zayad  
Admission Supervisor (Female Campus)  
Tel. No. (966)-3-849-9290  
E-mail Address: enrollment@pmu.edu.sa

Thank you for submitting an Online Application for Admission to Prince Mohammad Bin Fahd University!