Web Admission Guide

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Version 2.3

New Applicants

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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 Login 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 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.

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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:

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.

Name (Checklist Item 1 of 10)

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.

Prefix (Mr., Miss, 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 Continue button.

First Address and Phone (Checklist Item 2 of 10)

Enter your Address and Phone information.

Mailing Address:
Address: Al Azizia Road
P.O Box:* 1664
City:* Khoobar
ZIP Code: 33552
Province: Eastern Province
County: Al Khobar
Country:* Saudi Arabia
Mobile Number* 055 - 3223225
Country Code: 966

Checklist  Continue  Finish Later

Return to Checklist without saving changes

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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**

<table>
<thead>
<tr>
<th>Country Code</th>
<th>Mobile Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>050</td>
<td>2123456</td>
</tr>
</tbody>
</table>

---

**Parental Information**

1. Choose the type of relationship and enter the information.
   To enter more than one relative select **Enter or View another Relative** button.

*Relationship:*
- Uncle

*Prefix (Mr, Miss, Mrs, Ms):* Mr

*First Name:* Ibrahim

*Middle Name:* Abdul

*Last Name (Grandfather + Family):* Bader Al Saud

*Address:* Dammam

*P.O Box:* 1664

*City:* Dammam

*Zip Code:* 31952

*State/Province:* Eastern Province

*Country:* Saudi Arabia

*Employer:* ABCD Company

*Mobile Number* 092 - 2222222

*Country Code:* 966

---

**Return to Checklist without saving changes**

**RELEASE: 6.1**
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.

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

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

3. **Native Language:**
   - English

- Click **Checklist**, **Continue**, **Finish Later**

- Return to Checklist without saving changes

**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.”
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**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.

<table>
<thead>
<tr>
<th>High School Code:</th>
<th>OTH001</th>
</tr>
</thead>
</table>

**If School not found:**

- **High School Name:**
- **Graduation Date:**
  - Month: [ ]
  - Day: [ ]
  - Year (YYYY): [2003]
- **GPA (example: 89.75):** [95.95]
- **Home School (check for yes):** [ ]
- **High School Certificate Type:**
  - (Please enter the CODE from the list below)
  - [HSS]

**Code Type**
- HSA: High School Certificate (Art)
- HSB: High School Certificate (Science)
- HSQ: High School Certificate (Qur'an)
- HSC: High School Certificate (Commercial)
- HSI: High School Certificate (Industrial)

- Enter or View another High School

[Checklist, Continue, Finish Later]

*Return to Checklist without saving changes*

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**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><strong>High School GPA/100</strong></td>
<td>valid range is from 50.00 to 99.99</td>
</tr>
<tr>
<td><strong>High School GPA/4</strong></td>
<td>valid range is from 1.00 to 4.00</td>
</tr>
<tr>
<td><strong>Previous College GPA/100</strong></td>
<td>valid range is from 50.00 to 99.99</td>
</tr>
<tr>
<td><strong>Previous College GPA/4</strong></td>
<td>valid range is from 1.00 to 4.00</td>
</tr>
<tr>
<td><strong>Previous College GPA/5</strong></td>
<td>valid range is from 1.00 to 5.00</td>
</tr>
<tr>
<td><strong>IELTS</strong></td>
<td>valid range is from 0.0 to 9.0</td>
</tr>
<tr>
<td><strong>SAT</strong></td>
<td>valid range is from 50.00 to 99.99</td>
</tr>
<tr>
<td><strong>TOEFL Paper</strong></td>
<td>valid range is from 001 to 999</td>
</tr>
<tr>
<td><strong>TOEFL Computer</strong></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.</td>
<td>High School GPA/100</td>
<td>98.99</td>
</tr>
<tr>
<td>2.</td>
<td>None</td>
<td>Month</td>
</tr>
<tr>
<td>3.</td>
<td>None</td>
<td>Month</td>
</tr>
<tr>
<td>4.</td>
<td>None</td>
<td>Month</td>
</tr>
<tr>
<td>5.</td>
<td>None</td>
<td>Month</td>
</tr>
</tbody>
</table>

---

**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 **Checklist** button, then select the Major/Area of Interest. Click the **Change this Program** button to change the program.
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.
Additional Information

Answer all the questions and then click **Continue** button.

**Additional Information** (Checklist item 10 of 10)

- **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

RELEASE: 5.5

**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.

Signature Page

Your application has been marked complete. Please visit the Admission office, bring the following requirements and the printed Signature Page or contact us at the following numbers;

For Male: 849 9220 or 849 9221
Female: 849 9200 or 849 9260

Admission Requirements

* High School Certificate/Transcript
* Good Moral and Right Conduct
* Saudi ID/Diwan/Family Card
* 2 Photos passport size
* Copy of Passport (if available)
* Print out of the Web Application Summary
* Application Fee SR 50.00 (non refundable)

I certify that the information contained in this application for admissions are true and correct to the best of my knowledge. I understand that falsification of information in this application may result in denial of admission or dismissal after admission.

Name ____________ Date ____________

Your signature here: / /

Return to Application Menu

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. (966)-3-849-9215
E-mail Address: enrollment@pmu.edu.sa

Admission Office Female
Ms. Hiba Zayed
Admissions 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!
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