



جامعة الأمير محمد بن فهد  
PRINCE MOHAMMAD BIN FAHD UNIVERSITY

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## WEB ADMISSION GUIDE

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Version 2.1

### NEW APPLICANTS

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[www.pmu.edu.sa](http://www.pmu.edu.sa)



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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  button.

### Step 1. Click the "First Time user account creation"

[HELP](#) [EXIT](#)

## Admissions Login

Click "First time user account creation" for new or transfer student.

If you applied before use same Login ID and PIN and then select "Login" link.

Login ID:

PIN:



[First time user account creation](#)  
[Return to Banner Homepage](#)

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**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.



[HELP](#) [EXIT](#)

## Admissions Login - New Applicant

- i** Please create an Online Application Login ID and PIN.
- \* Your Login ID must be between 6 to 9 characters long.
  - \* Your PIN must be 6 digits between 0 and 9.

The Online Application Login ID is CASE SENSITIVE!

3 → Create a Login ID:  ← 2

Create a PIN:

Verify PIN:

5 →  ← 4

[Return to Homepage](#)

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## 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.

[HELP](#) [EXIT](#)

## Select an Application Type

- i** 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.

2 →  ← 1



Application Type:

[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  button.


[HELP](#) [EXIT](#)


### Apply for Admissions


 Select an Admission Term and enter your name.


\* - indicates a required field.


Application Type: Undergraduate Freshman

Admission Term: \*  

First Name: \*  

Middle Name:  

Last Name: \*  



[Return to Application Menu](#)

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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;



\* - indicates a required field.

Prefix (Mr, Miss, Mrs, Ms):	<input type="text" value="Mr"/>
First Name:*	<input type="text" value="Omar"/>
Middle Name:*	<input type="text" value="Jawdat"/>
Last Name (GrandFather + Family):*	<input type="text" value="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:

HELP EXIT

### Application Checklist

---

Click **Application is Complete** button once you have completed all the required information.  
Click **Finish Later** button if you want to stop and continue later.

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

[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  button.

[HELP](#) [EXIT](#)


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**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**.


\* - indicates a required field.

Prefix (Mr, Miss, Mrs, Ms):  

 First Name: \*

Middle Name: \*  

 Last Name (GrandFather + Family): \*

 [Return to Checklist without saving changes](#)

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### 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  button.

[HELP](#) [EXIT](#)

### First Address and Phone (Checklist item 2 of 10)

 Enter your Address and Phone information.

\* - indicates a required field.


#### Mailing Address

<p>1 →</p> <p>3 →</p> <p>4 →</p> <p>5 →</p>	<p><b>Address:</b> <input type="text" value="Al Azizia Road"/></p> <p><b>P.O Box: *</b> <input type="text" value="1664"/></p> <p><b>City: *</b> <input type="text" value="Khobar"/></p> <p><b>ZIP Code:</b> <input type="text" value="31952"/></p> <p><b>Province:</b> <input type="text" value="Eastern Province"/></p> <p><b>County:</b> <input type="text" value="Al Khobar"/></p> <p><b>Country: *</b> <input type="text" value="Saudi Arabia"/></p> <p><b>Mobile Number *</b> <input type="text" value="055"/> - <input type="text" value="6325325"/> <input type="text"/></p> <p><b>Country Code:</b> <input type="text" value="966"/></p>	<p>2 ←</p>
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[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.

[HELP](#) [EXIT](#)

### Personal Information (Checklist item 3 of 10)

 Enter your Personal Information.

\* - indicates a required field.

The form contains the following fields and controls:

- 1:** Nationality: \* (Dropdown menu showing "American")
- 2:** Email: (Text input field showing "omar@pmu.edu.sa")
- 3:** Verify e-mail address: (Text input field showing "omar@pmu.edu.sa")
- 4:** Saudi / Iqama ID (XXXXXXXXXX): \* (Text input field showing "9999999999")
- 5:** Gender: \* (Radio buttons for "Male" and "Female")
- 6:** Religion: (Dropdown menu showing "Moslem")
- 6:** Marital Status: (Dropdown menu showing "Married")
- 6:** Birth Date: (Month: "March", Day: "18", Year: "1970")
- 7:** Residency: (Radio buttons for "Yes", "No", and "Not Reported")
- 8:** Checklist button (with tooltip: "Return to Checklist without saving changes")
- Other buttons: "Continue", "Finish Later"

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## 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  -

[HELP](#) [EXIT](#)

### Parental Information (Checklist item 4 of 10)

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


Relationship:	<input type="text" value="Uncle"/>
Prefix (Mr, Miss, Mrs, Ms):	<input type="text" value="Mr"/>
First Name:	<input type="text" value="Ibrahim"/>
Middle Name:	<input type="text" value="Abdullah"/>
Last Name (Grandfather + Family):	<input type="text" value="Bader Al Saud"/>
Address:	<input type="text" value="Dammam"/>
P.O Box:	<input type="text" value="1664"/>
City:	<input type="text" value="Dammam"/>
Zip Code:	<input type="text" value="31952"/>
State/Province:	<input type="text" value="Eastern Province"/>
County:	<input type="text" value="Dammam"/>
Country:	<input type="text" value="Saudi Arabia"/>
Employer:	<input type="text" value="ABCD Company"/>
Mobile Number	<input type="text" value="052"/> - <input type="text" value="2222222"/> <input type="text"/>
Country Code:	<input type="text" value="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.

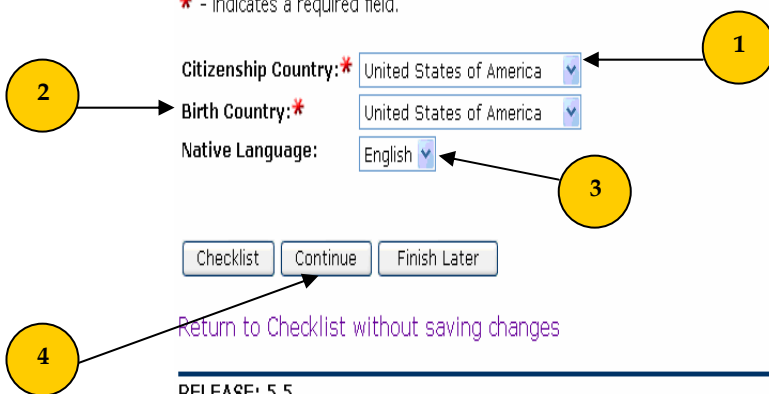
**Step 3.** Click the search  button and select **Native Language** from the drop down list.


**Step 4.** Then click  button.


[HELP](#) [EXIT](#)


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

\* - indicates a required field.



Citizenship Country:\*   ← 1

Birth Country:\*   ← 2

Native Language:   ← 3

[Return to Checklist without saving changes](#)

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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**”.



[HELP](#) [EXIT](#)

### 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.

High School Code:\*  [Lookup High School Code](#)

If School not found:

High School Name:

Graduation Date: Month  Day  Year (YYYY)

GPA (example: 89.75):

Home School (check for yes):

High School Certificate Type:  
(Please enter the CODE from the list below)

Code Type

- [HSA](#) High School Certificate (Art)
- [HSS](#) High School Certificate (Science)
- [HSQ](#) High School Certificate (Qur'an)
- [HSC](#) High School Certificate (Commercial)
- [HSI](#) High School Certificate (Industrial)

[Return to Checklist without saving changes](#)

RELEASE: 7.2

## 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.

Test Scores	Valid Range
High School GPA/100	valid range is from 50.00 to 99.99
High School GPA/4	valid range is from 1.00 to 4.00
Previous College GPA/100	valid range is from 50.00 to 99.99
Previous College GPA/4	valid range is from 1.00 to 4.00
Previous College GPA/5	valid range is from 1.00 to 5.00
IELTS	valid range is from 0.0 to 9.0
SAT	valid range is from 50.00 to 99.99
TOEFL Paper	valid range is from 001 to 999
TOEFL Computer	valid range is from 040 to 300

**Step 2.** Then click  button.

[HELP](#) [EXIT](#)



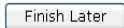
### Test Scores (Checklist item 7 of 10)

 For New First Time Student, please enter your High School GPA (if available).

For Transfer Student, please enter your High School/Previous College GPA(s) (if available).

**1** →


Test	Score	Date Taken		
1. High School GPA/100	98.99	Month	February	Year (YYYY) 1989
2. None		Month	None	Year (YYYY)
3. None		Month	None	Year (YYYY)
4. None		Month	None	Year (YYYY)
5. None		Month	None	Year (YYYY)


  

[Return to Checklist without saving changes](#)

RELEASE: 6.1



### Major/Area of Interest

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

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

**Step 3.** Then click  button.



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



HELP EXIT

### MAJOR / AREA OF INTEREST (Checklist item 8 of 10)

Select your First Choice and Second Choice of Study.

\* - indicates a required field.

Major / Area Of Interest: \* Business Administration

Priority: 1

Next Program

Checklist Continue Finish Later

Return to Checklist without saving changes

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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  button.

HELP EXIT

### 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  
Debate

Other Activity:

Checklist Continue Finish Later

Return to Checklist without saving changes

RELEASE: 5.5




## Additional Information

Answer all the questions and then click  button.

[HELP](#) [EXIT](#)

### 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)

- | Code | Type           |
|------|----------------|
| 1    | Advertisements |
| 2    | Exhibition     |
| 3    | Friends        |
| 4    | Internet       |
| 5    | Press Coverage |

[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.

[HELP](#) [EXIT](#)

### 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 9277 or 849 9260

#### Admission Requirements

- \* High School Certificate/Transcript
- \* Good Moral and Right Conduct
- \* Saudi ID/Iqama/Family Card
- \* 2 Photos passport size
- \* Copy of Passport (if available)
- \* Print out of the Web Application Summary
- \* Application Fee SR 500.00 (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

omar elmo/3

[Return to Application Menu](#)

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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](mailto: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](mailto:enrollment@pmu.edu.sa)



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



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