

# *(Registration Postponement)*

*(Students Document)*

وقف التسجيل بالرغبة  
الشخصية

*The purpose of this procedure* الهدف من هذه الإجراءات

- Implement the policy for *Registration Postponement*.  
تطبيق لوائح وقف التسجيل بالرغبة الشخصية.
- A student can request *Registration Postponement*, upload Sponsor approval documents, and check status of request through eServices.  
باستطاعة الطالب تقديم طلب وقف التسجيل بالرغبة الشخصية وإخلاء الطرف، وإرفاق الأوراق المطلوبة كما يمكنه متابعة طلبه من خلال eServices.

*This document contains* تحتوي هذه الورقة على:

- How a student can request *Registration Postponement* through eServices.  
خطوات تقديم طلب وقف التسجيل بالرغبة الشخصية عن طريقة البوابة الإلكترونية eServices

- How to apply Leave of absence request through eServices.

الدخول على الرابط التالي: <https://sharepoint.uaeu.ac.ae/en/Pages/default.aspx>

UAEU eServices

APPS

Apps Faculty Employee Administration

Webmail eServices My Support BlackBoard

ESERVICES

LATEST TWEETS

جامعة الإمارات @UAEU\_NEWS 16h  
نائب مدير الجامعة لمؤون الطلبة والتسجيل يتبع فعاليات اللقاء السنوي مع الطلبة. pic.twitter.com/JX6cw9cLq7

1. Click on eServices icon  
اختيار eServices

2. Click on Student and Financial Aid link  
اختيار Student and Financial Aid link

## MAIN MENU

Welcome, Mohamed A. Bakheet Al Harthi, to the Self Service Banner! Last web access on Oct 04, 2015 at 02:23 pm

### » Personal Information

View addresses and phone numbers, emergency contact information, directory profile, and available surveys.

### » Student and Financial Aid

Apply for Admission, Register, View your accounts

2. Click on Student and Financial Aid link

اختيار Student and Financial Aid link

## STUDENT AND FINANCIAL AID

- » [Registration](#)  
Check your registration status, class schedule and add or drop classes
- » [Student Records](#)  
View your holds, grades, transcripts and account summary
- » [Student Account](#)
- » [Student E-Payment](#)
- » [Part Time Student Payment](#)  
Part Time Work Sheet Entry
- » [Al-Ain Gate Permit Entry Request](#)  
Alain Gate Permit Entry Request
- » [Student College Transfer](#)  
Student College Transfer
- » [Student Financial Aid Request](#)  
Apply for Financial Aid and View
- » [Specialization](#)  
Student Specialization
- » [Request Electronic Documents](#)
- » [Special Needs](#)  
Request Special Needs Online
- » [Withdrawal from University](#)
- » [Registration Postponement](#)
- » [Student Health Insurance](#)

3. Click on Registration Postponement link

Registration Postponement اختيار

## REGISTRATION POSTPONEMENT

Spring 2016  
Jan 20, 2016 07:56 am

### Welcome to the Registration Postponement Request Form.

**In Case of emergency or other compelling circumstances, student may request Leave of Absence under the following conditions (Please read carefully):**

- Student must apply for the leave of absence before the end of 6th week of classes.
- Leave of absence request is for the current semester.
- Student should complete at least one semester at the university. Newly admitted student is not allowed for leave of absence.
- Student can apply for leave of absence only during Fall or Spring semesters.
- Student under scholarship program must submit the approval letter from their organizations or embassies before submitting the request.
- The maximum number of leave of absence is as follow:
  - Under graduate students who were admitted in Fall 2014 and after may have a total of two consecutive or separate leave of absence during the entire period of university enrollment.
  - Under graduate students who were admitted before Fall 2014 may have a total of two consecutive or four separate leave of absence during the entire period of university enrollment.
  - Graduate students regardless of admission term may have a total of two consecutive or separate leave of absence during the entire period of university enrollment.

Student Name	*****
Term	Spring 2016
Remaining number of requests	4 of 4
Status	No Request exists

Reason/Comments for Postpone

4. Enter the reason/comments for postpone.

أدخل سبب طلب وقف التسجيل بالرغبة

Upload Sponsor Approval Document \*

5. If you have a sponsor upload sponsor approval letter.

إذا كان لديك منحة دراسية، يجب إرفاق رسالة الموافقة.  
(وفي حالة عدم إرفاقها سيتم إلغاء الطلب)

6. Submit your request.

اضغط على Submit  
لاستكمال تقديم الطلب

Personal Information Student

Search  Go

SITE MAP HELP EXIT

## RIGSTRATION POSTPONEMENT

الموافقة النهائية على طلبك سيتم إرسالها إلى بريدك الإلكتروني.

Spring 2016  
Jan 24, 2016 12:38 pm

✓ Registration Postponement Request has been submitted for approval. The final approval will be issued to you by email.  
**Note:** You need the clearance from the following Department(s)/College

Clearance Type	Department(s)
College	Business & Economics
Library Resources	Library Deanship

*Note: you need the clearance from the Departments and college to get the final approval.*

Back to Student Menu

للحصول على الموافقة النهائية عليك اخلاء الطرف من الجهات الظاهرة في القائمة.

- To check the request status follow above steps until step (3) then follow below step:
- لمتابعة حالة الطلب، نفذ الخطوات السابقة حتى الخطوة رقم (3)، ثم متابعة الخطوة التالية:

Personal Information Student

Search  Go

SITE MAP HELP EXIT

## REGISTRATION POSTPONEMENT

Spring 2016  
Jan 20, 2016 07:56 am

Welcome to the Registration Postponement Request Form.

In Case of emergency or other compelling circumstances, student may request Leave of Absence under the following conditions (Please read carefully):

- Student must apply for the leave of absence before the end of 6th week of classes.
- Leave of absence request is for the current semester.
- Student should complete at least one semester at the university. Newly admitted student is not allowed for leave of absence.
- Student can apply for leave of absence only during Fall or Spring semesters.
- Student under scholarship program must submit the approval letter from their organizations or embassies before submitting the request.
- The maximum number of leave of absence is as follow:
  - Under graduate students who were admitted in Fall 2014 and after may have a total of two consecutive or separate leave of absence during the entire period of university enrollment.
  - Under graduate students who were admitted before Fall 2014 may have a total of two consecutive or four separate leave of absence during the entire period of university enrollment.
  - Graduate students regardless of admission term may have a total of two consecutive or separate leave of absence during the entire period of university enrollment.

Student Name	*****
Term	Spring 2016
Remaining number of requests	4 of 4
Status	No Request exists

Reason/Comments for Postpone

Upload Sponsor Approval Document\*  Browse...

Back to Student Menu Submit

[\[Previous Request History\]](#)

1. Click on Previous Request History link to check the request status or cancel your request.

اختر [Previous Request History link](#) لمتابعة إجراءات الطلب أو لإلغاء طلبك.

Personal Information **Student**

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

## REGISTRATION POSTPONEMENT REQUEST HISTORY

Jan 24, 2016 09:45 am

Term	Request #	Request Date	Request Status	Decision Date	Clearance Department	Clearance Status	Cancel
Spring 2016 (201620)	193	24-JAN-16	Pending	24-JAN-16	LIB	Pending	<a href="#">Cancel</a>
Spring 2016 (201620)	193	24-JAN-16	Pending	24-JAN-16	SC	Pending	<a href="#">Cancel</a>

*Note: you can check  
the request status.*

هنا يمكنك متابعة المرحلة  
النهائية من طلبك .

*Note: you can check the department's  
clearance status **or** click on **cancel** to  
cancel your request.*

هنا يمكنك متابعة إخلاء طرفك من قبل الإدارات .

*Done = تم الاجراء*

*Pending = معلقة*