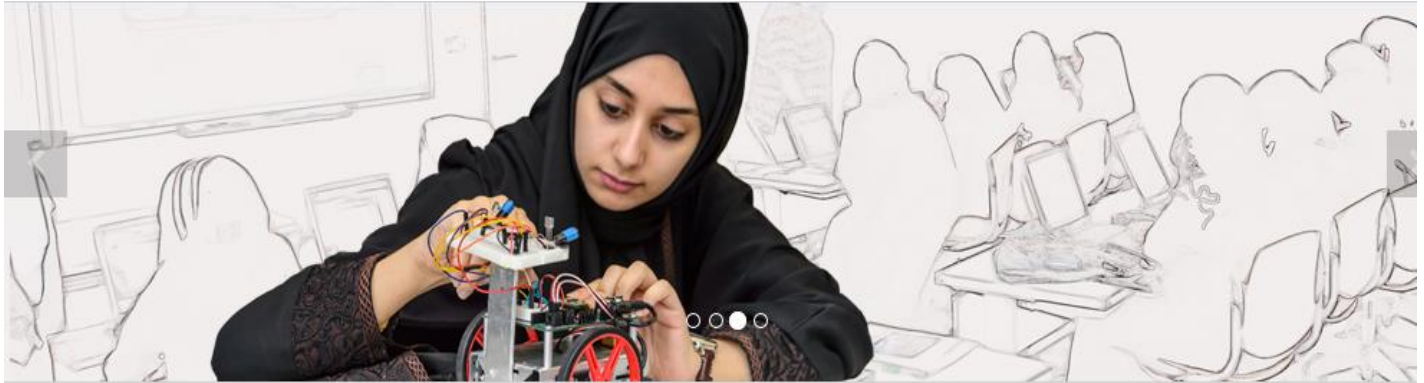


E Document *(To Whom It May* *Concern)*

Log in to *eServices*:



APPS

Apps Faculty Employee Administration

Webmail eServices My Support BlackBoard

(The eServices icon is circled in red in the original image)

LATEST TWEETS

جامعة الإمارات @UAEU_NEWS 9h
UAEU VC gives the opening speech during the 3rd China-Arab States University Presidents Forum, Ningxia, China pic.twitter.com/JkkvW48v4Y

eServices - This webparts will display eServices links

Personal Information Student WebTailor Administration

Search Go

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

Main Menu

[Personal Information](#)

View addresses and phone numbers, emergency

[Student and Financial Aid](#)

Apply for Admission, Register, View your academic records and Financial Aid

1. Click on Student And Financial Aid.

Available surveys.

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 Financial Aid Request

Apply for Financial Aid and View

Specialization

Student Specialization

Request Electronic Documents

Student Health Insurance

Registration Postponement

Request postponing registration online.

2. Click on Request Electronic Documents.

Document Request

Sep 14, 2015 12:27 am

Select document type and number of copies needed

Document type	Number of Copies
Card Replacement (50 AED)	maximum Copys (1)
Arabic Transcript - Continuous (10 AED)	maximum Copys (5)
English Transcript - Continuous (10 AED)	maximum Copys (5)
To Whom It May Concern (5 AED)	1 maximum Copys (1)
Total cost:	5

3. Insert (1) in maximum copy's and Press Tab to display the additional notes for TWIMC.

Additional Notes for WIMC Yes: No:

4. Click on (Yes) if you want additional Notes.

- If you keep it (No), the letter will send automatically to your Email.

Mobile No * Area 050 Phone 5435118

Available Balance 185

5. Submit.

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

Note: To Whom It May concern letter with or without additional notes contain:

1. Start and end date of semester.
2. Start and end date of mid-term exam.
3. Start and end date of final exam.

- If you click on (*Yes*) for additional notes. It will display more options.

Personal Information **Student** WebTailor Administration

Search Go SITE MAP HELP EXIT

Document Request Sep 14, 2015 12:27 am

Select document type and number of copies needed

Document type	Number of Copies
Card Replacement (50 AED)	maximum Copys (1)
Arabic Transcript - Continuous (10 AED)	maximum Copys (5)
English Transcript - Continuous (10 AED)	maximum Copys (5)
To Whom It May Concern (5 AED)	1 maximum Copys (1)
Total cost:	5

Additional Notes for WIMC Yes: No:

Additional notes on the To Whom It May Concern letter (Optional)
Select the additional notes you would like to be included in your letter. (Requires Admission and Registration Dept review and approval)

Midterm Completion Confirmation	Yes: <input type="radio"/> No: <input checked="" type="radio"/> <input type="button" value="Browse..."/> <small>(Only (.pdf, .jpg) files are supported)</small>
Expected to graduate semester	Yes: <input type="radio"/> No: <input checked="" type="radio"/>
Additional Notes (150 Characters or less)	<input type="text"/>

Mobile No * Area 050 Phone 5435118

Available Balance 185

9. Submit.

6. If you click on (*Yes*) for Mid-Term Completion Confirmation. You have to upload (*PDF or JPG*) document letter from college with signature and stamp. The letter will send to your email after the *Registration department approval*.

7. If you click on (*Yes*) for Expected to graduate semester. The letter will send to your email after the *Registration department approval*.

8. You can request more notes by typing in the additional notes box. The letter will send to your email after the *Registration department approval*.

Personal Information **Student**

Search Go SITE MAP HELP EXIT

Insert a Document

Your request has been submitted for review and/or approval. You will be contacted once the request is processed.

RELEASE: 8.5

*Note: if the registration department **Rejecte your request**. The system will send a message to your email to allow you to cancel the request and refund your money.*

- If you want to *cancel your request* or the registraion deparment *rejected your request*, you have to follow the steps below:
 - Log in to eServices.
 - Click on Student And Financial Aid link.
 - Click on Request Electronic Documents link.

Note: if your request contain To Whom It May Concern and other request both will be cancelled.

Personal Information **Student**

Search SITE MAP HELP EXIT

Document Request Sep 14, 2015 01:51 am

Select document type and number of copies needed

Document type	Number of Copies
Card Replacement (50 AED)	maximum Copys (1)
Arabic Transcript - Continuous (10 AED)	maximum Copys (5)
English Transcript - Continuous (10 AED)	maximum Copys (5)
To Whom It May Concern (5 AED)	maximum Copys (1)
Total cost:	0

Mobile No * Area Phone

Available Balance

4. Click on Request Documents History link.

[Request Documents History]

Request #	Document Type	Number of Copies	Total # Document Request	Total Cost	Request Date	Request Status	Cancel
8962	English Transcript - Continuous (10 AED)	1	2	15	12-AUG-15	Open	N/A
	To Whom It May Concern (5 AED)	1					
8963	To Whom It May Concern (5 AED)	1	1	5	12-AUG-15	Completed	N/A
9045	To Whom It May Concern (5 AED)	1	1	5	07-SEP-15	Open	<input type="button" value="Cancel"/>

5. Click on cancel button to refund your money.