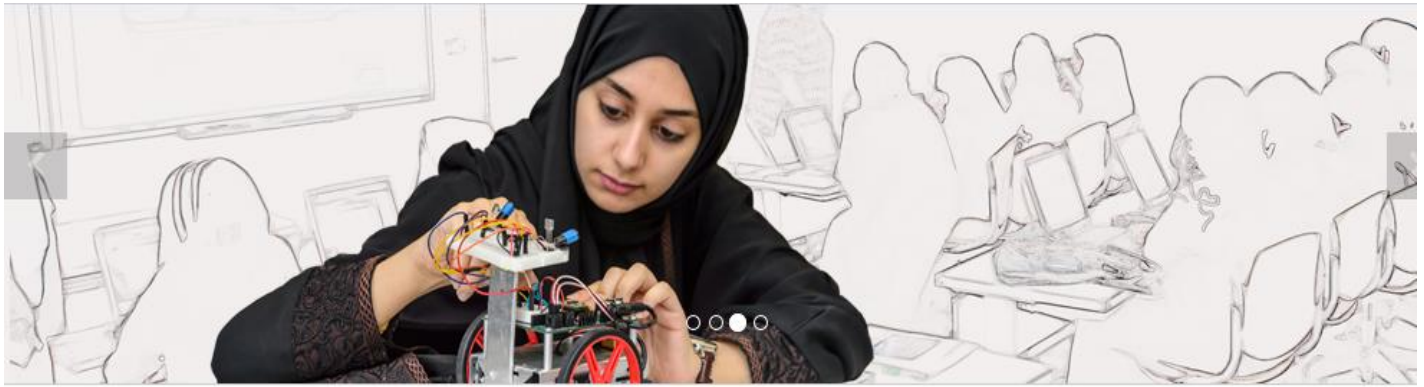


# *E Document (To Whom It May Concern)*

Log in to *eServices*:



### APPS

Apps Faculty Employee Administration






eServices - This webparts will display eServices links

### 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](https://pic.twitter.com/JkkvW48v4Y)



Personal Information Student WebTailor Administration

Search  Go

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

## Main Menu

### Personal Information

View addresses and phone numbers, emergency contacts, etc.

### 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: ☐

Mobile No \* Area 050 Phone 5435118

Available Balance 185

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

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

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

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SITE MAP HELP EXIT

Document Request

Sep 14, 2015 12:27 am

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| 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: ☐ No: ☒ Browse...

Expected to graduate semester Yes: ☐ No: ☒

Additional Notes (150 Characters or less)

Mobile No \* Area 050 Phone 5435118

Available Balance 185

Submit

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

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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.

Back

RELEASE: 8.5

**Note:** if the registration department Rejects 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:
  1. Log in to eServices.
  2. Click on Student And Financial Aid link.
  3. 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  Go 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  050 Phone  5435118

Available Balance  175

Submit

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           | Cancel |

Back to Student Menu

5. Click on cancel button to refund your money.