

UAEU

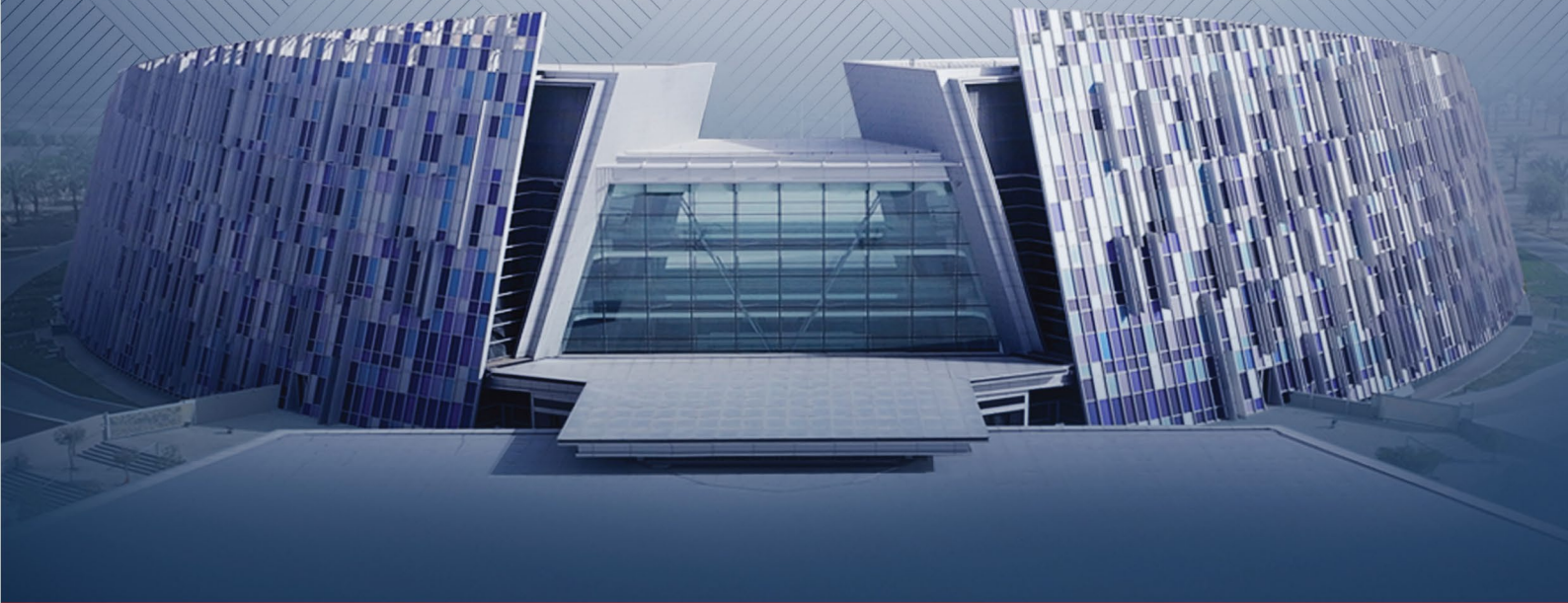
جامعة الإمارات العربية المتحدة
United Arab Emirates University



Generating Enrolled Students Documents

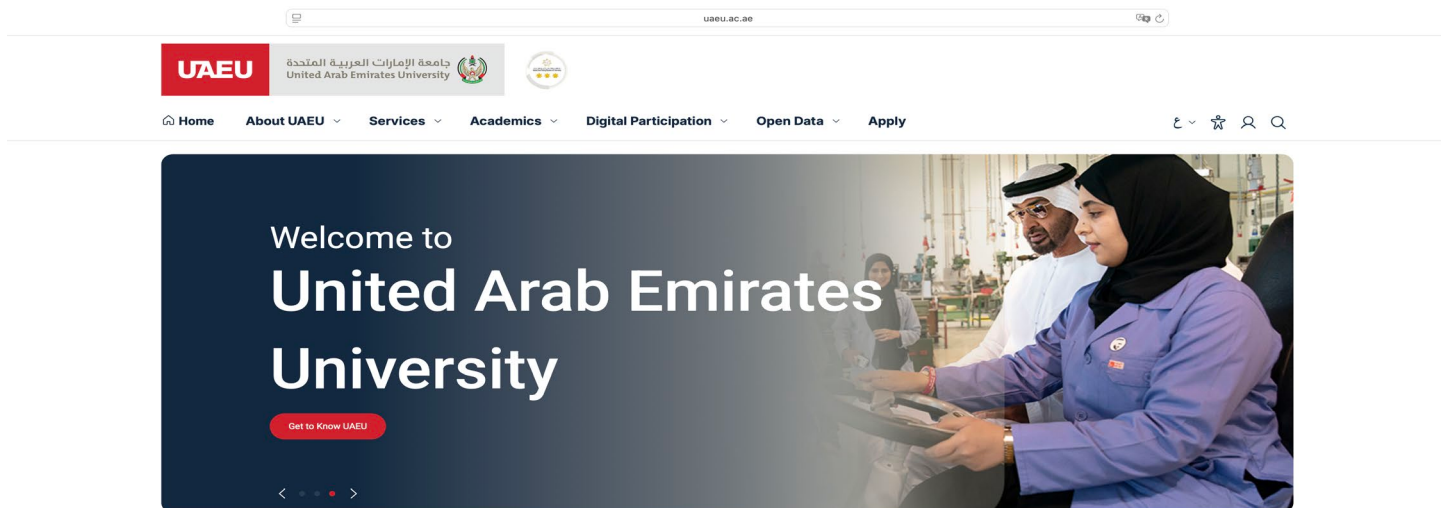
**United Arab Emirates University Website
User Guide**

Version 1.0



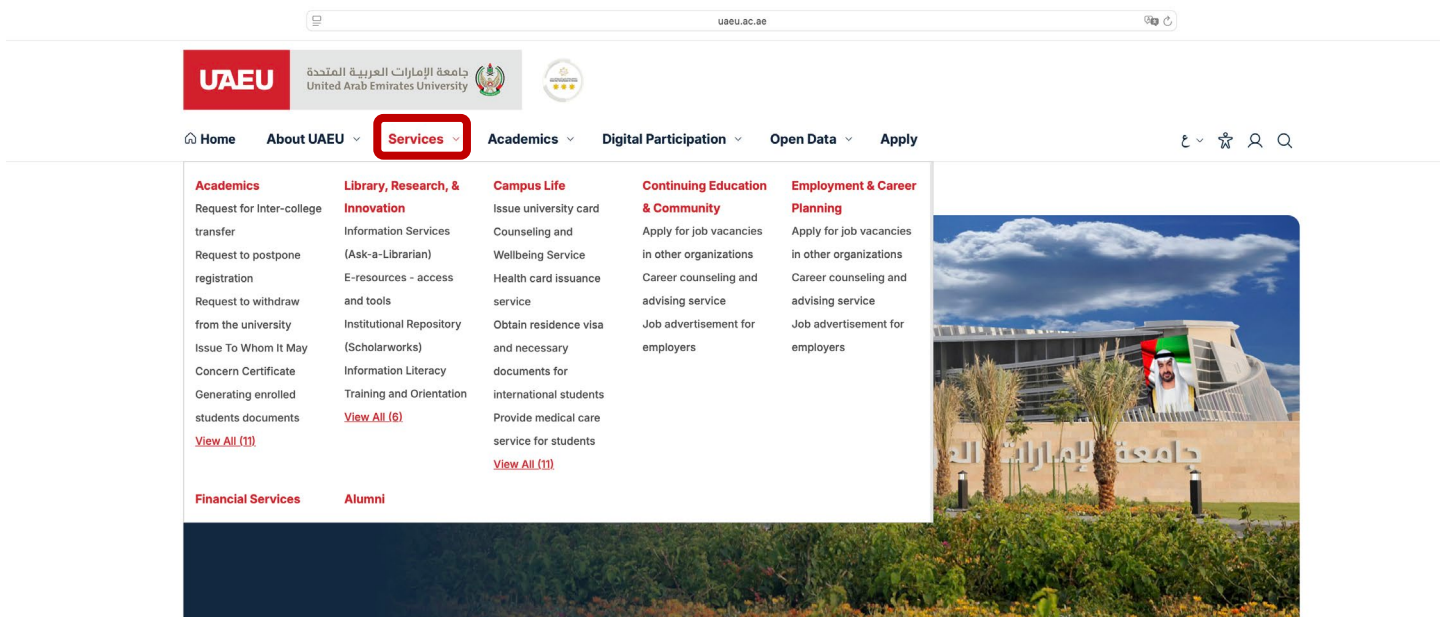
Accessing the University Website:

1. Start by visiting the official website of the United Arab Emirates University at <https://www.uaeu.ac.ae>



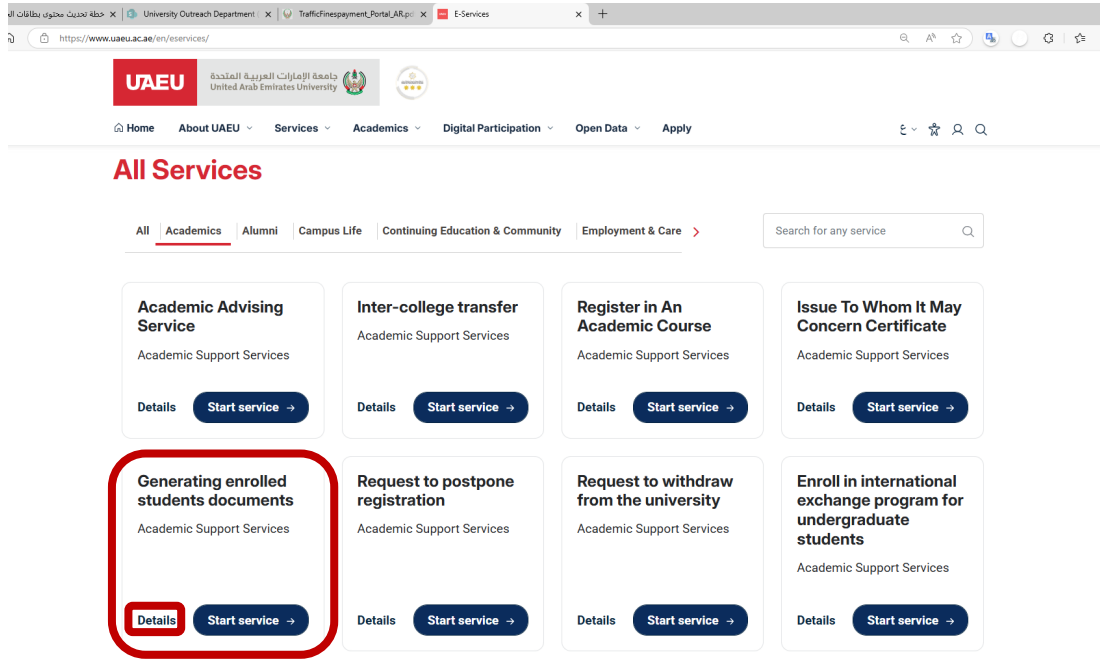
Accessing the Service:

2. From the main page click on "Services" tab.



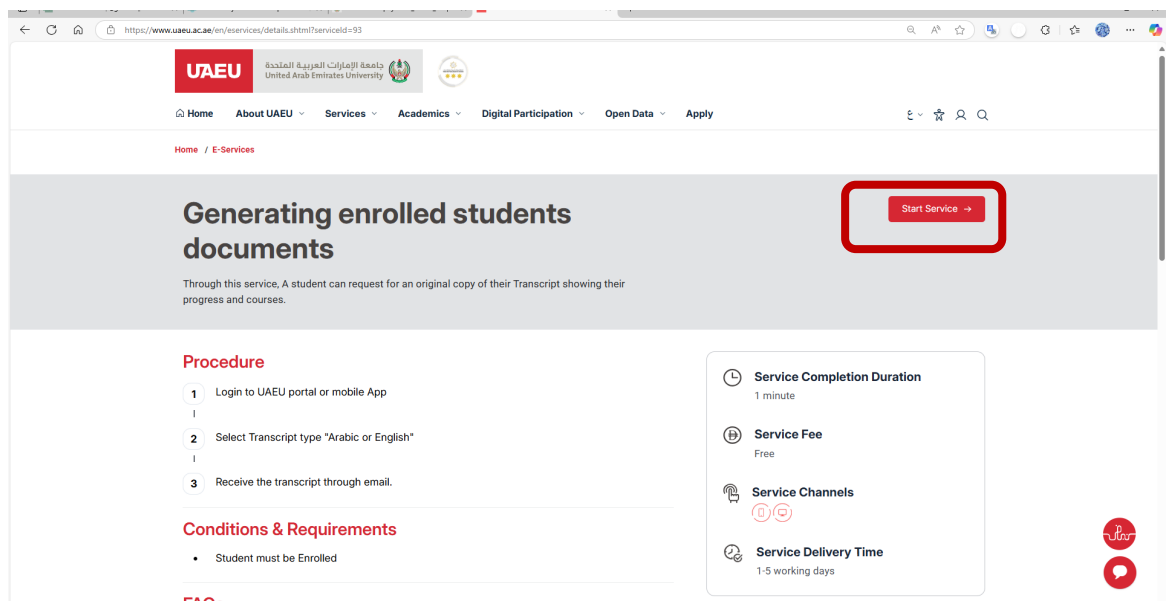
3. On the services page, search for “**Generating Enrolled Students Documents**”

4. Click on “**Details**”



Viewing the Service Information Before Proceeding:

5. Click on “**Start Service**”, You can also access the service directly via the link: [Generating enrolled students documents](#)





Sign in:

6. Sign in to the website using UAE PASS or your UAEU Username and Password.

Sign In

USERNAME

PASSWORD

[Sign In](#)

[Forgot password?](#)

Switch to [login with UAE pass](#)

Sign In

Sign in with UAE PASS

Need a UAE PASS account? [Create an account](#)

[Use other login option](#)

Document Selection

7. Choose the type of document you need, then click “**Submit**”. It will be sent to your email within an hour.

Student Document Request

Note: Your request will be processed for your Bachelor degree level.

Document Type

☒ **Digital**
Issue permanent document under MyPassport

☐ **Printout**
Generate PDF for printout

Documents

☐ Academic Transcript (English) (0 AED)

☐ Academic Transcript (Arabic) (0 AED)

☐ To Whom It May Concern (0 AED)

Total Cost : 0 AED

[Cancel](#) [Submit](#)



8. For the **Student Official Schedule Letter**, refer to the instructions below, select printout, select term, then click Submit; it will also be sent to your email within an hour.

Student Document Request

Note: Your request will be processed for your Bachelor degree level.

Document Type

☐ Digital

Issue permanent document under MyPassport

☒ Printout

Generate PDF for printout

Documents

☐ Academic Transcript (Arabic) (30 AED)

☐ Academic Transcript (English) (30 AED)

☐ English Attestation (25 AED)

☐ Arabic Attestation (25 AED)

☐ Student Account Letter (50 AED)

☒ Student Official Schedule Letter (0 AED)

Select the term for your schedule

☒ Fall 2025

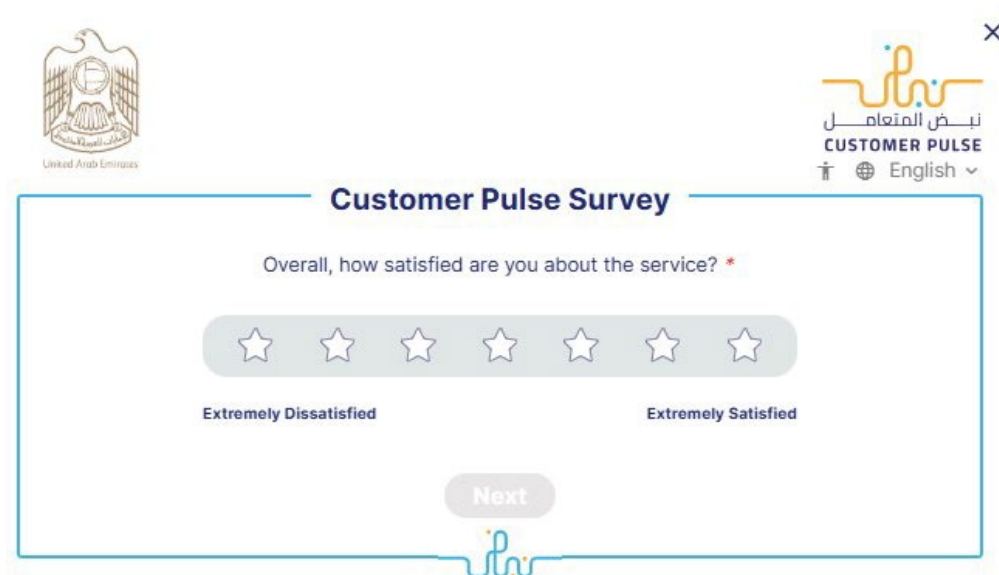
Total Cost : 0 AED

Cancel

Submit

Customer Pulse Survey:

9. You can evaluate your experience with the service through the customer pulse survey screen shown below.



Receiving Documents:

10. The requested document will be sent to you via email after it has been processed within the specified timeframe.

Additional Information

- For Assistance: If you encounter any difficulties or have inquiries, you can contact the Admission & Registration Deanship via UAEU's toll-free number: 800-8238.
- Instructional Video: An explanatory video is available to help you use the service. (The link is provided within the service details on the university website).