

UAEU

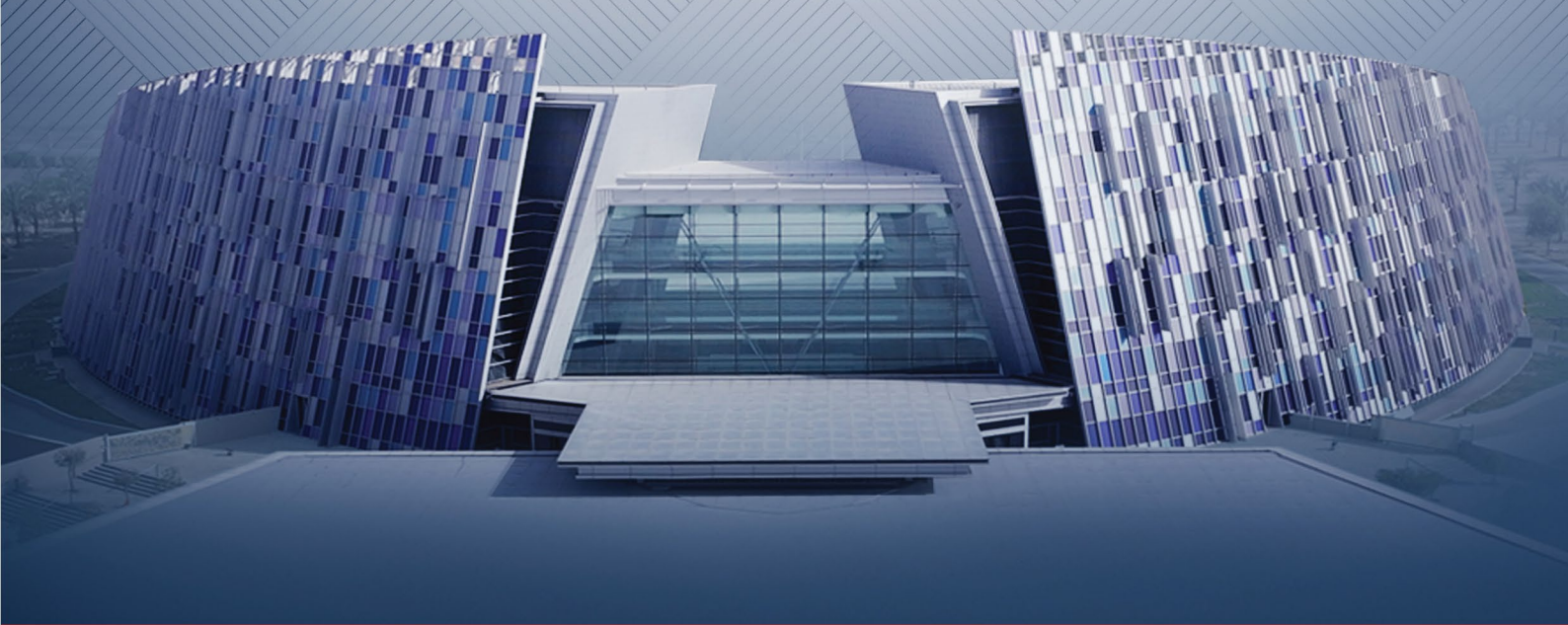
جامعة الإمارات العربية المتحدة
United Arab Emirates University



Request to postpone registration

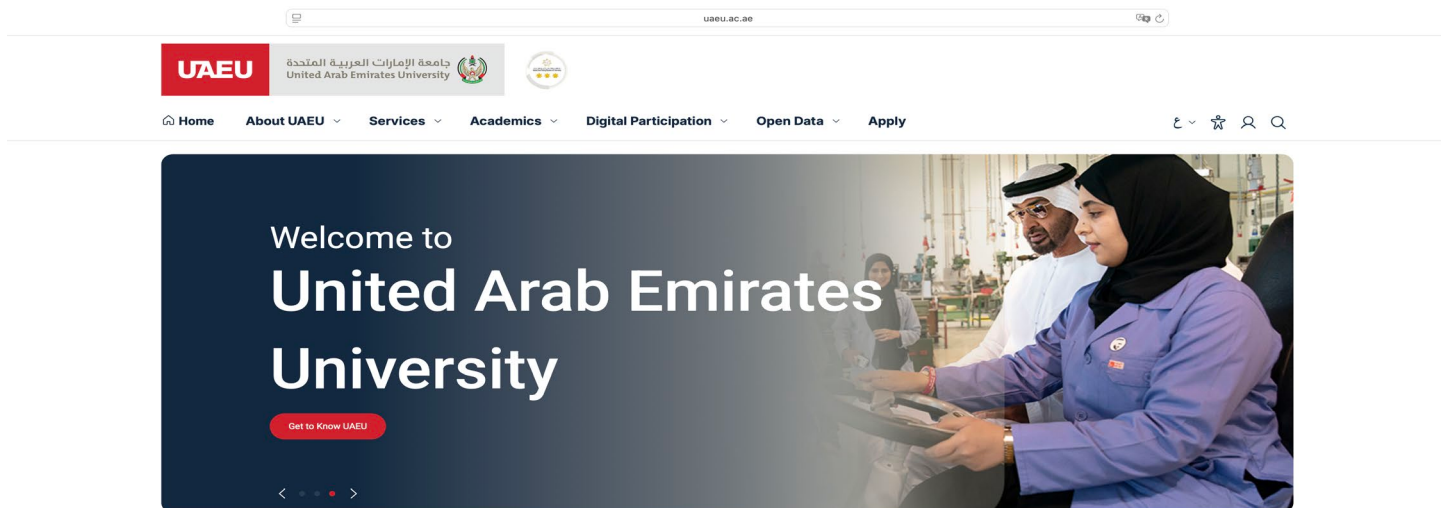
**United Arab Emirates University Website
User Guide**

Version 1.0



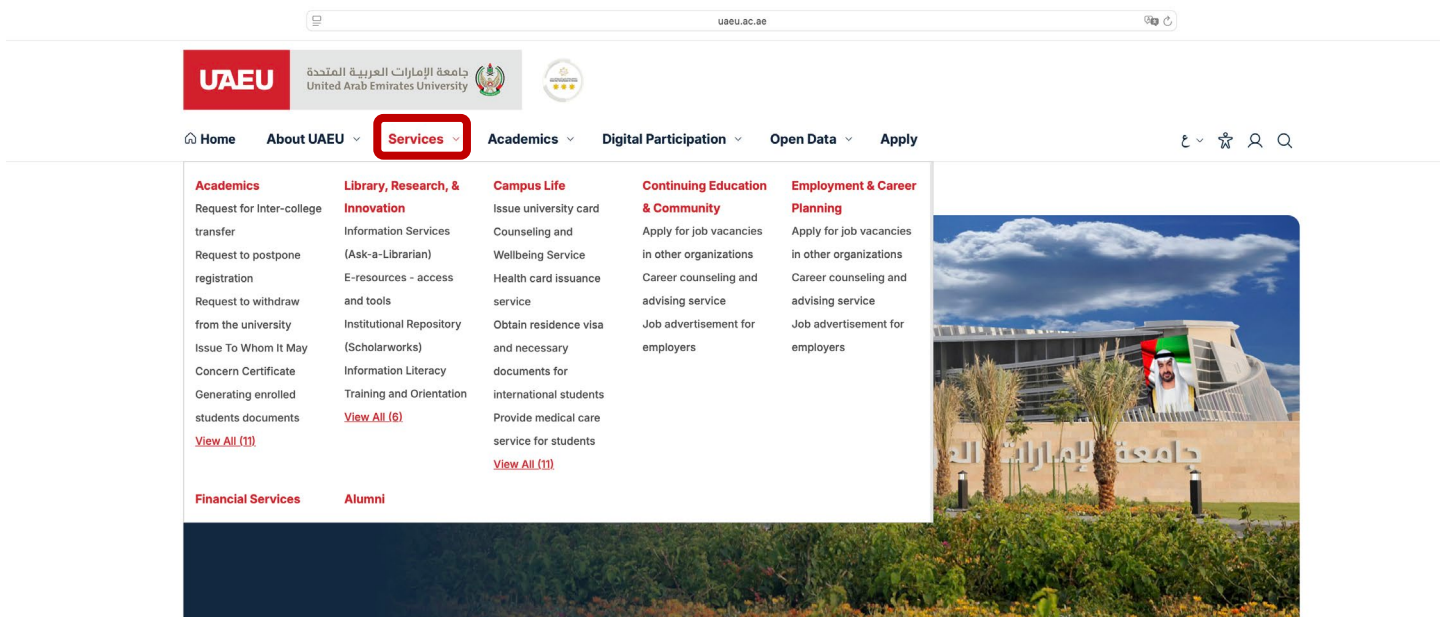
Accessing the University Website:

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



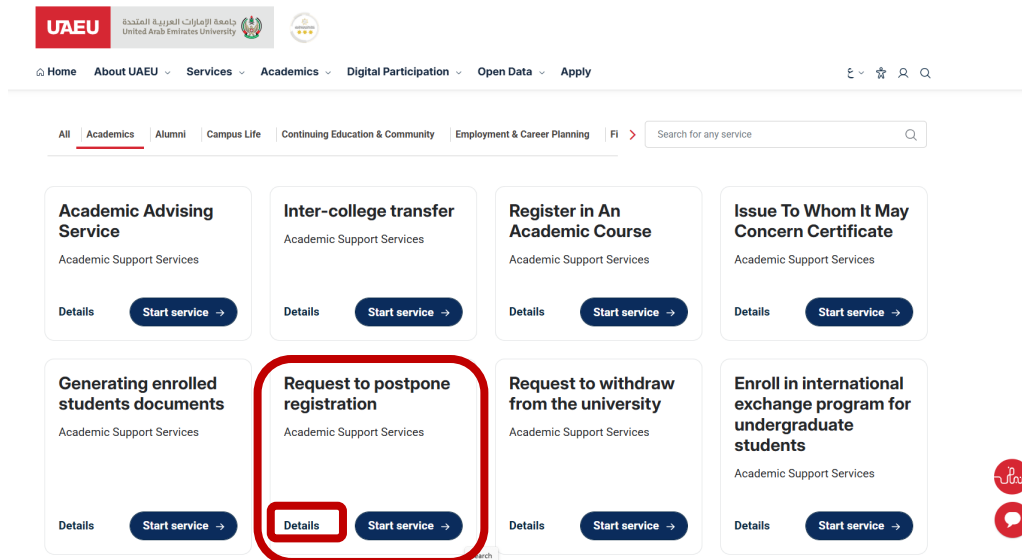
Accessing the Service:

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



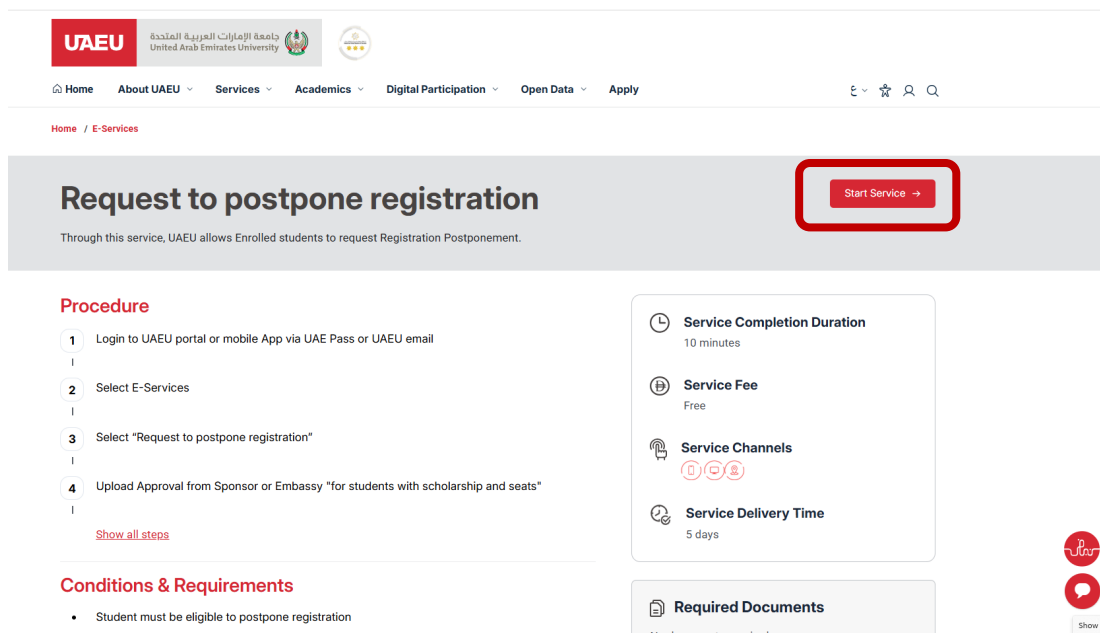
3. On the services page, search for “Request to postpone registration”

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: [Request to postpone registration](#)



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](#)

Form Completion

7. Before you begin filling out the form, carefully read the 'Instructions' section at the top to avoid errors and ensure your request is approved.

- In the **“Reason for Suspension”** field, provide a detailed and clear explanation for your request to suspend your registration (you must adhere to the maximum character limit of 300 characters).
- If you are a scholarship student, you must attach an official document from the scholarship provider (funder) stating their approval of your registration suspension request. The document must be in PDF format and the maximum size is 5MB.
- Click the **“Submit”** button."

Request to Postpone Registration

Term	Remaining Number of Requests	Max Number of Requests
	2	2

Instructions

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

- Students must apply for the leave of absence before the end of the 6th week of term.
- The leave of absence request is for the current semester.
- The maximum number of leave of absence allowed is a total of (2) (consecutive or separate) during the entire period of university enrollment.

Reason for postponement (Max 300 character) *

Reason

Sponsor Approval Document (PDF | 5MB) *


Drag & drop or **Browse**

Cancel **Submit**

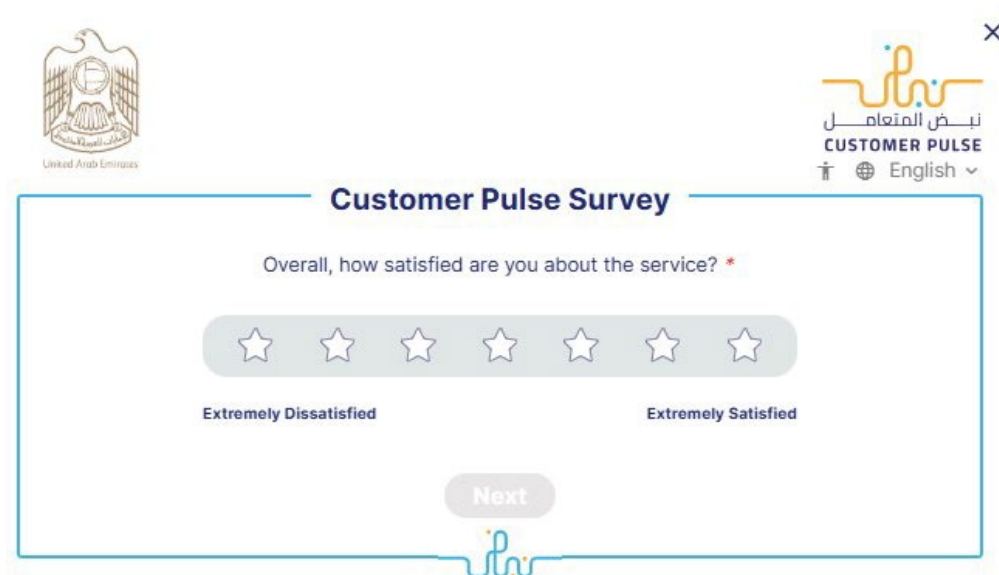
Note:

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Customer Pulse Survey:

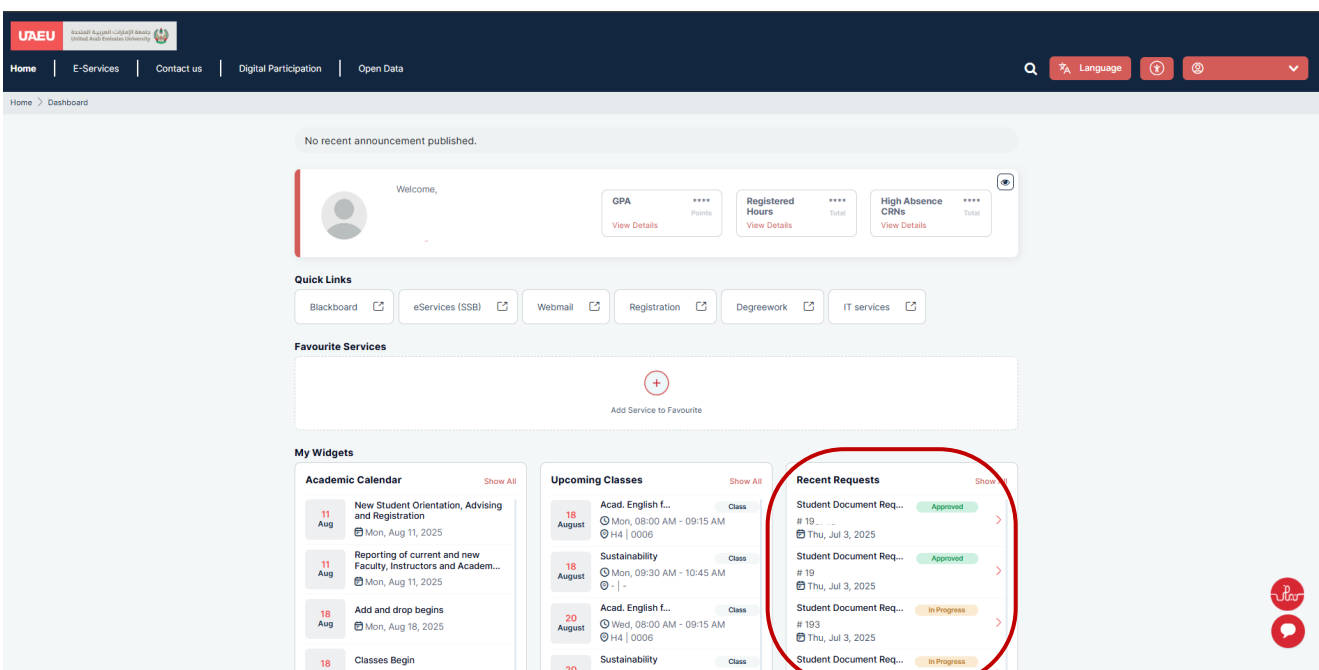
8. You can evaluate your experience with the service through the customer pulse survey screen shown below.



The screenshot shows the 'Customer Pulse Survey' interface. At the top left is the UAEU logo. At the top right is the 'نابض المتعامل' (Customer Pulse) logo with a 'CUSTOMER PULSE' text and a language dropdown set to 'English'. The main heading is 'Customer Pulse Survey'. Below it is the question: 'Overall, how satisfied are you about the service? *'. There is a row of seven stars for rating. Below the stars, 'Extremely Dissatisfied' is on the left and 'Extremely Satisfied' is on the right. At the bottom center is a 'Next' button.

Inquiring About Request Status

9. On the main page of the student portal, "Recent Requests" is displayed. Click on "Show All".



The screenshot shows the student portal dashboard. At the top is the UAEU header with navigation links: Home, E-Services, Contact us, Digital Participation, Open Data. Below the header is a 'Welcome,' message with a user profile icon and four summary cards: GPA (**** Points), Registered Hours (**** Total), High Absence CRNs (**** Total), and a 'View Details' link for each. Below these are 'Quick Links' for Blackboard, eServices (SSB), Webmail, Registration, Degreework, and IT services. Under 'Favourite Services' is a button to 'Add Service to Favourite'. The 'My Widgets' section contains three columns: 'Academic Calendar' with dates and events, 'Upcoming Classes' with class details, and 'Recent Requests' which is circled in red. The 'Recent Requests' widget shows a list of requests with status indicators: 'Approved' (green), 'In Progress' (yellow), and 'Rejected' (red). A 'Show All' link is at the top right of the 'Recent Requests' widget.

10. For details about the request status, click on the icon 

11. To cancel the request, click on the icon 

Request Number	Service Description	Request Desc	Request Date	Status	
22688	Request to postpone registration	Spring 2025	30/04/2025	In Progress	 

Term

Spring 2025

Departments

Name	Status
College	In Progress

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).