

UAEU

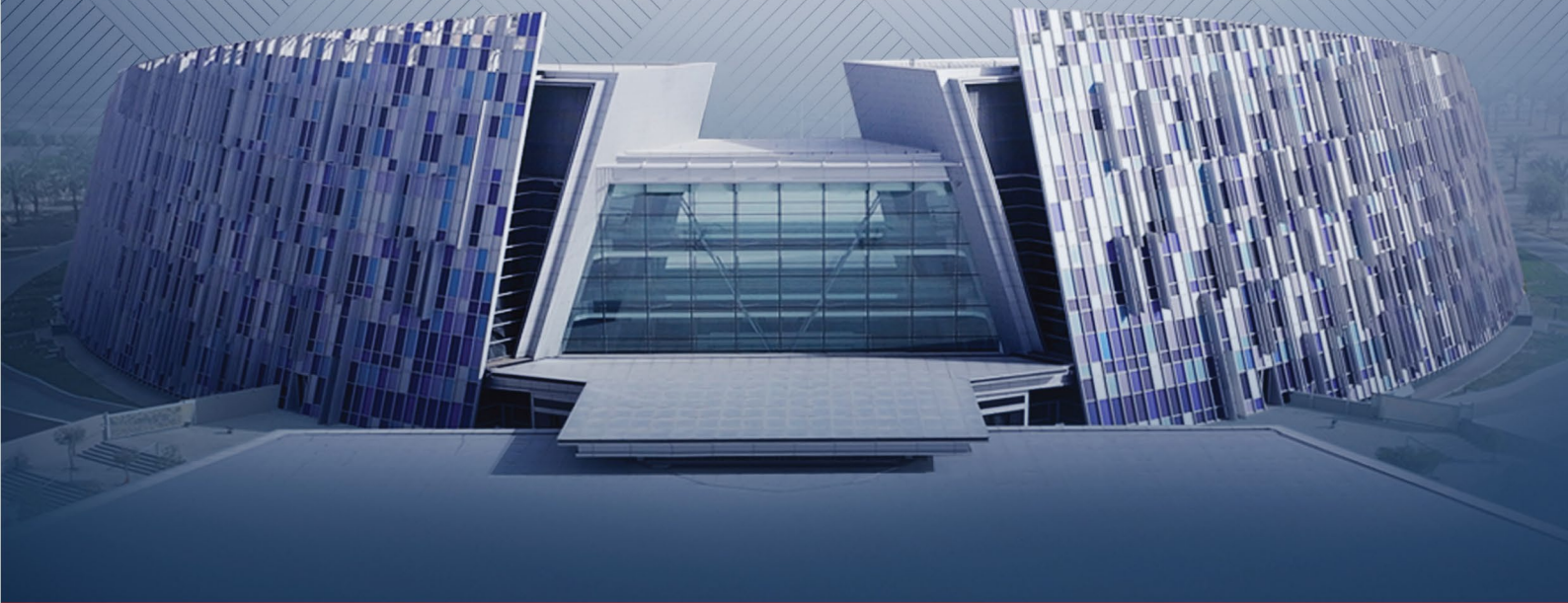
جامعة الإمارات العربية المتحدة
United Arab Emirates University



Entry Permit Request Service (For Students)

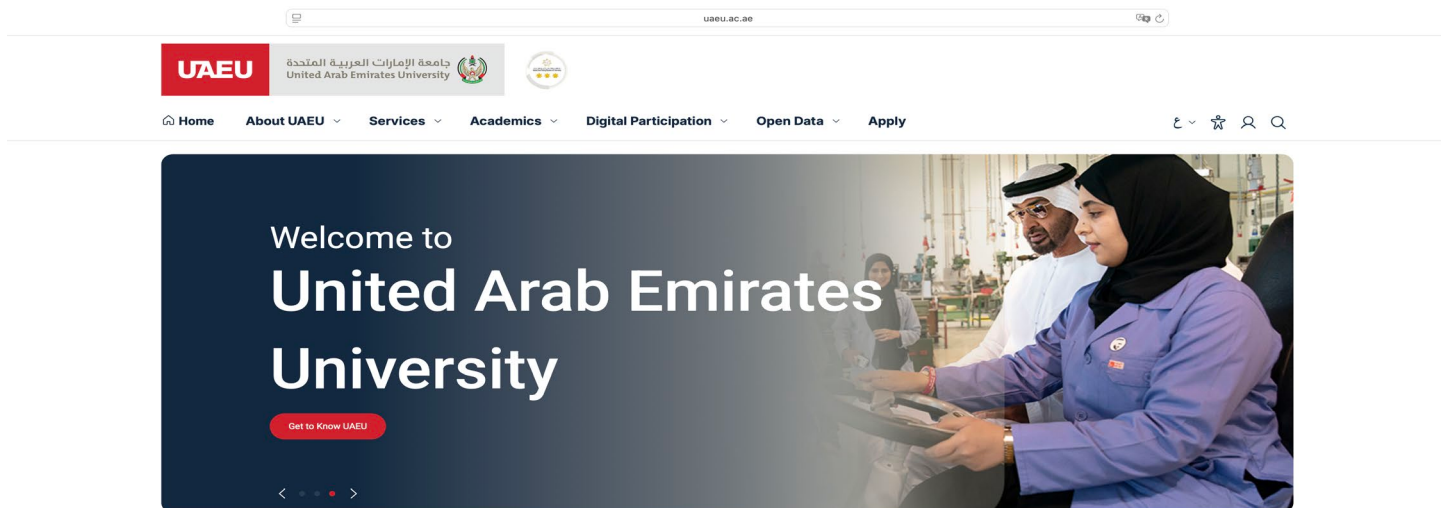
**United Arab Emirates University Website
User Guide**

Version 1.0



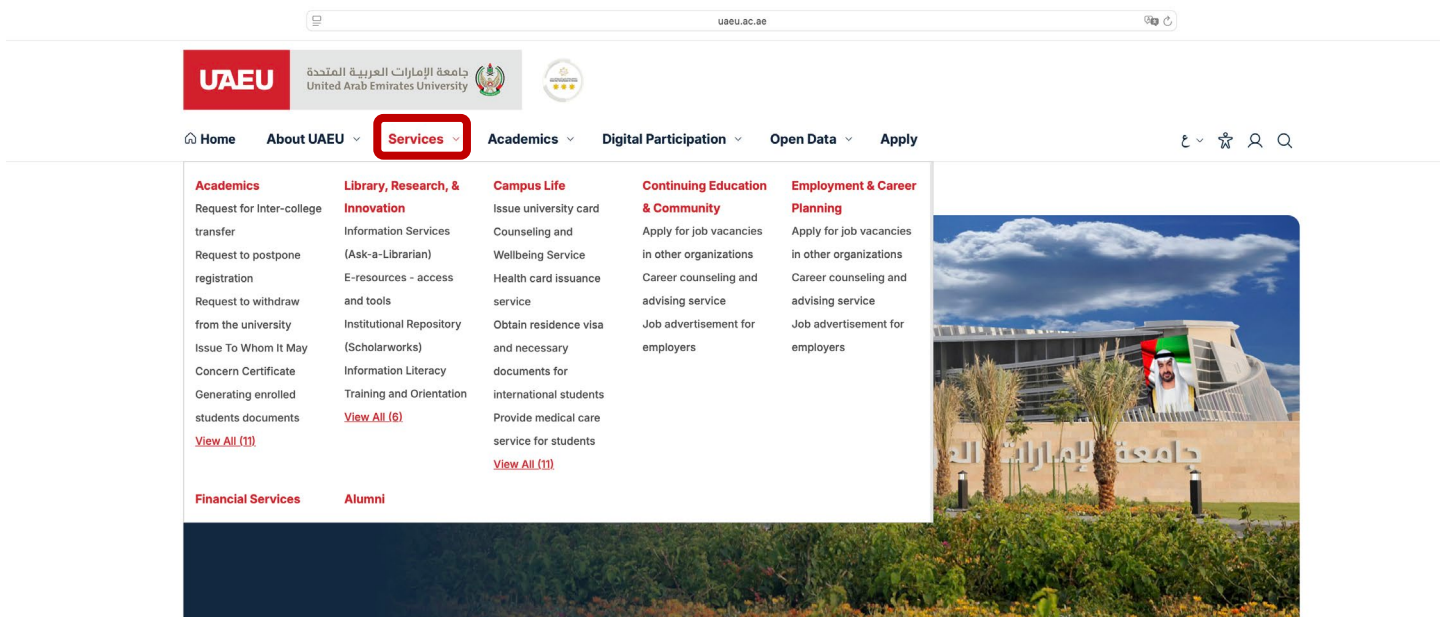
Accessing the University Website:

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



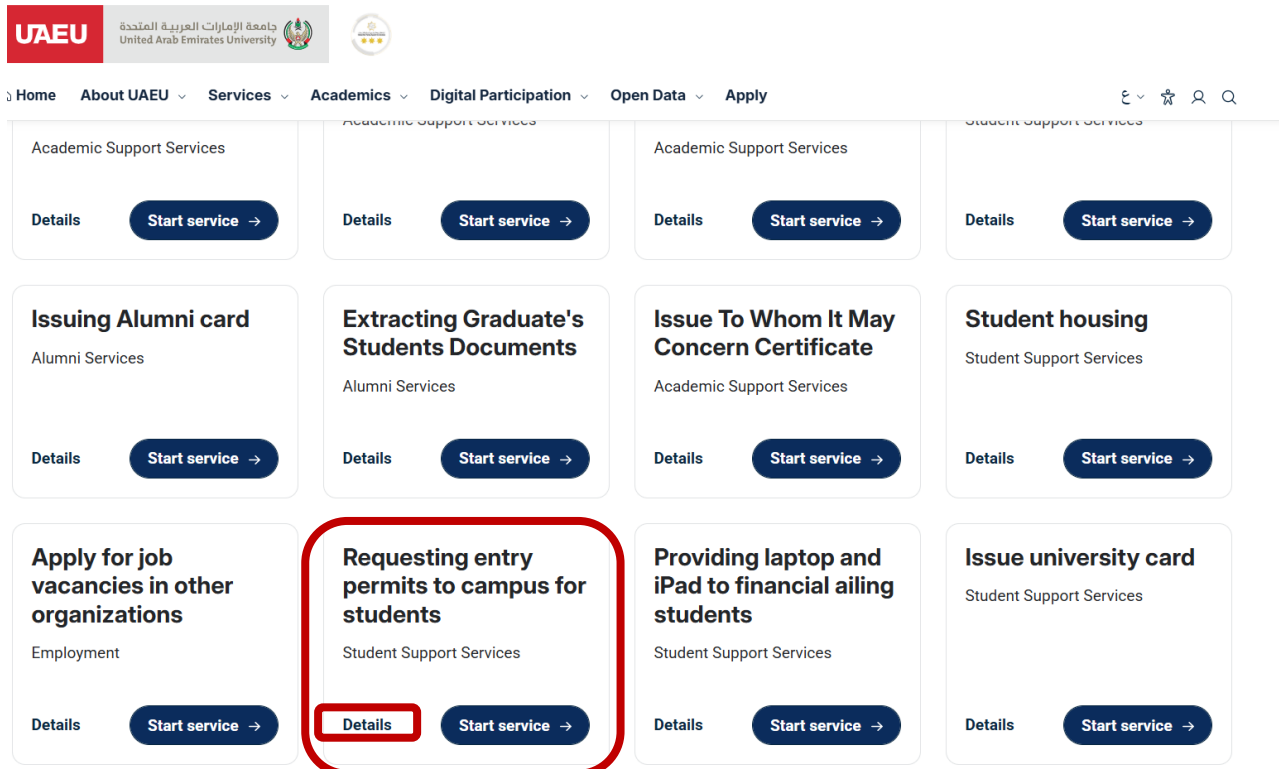
Accessing the Service:

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



3. On the services page, search for “**Requesting Entry Permits to Campus for Students**”

4. Click on “**Details**”



The screenshot shows the UAEU Services page with a grid of service cards. The card for "Requesting entry permits to campus for students" is highlighted with a red box. The "Details" button on this card is also highlighted with a red box.

Service Name	Category	Details Button	Start service Button
Academic Support Services	Academic Support Services	Details	Start service →
Academic Support Services	Academic Support Services	Details	Start service →
Academic Support Services	Academic Support Services	Details	Start service →
Academic Support Services	Academic Support Services	Details	Start service →
Issuing Alumni card	Alumni Services	Details	Start service →
Extracting Graduate's Students Documents	Alumni Services	Details	Start service →
Issue To Whom It May Concern Certificate	Academic Support Services	Details	Start service →
Student housing	Student Support Services	Details	Start service →
Apply for job vacancies in other organizations	Employment	Details	Start service →
Requesting entry permits to campus for students	Student Support Services	Details	Start service →
Providing laptop and iPad to financial ailing students	Student Support Services	Details	Start service →
Issue university card	Student Support Services	Details	Start service →

Viewing the Service Information Before Proceeding:

5. Click on “**Start Service**”, You can also access the service directly via the link: [Requesting Entry Permits to Campus for Students](#)



جامعة الإمارات العربية المتحدة
United Arab Emirates University



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ع    

[Home](#) / [E-Services](#)

Requesting entry permits to campus for students

Through this service, UAEU issues entry and parking permits for female students and their guardians.

Start Service →

Procedure

- 1 Login to UAEU portal or mobile App
- 2 In case of new student, choose Guardian Basic Information
- 3 Fill in the form and attach required documents
- 4 Submit for approval

**Service Completion Duration**
10 minutes

**Service Fee**
Free

**Service Channels**


**Service Delivery Time**
5 days



Sign in:

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



Sign In

Sign in with UAE PASS

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

[Use other login option](#)

Sign In

USERNAME

PASSWORD

Sign In

[Forgot password?](#)

Switch to [login with UAE pass](#)

Guardian Basic Information Update

7. Click on "Guardian Basic Information"



Personal Information **Student**

Al-ain Gate Permit Entry Request

Home > Al-ain Gate Permit Entry Request

Guardian Basic Information

You should have a guardian to approve all permits

[Entry Permits to Campus](#)

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8. Fill in the Guardian Information (All fields are required)

9. Click on “**Submit for Approval**”.

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Personal Information Student

Guardian Information
Home > Guardian Information

Guardian Basic Information

Guardian Name	/	Relationship	Select
Passport No	/	Nationality	United Arab Emirates
Emirates ID	/	Place of Work	/
Address	/	Email	/

Guardian Attachment

Attachment Type	Document
-----------------	----------

Guardian Contacts

Contacts Type	Area Code	Contact Number
Select	/	/
Select	/	/
Select	/	/
Select	/	/
Select	/	/

Submit For Approval **Save** **Back**

Issuance of Campus Entry Permit

10. After confirming guardian information, select "Entry Permits to Campus"

UAEU

Personal Information Student

Al-ain Gate Permit Entry Request
Home > Al-ain Gate Permit Entry Request

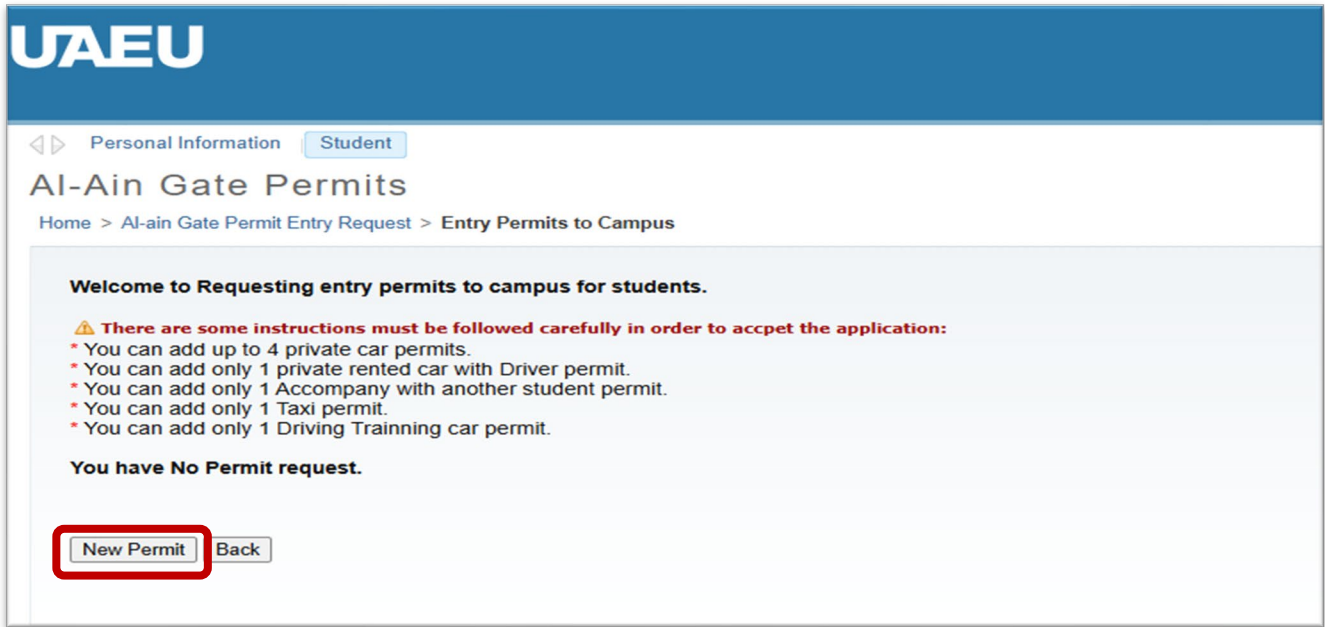
Guardian Basic Information
You should have a guardian to approve all permits

Entry Permits to Campus

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11. Click “New Permit” to add a new permit.



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Personal Information Student

Al-Ain Gate Permits

Home > Al-ain Gate Permit Entry Request > Entry Permits to Campus

Welcome to Requesting entry permits to campus for students.

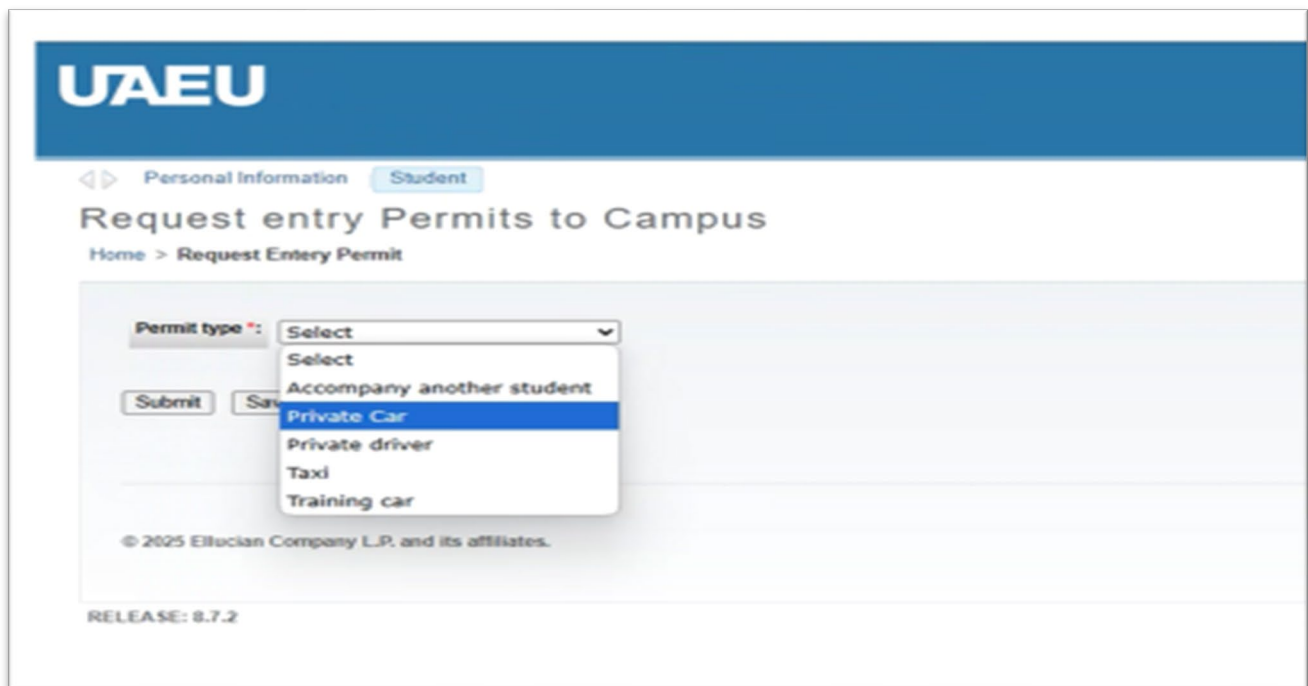
⚠ There are some instructions must be followed carefully in order to accept the application:

- * You can add up to 4 private car permits.
- * You can add only 1 private rented car with Driver permit.
- * You can add only 1 Accompany with another student permit.
- * You can add only 1 Taxi permit.
- * You can add only 1 Driving Training car permit.

You have No Permit request.

New Permit Back

12. Select the type of vehicle from the list, then click “Submit”.



UAEU

Personal Information Student

Request entry Permits to Campus

Home > Request Entry Permit

Permit type *: Select

Submit Save

Private Car

Private driver

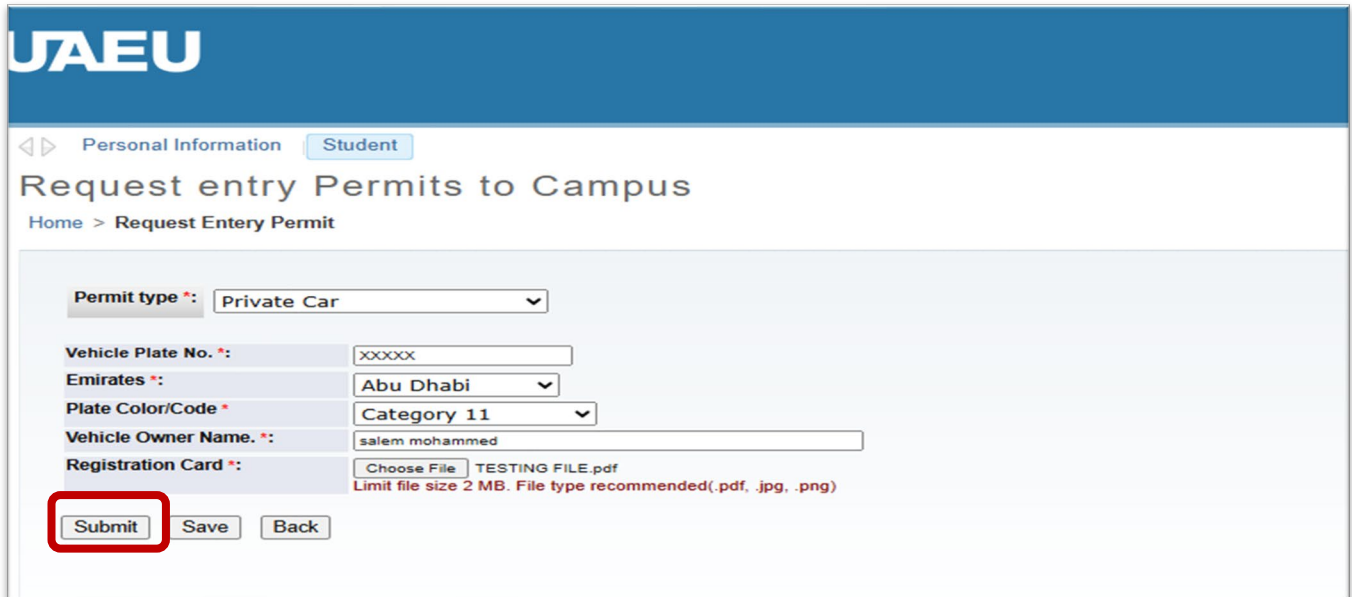
Taxi

Training car

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13. Please fill in all the required vehicle details (Plate Number, Emirate, Plate Color/Code, Vehicle Owner Name) and upload the vehicle registration card. Once completed, click on **“Submit”**



UAEU

Personal Information Student

Request entry Permits to Campus

Home > Request Entry Permit

Permit type *: Private Car

Vehicle Plate No. *: XXXXXX

Emirates *: Abu Dhabi

Plate Color/Code *: Category 11

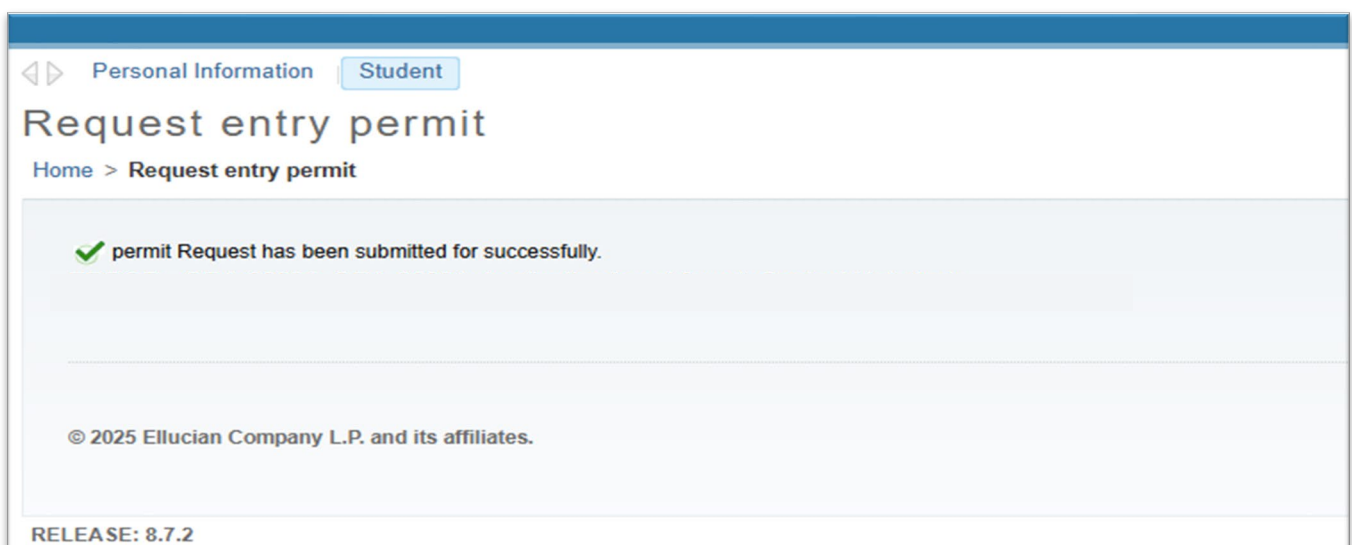
Vehicle Owner Name. *: salem mohammed

Registration Card *: Choose File TESTING FILE.pdf
Limit file size 2 MB. File type recommended(.pdf, .jpg, .png)

Submit Save Back

Request Receipt Confirmation

14. Once all the required information has been completed, a message will appear confirming that the request has been successfully submitted.



Personal Information Student

Request entry permit

Home > Request entry permit

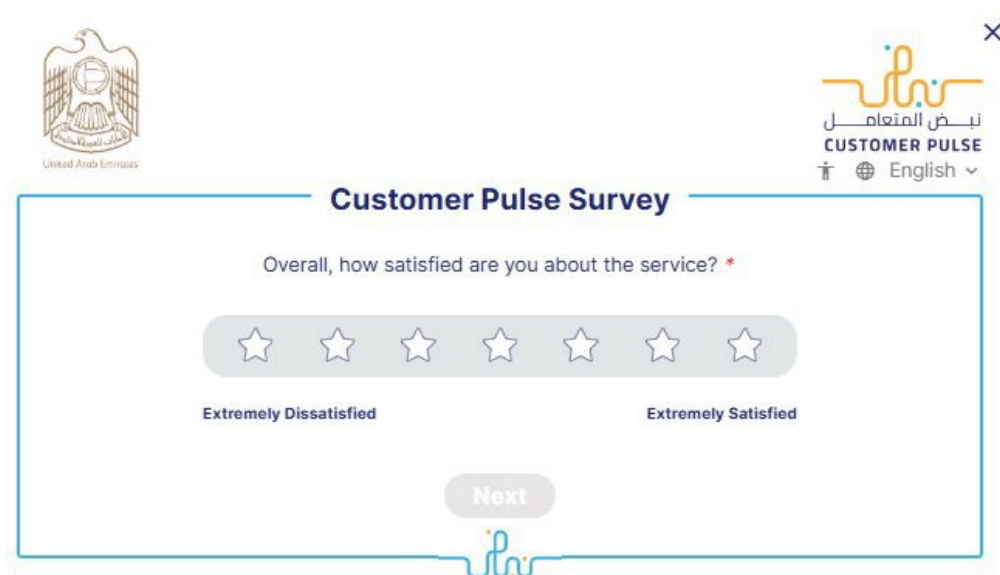
✓ permit Request has been submitted for successfully.

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Customer Pulse Survey:

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



Permit collection

15. Kindly take the vehicle to **the Al Ain Gate (Female Students)**, where one of **the Customer Happiness employees** will place the permit sticker on it.

For inquiries and communication:

Please contact the reception staff at Al Ain Gate for inquiries and assistance.

- Contact No: 03 713 6051 - 03 713 6053
- E-Mail: alaingate@uaeu.ac.ae
- Location: Al Ain Female Students Gate – Building P7

Additional Information

- For Assistance: If you encounter any difficulties or have inquiries, you can contact the Student Life 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).