



Financial Aid System Documentation - eService

خطوات التقديم لنظام المساعدات عبر ال E-service

خطوات التقديم لنظام المساعدات

Steps to apply for aid system

UAEU

The screenshot shows the UAEU website with the following elements:

- Header:** UAEU logo, navigation links (HOME, LOCATION, SIGN IN, CONTACT US), and a search bar.
- Menu:** ABOUT UAEU | ACADEMICS | ADMISSIONS | RESEARCH | LIBRARIES | CONTINUING EDUCATION | EMPLOYMENT.
- Sub-menu:** Future Students | Current Students | Faculty & Staff | Alumni | Community.
- Sign In Section:**
 - Sign In:** On this page are links to internal facing UAEU sites for students, faculty and staff who are already members of the UAEU Community.
 - myUAEU Portal:** <http://my.uaeu.ac.ae>. Your UAEU community web portal for groups, calendars, timetables, and single sign on to Webmail, Blackboard and more.
 - Webmail:** <http://webmail.uaeu.ac.ae>. The UAEU Microsoft Outlook Webmail login page, otherwise known as "OWA" - Outlook Web Access.
 - Blackboard Learning:** <http://elearning.uaeu.ac.ae>. Blackboard - UAEU Online Education system, for students and faculty members.
 - UTIS Online Support Services**

A red arrow points to the 'myUAEU Portal' link.

1

Login to the portal"

<http://my.uaeu.ac.ae>
With your email and password.

يرجى الدخول إلى
الموقع :

<http://my.uaeu.ac.ae>
**وادخال الرقم الجامعي
وكلمة المرور.**

خطوات التقديم لنظام المساعدات

Steps to apply for aid system

UAEU

UAEU My UAEU ▶ Home

جامعة الإمارات العربية المتحدة
United Arab Emirates University

MY UAEU COLLEGES ▾ DEPARTMENTS ▾ RESEARCH ▾ UITS ▾

2 اضغط على <E-Service>

APPS

Apps Student

Webmail eServices My Support BlackBoard

LATEST TWEETS

جامعة الإمارات @UAEU_NEWS

The College of Business and Economic students who worked as ambassadors add/drop period

خطوات التقديم لنظام المساعدات

Steps to apply for aid system

UAEU

UAEU



Personal Information Student

Search

Go

MAIN MENU

Welcome, Mohammed A. Al Mansouri, to the Self Service Banner! Last web access on Dec 25, 2016 at 12:17 pm

» Personal Information

View addresses and phone numbers, emergency contact information, directory profile, and available surveys.

» Student and Financial Aid

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

RELEASE: 8.5

3

Click on <Student and Financial Aid> اضغط على

خطوات التقديم لنظام المساعدات

Steps to apply for aid system

Personal Information Student

Search

Go

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 College Transfer

>> Student Financial Aid Request

Apply for Financial Aid and View

>> Specialization

Student Specilization

>> Request Electronic Documents

4

اضغط على <Student Financial Aid Request>

خطوات التقديم لنظام المساعدات Steps to apply for aid system

Personal Information **Student**

Search

STUDENT FINANCIAL AID REQUEST

[Apply / Update Financial Aid Application](#)
[Approved Request\(View\)](#)
[Pending Request](#)

5 اضغط على < Apply/Update Financial Aid Application >

خطوات التقديم لنظام المساعدات

Steps to apply for aid system

Personal Information

Student

Search

Go

STUDENT FINANCIAL AID

Welcome **Mohammed Abdulla Al Mansouri** to the Financial Aid Application Form .

Conditions :

- Your request approval will be based on certain eligibility criteria.
- Eligibility criteria include but not limited to GPA, Student regular income and Family monthly average income.
- The Financial Aid officer will review your application and contact you.

Please answer the below question to proceed.

Do you have a regular income of your own ?

☐ Yes ☐ No

6 Answer the question, then proceed by clicking "Next".

يرجى الإجابة على السؤال بنعم أو لا :
هل لديك دخل منتظم خاص بك، ثم اضغط على "Next".

Back

Next

RELEASE: 8.4

خطوات التقديم لنظام المساعدات

Steps to apply for aid system

Personal Information **Student**

Search

FINANCIAL AID APPLICATION

Student Information :

College	Nationality
Humanities & Social Sciences	United Arab Emirates

Requested Services :

First Service	Second Service	Third Service
Cash	Select----	Select----

Bank Name	Account# (IBAN) e.g. (AE11111111) must be 23 Characters Long
Select Bank	

7

Choose the services that you wish to apply for, then click "Next".

اختر الخدمات التي ترغب في التقديم عليها ثم اضغط على "Next".

ملاحظة : إدخال رقم الحساب الدولي (iban) الخاص باسم الطالب وتحديد اسم البنك، إذا اخترت الخدمة النقدية.

Note: Please enter the bank account number (iban) for student and select the bank name, if you choose cash service.

خطوات التقديم لنظام المساعدات

Steps to apply for aid system

Personal Information **Student**

Search

Financial Aid Application

Parent/Guardian Name : *

Relation : *

Number of family member : *

Family member should not be more than 25 years old

8

Fill the required information then click "Next"

أدخل المعلومات المطلوبة ثم ضغط على «Next» .

RELEASE: 8.4

خطوات التقديم لنظام المساعدات

Steps to apply for aid system

Personal Information Student

Search Go

Financial Aid Application

Family Income per month : *

Any other income from any other source : ☐ Social Affair

☐ Licenses

Outstanding Loan :

Monthly Loan installments :

What kind of house do you live in : ☐ Owned ☐ Rented ☐ Other

Back Next

9 Fill the required information then click "Next".
أدخل المعلومات المطلوبة ثم ضغط على "Next".

RELEASE: 8.4

خطوات التقديم لنظام المساعدات

Steps to apply for aid system

UAEU

Personal Information Student

Search Go

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Upload the required documents at the right location.

يرجى إرفاق الوثائق المطلوبة في مكانها الصحيح .

Financial Aid Application

Your application will not be approved without the required documents . Only file types of pdf, jpeg or jpg are accepted.

- Please note, that each required document should be uploaded by itself in the specified field. Please do not combine multiple documents in one file.

- Please note, that if you have already uploaded a file and would like to upload a new file in the same field then the old file will be deleted.

Required documents :

Document Name (.pdf, .jpeg or .jpg only)

Copy of the applicant's UAEU ID

Copy of the applicant's Emirates ID

Copy of the Family Book (for National students)

Copies of passports of family members included in the 'Number of family members' field

Guardian's recent (not more than 6 months) salary certificate/ retirement pension or mother's alimony (If applicable)

Copy of the employment contract approved by the employer (for private sector employees)

Recent Certificate from the Ministry of Social Affairs (if applicable)

Father's Death Certificate (if applicable)

Guardian's Unemployment Certificate (If unemployed) issued by a Sharia court

A School/College Attendance Certificate for all brothers

Applicant's bank account details including bank name, account number and IBAN.

Document

Browse...

Browse...

Browse...

Browse...

Browse...

Browse...

Browse...

Browse...

Browse...

Browse...

Browse...

☐ I hereby certify that all the information and documents which I have submitted are true and accurate.

Back Submit

11

Check the box to certify that the information and documents are accurate, Then click "submit".

ضع علامة في المربع للمصادقة على أن المعلومات و المستندات المرفقة صحيحة ثم اضغط على "Submit".

خطوات التقديم لنظام المساعدات Steps to apply for aid system

Personal Information Student

Search Go

Financial Aid Application

Thank you for using the Financial Aid Application .Financial Aid department will contact you ASAP.

Back

RELEASE: 8.4

You will receive a confirmation message.

سوف تتلقى رسالة تأكيد وسوف يقوم قسم صندوق رعاية الطلبة بالتواصل معك قريباً بخصوص طلبك.

Personal Information

Student

Search

Go

STUDENT FINANCIAL AID REQUEST

[Apply / Update Financial Aid Application](#)

[Approved Request\(View\)](#)

[Pending Request](#)

Click here, If you want to check your approval request.
اضغط هنا، للتحقق من الموافقة على طلبك.

The page is showing the status of the request is approved or rejected and Zakat Fund file number for cash request.

الصفحة توضح حالة الطلب موافقة او مرفوض مع رقم الملف الخاص بصندوق الزكاة لطلب الاعانه المالية.

Personal Information Student

Search Go

MY APPROVED / REJECT REQUEST

Request Type	Status	Date	Waiting Approver for	Remarks
Cash Expires On:21-12-2016 Zakat File #:1234	Approved	19-DEC-16	--	
Laptop Device Recieve Date:19-12-2016	Approved	19-DEC-16	--	
iPad Device Recieve Date:--	Reject	25-DEC-16	--	Others UAE ID missing
iPad Device Recieve Date:--	Reject	25-DEC-16	--	Less than 60 Hrs Remaining

Back

RELEASE: 8.4

Personal Information

Student

Search

Go

STUDENT FINANCIAL AID REQUEST

[Apply / Update Financial Aid Application](#)

[Approved Request\(View\)](#)

[Pending Request](#)

Click here, if you want to cancel your request (if not proceed) or check the status.

اضغط هنا، اذا كنت ترغب بإلغاء الطلب(في حال لم يتم النظر في المعاملة) أو التحقق من حالته.

The page is showing the status of the request is Pending or In Progress.
الصفحة توضح حالة الطلب معلق او قيد الاجراء.

Personal Information Student

Search Go

MY PENDING / IN PROGRSS REQUEST

Request Type	Status	Date	Waiting Approver for	Cancel
Cash	Pending	19-DEC-16	Financial Aid Coordinator	Cancel
Laptop	Pending	19-DEC-16	Financial Aid Coordinator	Cancel
iPad	Pending	19-DEC-16	Financial Aid Coordinator	Cancel

Back

RELEASE: 8.4

التحقق و التعديل على الطلب / View & Update the request

Personal Information **Student**

Search

STUDENT FINANCIAL AID

! You have an Active application. You cannot apply for it again . [View & Update](#)

RELEASE: 8.3

1

Click here, to view & update your request.

اضغط هنا، لتعديل والتحقق على طلبك

Click here, If you want to add new services .
اضغط هنا، اذا كنت ترغب بإضافة خدمة جديدة.

التحقق و التعديل على الطلب / View & Update the request

Parent/Guardian Name : * ahmed

Relation : * Father

Number of family member : * Family member should not be more than 25 years old 8

Family Income per month: * 9000

Any other income from any other source : ☐ Social Affairs ☐ License

Outstanding Loan :

Monthly Loan installments :

What kind of house do you live in : ☐ Owned ☐ Rented ☐ Work ☒ Other

Bank Name Abu Dhabi Islamic Bank

Account# (IBAN) e.g. (AE11111111) must be 23 Characters Long ae123456789123456789123

Your application will not be approved without the required documents . Only file types of pdf, jpeg or jpg are accepted.

- Please note, that each required document should be uploaded by itself in the specified field. Please do not combine multiple documents in one file.

Documents

- Family House Rental Contract (if applicable)
- Zakat Fund Form (for cash request services)
- Copy of the applicant's UAEU ID
- Copy of the applicant's Emirates ID (Front & Back)
- Copy of the Family Book (for National students)
- Copies of passports of family members included in the 'Number of family members' field
- Copy of the VISA for non-National
- Guardian's recent (not more than 6 months) salary certificate/ retirement pension or mother's alimony (If applicable)
- Copy of the employment contract approved by the employer (for private sector employees)
- Recent Certificate from the Ministry of Social Affairs (if applicable)
- Father's Death Certificate (if applicable)
- Guardian's Unemployment Certificate (If unemployed) issued by a Sharia court
- Outstanding Loan Certificate from the bank with monthly installments specified (if applicable)
- Applicant's bank account details including bank name, account number and IBAN (for the student).

Document	Action
Family House Rental Contract (if applicable)	Browse...
Zakat Fund Form (for cash request services)	Browse...
Copy of the applicant's UAEU ID	Browse...
Copy of the applicant's Emirates ID (Front & Back)	Browse...
Copy of the Family Book (for National students)	Browse...
Copies of passports of family members included in the 'Number of family members' field	Browse...
Copy of the VISA for non-National	Browse...
Guardian's recent (not more than 6 months) salary certificate/ retirement pension or mother's alimony (If applicable)	Browse...
Copy of the employment contract approved by the employer (for private sector employees)	Browse...
Recent Certificate from the Ministry of Social Affairs (if applicable)	Browse...
Father's Death Certificate (if applicable)	Browse...
Guardian's Unemployment Certificate (If unemployed) issued by a Sharia court	Browse...
Outstanding Loan Certificate from the bank with monthly installments specified (if applicable)	Browse...
Applicant's bank account details including bank name, account number and IBAN (for the student).	Browse...

2

Update your information & upload the documents, then click "submit".
يمكنك الان التعديل على البيانات والاوراق الثبوتية، ثم اضغط على **submit**.

ملاحظات هامة:

- يرجى إرفاق الاوراق المطلوبة في مكانها الصحيح لكل فئة والا سيتم استبعاد طلبك
- وفي حال ارفاق اكثر من ملف في مكان واحد سيتم حفظ اخر ملف فقط.

Important Note:

- Please upload the documents at the right location, otherwise your request will be rejected.
- if your upload more than one document in the same place, the system will saving only the last document.

Back Submit

View Applications History/ عرض الطلبات السابقة

Personal Information Student

Search

Go

STUDENT FINANCIAL AID REQUEST

Apply / Update Financial Aid Application

Approved Request(View)

Pending Request

[History (Previous Applications)]

1

Click here, to see your history applications .

اضغط هنا، لعرض الطلبات السابقة.

View Applications History/ عرض الطلبات السابقة

Personal Information
Student

Search
Go

STUDENT FINANCIAL AID HISTORY

Application No.	Active/In Active	Status	Request Date
2297	Active	Pending	19-DEC-16

Back

2

Click here, to see your application details.

اضغط هنا، لمعرفة تفاصيل الطلب.

View Applications History/ عرض الطلبات السابقة

The page is showing your application details.

الصفحة توضح تفاصيل الطلب السابقة.

VIEW APPLICATION

Parent/Guardian Name	ahmed
Relation	Father
Number of family member	8
Family Income per month	9000
Any other income from any other source	
Outstanding Loan	
Monthly Loan installments	
What kind of house do you live in	☐ Owned ☐ Rented ☐ Work ☒ Other

Services Requested

Request Type	Status	Date	Waiting Approver for
Cash	Pending	19-DEC-16	Financial Aid Coordinator
Laptop	Pending	19-DEC-16	Financial Aid Coordinator
iPad	Pending	19-DEC-16	Financial Aid Coordinator

Documents

- Family House Rental Contract (if applicable)

[View Document](#)



Financial Aid Office

صندوق رعاية الطلبة

Email: financialaids.office@uaeu.ac.ae

البريد الالكتروني:

الهاتف / Tel	المكان / Location	الوقت / Time	الأيام / Date	فئة / Gender
97137136021	مبنى B3 – الطابق الارضي -مكتب 005 Building (B3)-Ground floor Office(005)	7:30 صباحا - 3:00 مساءً 7:30 am – 3:00 pm	الاحد والثلاثاء Sun-Tue	طالبات / Female
97137134839	مبنى G2 -الطابق الاول - مكتب 1007 Building (G2)- First floor- Office(1007)		الاثنين والاربعاء Mon-wed	طلاب / Male