



جامعة الإمارات العربية المتحدة
United Arab Emirates University

UAEU

Financial Aid System Documentation - eService

E-service خطوات التقديم لنظام المساعدات عبر ال

خطوات التقديم لنظام المساعدات

Steps to apply for financial aid

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 financial aid

UAEU

UAEU My UAEU Home

جامعة الإمارات العربية المتحدة
United Arab Emirates University

MY UAEU COLLEGES DEPARTMENTS RESEARCH UITS

2 Click on <E-Service> 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 financial aid

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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 financial aid

UAEU

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 financial aid

UAEU

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 financial aid

UAEU

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 عن السؤال بنعم أو لا
"Next" هل لديك دخلاً منتظماً خاصاً بك؟، ثم اضغط على

Back

Next

RELEASE: 8.4

خطوات التقديم لنظام المساعدات Steps to apply for financial aid

UAEU

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

7 Choose the services that you wish to apply for then click Next.
"Next" اختر الخدمات التي ترغب في التقديم عليها ثم اضغط على

الخاص باسم الطالب وتحديد اسم البنك، إذا اخترت الخدمة النقدية (iban) أدخل رقم الحساب الدولي : **ملاحظة**
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 financial aid



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 in information then click Next.

. «Next» أدخل المعلومات المطلوبة ثم ضغط على

RELEASE: 8.4

خطوات التقديم لنظام المساعدات Steps to apply for financial aid



Personal Information **Student**

Search

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

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

RELEASE: 8.4

خطوات التقديم لنظام المساعدات Steps to apply for financial aid

UAEU

Personal Information Student

Search Go

10

Upload documents to the correct 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

Check the box to certify that information and documents are correct then submit.

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

RELEASE: 8 11

خطوات التقديم لنظام المساعدات Steps to apply for financial aid

UAEU

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 وسيقوم 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 status.

اضغط هنا، للتحقق من الموافقة على طلبك.

Request Status/ حالة الطلب



The page shows the status of the request (approved or rejected) and the Zakat Fund file number for a cash request.

الصفحة توضح حالة الطلب موافقة او مرفوض مع رقم الملف الخاص بصندوق الزكاة لطلب الإعانة 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

STUDENT FINANCIAL AID REQUEST

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

Click here if you want to cancel your request or check status.

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

This page shows the status of the request (pending or in progress).
الصفحة توضح حالة الطلب معلق او قيد الاجراء.

Personal Information **Student**

Search

MY PENDING / IN PROGRSS REQUEST

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

RELEASE: 8.4

التحقق و التعديل على الطلب / View & Update 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 a new request.

اضغط هنا، اذا كنت ترغب بإضافة خدمة جديدة.

2

يمكنك الآن التعديل على
البيانات والأوراق
الشبوتية، ثم اضغط على
«submit».

Documents

Documents

- ملاحظات هامة:**
يرجى إرفاق الأوراق المطلوبة في مكانها الصحيح لكل فئة والا سيتم استبعاد طلبك وفي حال إرفاق اكثر من ملف في مكان واحد سيتم حفظ اخر ملف فقط

Please upload documents to the right location otherwise your request will be rejected.
If your upload more than one document to the same place, the system will save only the last document.

View Application 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 application history .

اضغط هنا، لعرض الطلبات السابقة

عرض الطلبات السابقة / View Application History

Personal Information **Student**

Search

STUDENT FINANCIAL AID HISTORY

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

2

Click here to see your details.

اضغط هنا، لمعرفة تفاصيل الطلب

عرض الطلبات السابقة / View Application History

This page shows 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

فئة/Gender	الوقت/Time	المكان/Location	الهاتف/Tel
طالبات/Female	مساءً 3:00 - صباحاً 7:30 7:30 am – 3:00 pm	B3 - 1011 القرية الطلابية، رقم المبنى Student Village, building number: B3 - Room 1011	97137135484
طلاب/Male		G2 - 0011 القرية الطلابية، رقم المبنى Student Village, building number: G2 - Room 0011	97137135456