



جامعة الأمير محمد بن فهد  
PRINCE MOHAMMAD BIN FAHD UNIVERSITY



## جامعة الأمير محمد بن فهد PRINCE MOHAMMAD BIN FAHD UNIVERSITY

### For New Applicants

Prepared By Web Center



جامعة الأمير محمد بن فهد  
PRINCE MOHAMMAD BIN FAHD UNIVERSITY

## PMU WEB ADMISSION GUIDE

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For assistance please contact [it@pmu.edu.sa](mailto:it@pmu.edu.sa)

[www.pmu.edu.sa](http://www.pmu.edu.sa)



## CONTENT

● <a href="#">Overview.....</a>	4
● <a href="#">Create Your Login ID.....</a>	4
● <a href="#">Application Type.....</a>	5
● <a href="#">Apply for Admission.....</a>	6
● <a href="#">Application Checklist.....</a>	8
● <a href="#">Name.....</a>	7
● <a href="#">Address and Phone (mailing address).....</a>	8
● <a href="#">Personal Information.....</a>	10
● <a href="#">Parental Information (Emergency Contact Information).....</a>	11
● <a href="#">International Information.....</a>	13
● <a href="#">High School / Previous College Information.....</a>	14
● <a href="#">Test Scores.....</a>	15
● <a href="#">Major / Area of Interest.....</a>	16
● <a href="#">Activities and Hobbies.....</a>	16
● <a href="#">Additional Information.....</a>	18
● <a href="#">Signature Page.....</a>	19



## Overview

This user guide is designed to help you in completing your admission application at Prince Mohammad Bin Fahd University.

## Create your Login ID

The system will require login identification (Login ID) and a personal identification number (PIN) to access the online admission.

If you already logged in to Web Online Admission, type your Login ID and PIN then click **Login** button.

**Step 1.** Click the “First Time user account creation”.



## Admissions Login

Home

Click "First time user account creation" for new or transfer student.

If you applied before use same Login ID and PIN and then select "Login" link.

**Login ID:**

**PIN:**

**Login**

**1** → [First time user account creation](#)

[Return to Banner Homepage](#)

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- Step 2.** In the Create a Login ID field, type your own Login ID (must be 6 to 9 characters long).
- Step 3.** Type your PIN (must be 6 digits between 0 and 9).
- Step 4.** You will be asked to re-type your PIN to verify that it is correct.
- Step 5.** Then click **Login** button.

Home

Please create an Online Application Login ID and PIN.

\* Your Login ID must be between 6 to 9 characters long.  
\* Your PIN must be 6 digits between 0 and 9.

The Online Application Login ID is CASE SENSITIVE!

**1** → Please create an Online Application Login ID and PIN.  
\* Your Login ID must be between 6 to 9 characters long.  
\* Your PIN must be 6 digits between 0 and 9.  
The Online Application Login ID is CASE SENSITIVE!

**2** → Create a Login ID: dilshad

**3** → Create a PIN: ●●●●●●

**4** → Verify PIN: ●●●●●●

**5** → Login

[Return to Banner Homepage](#)

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## Application Type

The next page will allow you to select the Application Type. You must select one (Undergraduate Freshman/Undergraduate Transfer)



**Undergraduate freshman** – for High School Graduate

**Undergraduate Transfer** – for transfer students (from other University or College)

**Step 1.** Select the Application Type Click the search  button and select from the drop down list.

**Step 2.** Then click **Continue** button.



## Select an Application Type

[Home](#)

To Apply for Admissions, first select the Application Type you want to complete.

- \* For High School Graduate, choose: Undergraduate Freshman.
- \* For Transfer Student, choose: Undergraduate Transfer.

**Application Type:** Undergraduate Freshman


**2** → **Continue**

**3** → Undergraduate Freshman  
Undergraduate Transfer

[Return to Homepage](#)

RELEASE: 8.7

## Apply for Admission

**Step 1.** Select the admission term you want to be admitted. Click the search  button and select from the drop down list.

**Step 2.** Type your First Name on the **First Name** field.

**Step 3.** Type your Middle Name on the **Middle Name** field.



**Step 4.** Type your Last Name (should be Grandfather + Family Names for Saudis) on the Last Name field.

**Step 5.** Then click **Fill Out Application** button.

The screenshot shows the 'Apply for Admissions' page on the PMU website. At the top, there is a navigation bar with the university logo and name in Arabic and English, and buttons for 'Sign Out' and 'Help'. Below the navigation bar, the page title 'Apply for Admissions' is displayed, followed by a 'Home' link. The main content area contains a form with the following elements:

- A search bar with the placeholder text 'Select an Admission Term and enter your name.'
- A legend: '\* - indicates a required field.'
- A dropdown menu for 'Application Type' set to 'Undergraduate Freshman'.
- A dropdown menu for 'Admission Term' set to 'Fall Semester 2015/2016', with a red circle '1' pointing to it.
- Three text input fields for 'First Name', 'Middle Name', and 'Last Name', each with a red asterisk indicating it is required. Red circles '2', '3', and '5' point to these fields respectively.
- A 'Fill Out Application' button, with a red circle '4' pointing to it.
- A link 'Return to Application Menu' below the button.

At the bottom of the form, the text 'RELEASE: 8.7' is visible.

**Note:** Field with (asterisk) means a required field. You cannot proceed to the next page unless you have entered the required information.

**Note:** All the name information must be typed in title case format (combination of upper and lower case letters). Do not use all upper case or all lower case letters. See below;



\* - indicates a required field.

**Prefix (Mr, Miss, Mrs, Ms):**

**First Name:\***

**Middle Name:\***

**Last Name (GrandFather + Family):\***

## Application Checklist

Checklist is provided to help you complete the application. You should enter information on the remaining forms in the following order:



## Application Checklist

[Home](#)

Click **Application is Complete** button once you have completed all the required information. Click **Finish Later** button if you want to stop and continue later.

- [Name](#)
- [High School Information](#)
- [First Address and Phone](#)
- [Test Scores](#)
- [Personal Information](#)
- [MAJOR OR AREA OF INTEREST](#)
- [Parental Information](#)
- [Activities and Hobbies](#)
- [International Information](#)
- [Additional Information](#)

**Application is Complete**   **Finish Later**

[For more information, email us](#)

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### Name

**Step 1.** Type Prefix (Mr., Miss, Mrs., Ms.) no period.

**Step 2.** Type your First Name on the **First Name** field.



**Step 3.** Type your Middle Name on the **Middle Name** field.

**Step 4.** Type your Last Name (should be Grandfather + Family Names for Saudis) on the Last Name field.

**Step 5.** Then click **Continue** button.



Home

**Name** (Checklist item 1 of 10)

Enter your name information.

- \* To continue to the next page, select **Continue**.
- \* To go back to Application Checklist, select **Checklist**.
- \* To go back to Application Menu, select **Finish Later**.

\* - indicates a required field.

Prefix (Mr, Miss, Mrs, Ms):	<input type="text" value="mr"/>
First Name:*	<input type="text" value="ApplicantFristName"/>
Middle Name:*	<input type="text" value="ApplicantMiddleName"/>
Last Name (GrandFather + Family):*	<input type="text" value="ApplicantLastName"/>

[Return to Checklist without saving changes](#)

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## Address and Phone (mailing Address)

**Step 1.** You should enter the Street Number and Street Name on the **Address** Field.

**Step 2.** Type the PO Box number on the **PO Box** Field.

**Step 3.** Type the City (e.g. Al Khobar, Riyadh...).



**Step 4.** Type the ZIP Code, Click the search  button and select the province, county and country from the drop down list.

**Step 5.** When entering phone number do not include dashes, parenthesis or spaces. Example of entering **Mobile Number**.

-

**Step 6.** Then click  button

Home

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Sign Out | Help

Home

**First Address and Phone** (Checklist item 2 of 10)

Enter your Address and Phone information.

\* - indicates a required field.

**Mailing Address**

1 **Address:** al Azizia Road

2 **P.O. Box:\*** 1664

**City:\*** khobar 3

**ZIP Code:** 31952

**Province:** Eastern Province

**County:** Al Khobar

**Country:\*** Saudi Arabia


4 **Mobile Number** (xxxxxx)- (xxxxxxxxxxxx) (xxxxxxxx extension):\*  -   5

**Country Code:**

Checklist Continue Finish Later


[Return to Checklist without saving changes](#) 6

## Personal Information

**Step 1.** Click the search  button and select the Nationality from the drop down list.

**Step 2.** Type your Email Address.



- Step 3.** Re-type your Email address to verify that it is correct.
- Step 4.** Type the 10 digit Saudi / Iqama ID number. For Non Saudi's enter your Passport number.
- Step 5.** Select your Gender.
- Step 6.** Click the search  button and select the Religion, Marital Status and the Birth Date from the drop down list.
- Step 7.** Click Yes / No for the Residency.
- Step 8.** Then Click **Continue** button.



Home

**Personal Information** (Checklist item 3 of 10)

Enter your Personal Information.

\* - indicates a required field.

**Nationality:\*** Indian 1

**Email:\*** mali@pmu.edu.sa 2

**Verify e-mail address:\*** mali@pmu.edu.sa 3

**Saudi / Iqama ID (XXXXXXXXXX):\*** 0000000000 4

**Gender:\***  Male  Female 5

**Religion:** Moslem

**Marital Status:** Single

**Birth Date:** Month February Day 18 Year (YYYY) 1985

**Residency:**  Yes  No  Not Reported 7

[Return to Checklist without saving changes](#) 8

RELEASE: 8.7

## Parental Information (Emergency Contact Information)

- Type the information needed (optional)
- To enter more than one relative select button

**Enter or View another Relative**



- When entering phone number do not include dashes, parenthesis or spaces  
Example of entering Mobile Number

055 - 0000000


The screenshot shows the 'Parental Information' form in a web browser. The page header includes the PMU logo and 'Sign Out | Help' links. The form title is 'Parental Information (Checklist item 4 of 10)'. Below the title is a message: 'Choose the type of relationship and enter the information. To enter more than one relative select Enter or View another Relative button.' The form fields are as follows:


Relationship:	Father
Prefix (Mr, Miss, Mrs, Ms):	mr
First Name:	Ahmed
Middle Name:	Abdullah
Last Name (Grandfather + Family):	Al Youness
Address:	Alkhobar
P.O Box:	1664
City:	Alkhobar
Zip Code:	31952
State/Province:	Eastern Province
County:	Dammam
Country:	Saudi Arabia
Employer:	ABCD Company
Mobile Number (xxx)-(xxxxxxxx) (xxxxxxxxxxx extension):	055 - 0000000
Country Code:	966


Buttons at the bottom: Enter or View another Relative, Checklist, Continue, Finish Later.




## International Information

**Step 1.** Click the search  button and select the **Country of Citizenship** from the drop down list.

**Step 2.** Click the search  button and select **Birth Country** from the drop down list.

**Step 3.** Click the search  button and select the **Native Language** from the drop down list.


**Step 4.** Then Click **Continue** button.





Home

**International Information** (Checklist item 5 of 10)

\* - indicates a required field.

**Citizenship Country:**\*   **1**

**Birth Country:**\*   **2**

**Native Language:**   **3**

[Return to Checklist without saving changes](#) **4**

RELEASE: 8.5.1.1

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## High School/Previous College Information

- You can use the “**lookup High School Code/Lookup College Code**” to find the name of school you previously attended. If the High School/College Code is not available, select the **OTH001 for High School** and **OTH002 for other College/University**.
- To enter more than one High School/College, select the “Enter or View another High School/College”.

The screenshot shows the 'High School Information' form on the PMU web admission portal. The form is titled 'High School Information (Checklist item 6 of 10)'. It includes a help box with instructions: 'Select **Lookup High School Code** to find High School Code. To enter more than one High School, select **Enter or View another High School** button.' Below this, there are several fields: 'High School Code:' with a dropdown menu showing 'OTH001' and a link 'Lookup High School Code'; 'If School not found:' section with 'High School Name:' set to 'Other high School'; 'Graduation Date:' with dropdowns for 'Month' (March), 'Day' (08), and 'Year' (YYYY); 'GPA:' set to '98.3'; 'Home School (check for yes):' with an unchecked checkbox; 'High School Certificate Type:' with a dropdown menu showing 'HSS'. Below the dropdown is a list of certificate types: HSA High School Certificate (Art), HSS High School Certificate (Science), HSQ High School Certificate (Qur'an), HSC High School Certificate (Commercial), and HSI High School Certificate (Industrial). At the bottom of the form is a button labeled 'Enter or View another High School'. The page footer shows the 'ellucian' logo.




## Test Scores

**Step 1.** Click the Search  button and select the type of test, and then type the High School GPA/Previous College GPA on the Score field. Select the month and type the year.











Test Scores	Valid Range
High School GPA/100	valid range is from 50.00 to 99.99
High School GPA/4	valid range is from 1.00 to 4.00
Previous College GPA/100	valid range is from 50.00 to 99.99
Previous College GPA/4	valid range is from 1.00 to 4.00
Previous College GPA/5	valid range is from 1.00 to 5.00
IELTS	valid range is from 0.0 to 9.0
SAT	valid range is from 50.00 to 99.99
TOEFL Paper	valid range is from 001 to 999
TOEFL Computer	valid range is from 040 to 300



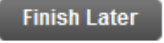
**Step 2.** Then Click  button.

**Test Scores** (Checklist item 7 of 10)

 For New First Time Student, please enter your High School GPA (if available).

For Transfer Student, please enter your High School/Previous College GPA(s) (if available).


Test	Score	Date Taken		
1. High School GPA/100 	98.3	Month	March 	Year (YYYY) 2007
2. None 		Month	None 	Year (YYYY)
3. None 		Month	None 	Year (YYYY)
4. None 		Month	None 	Year (YYYY)
5. None 		Month	None 	Year (YYYY)

[Return to Checklist without saving changes](#)


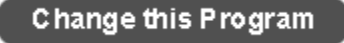
RELEASE: 8.3.0.2

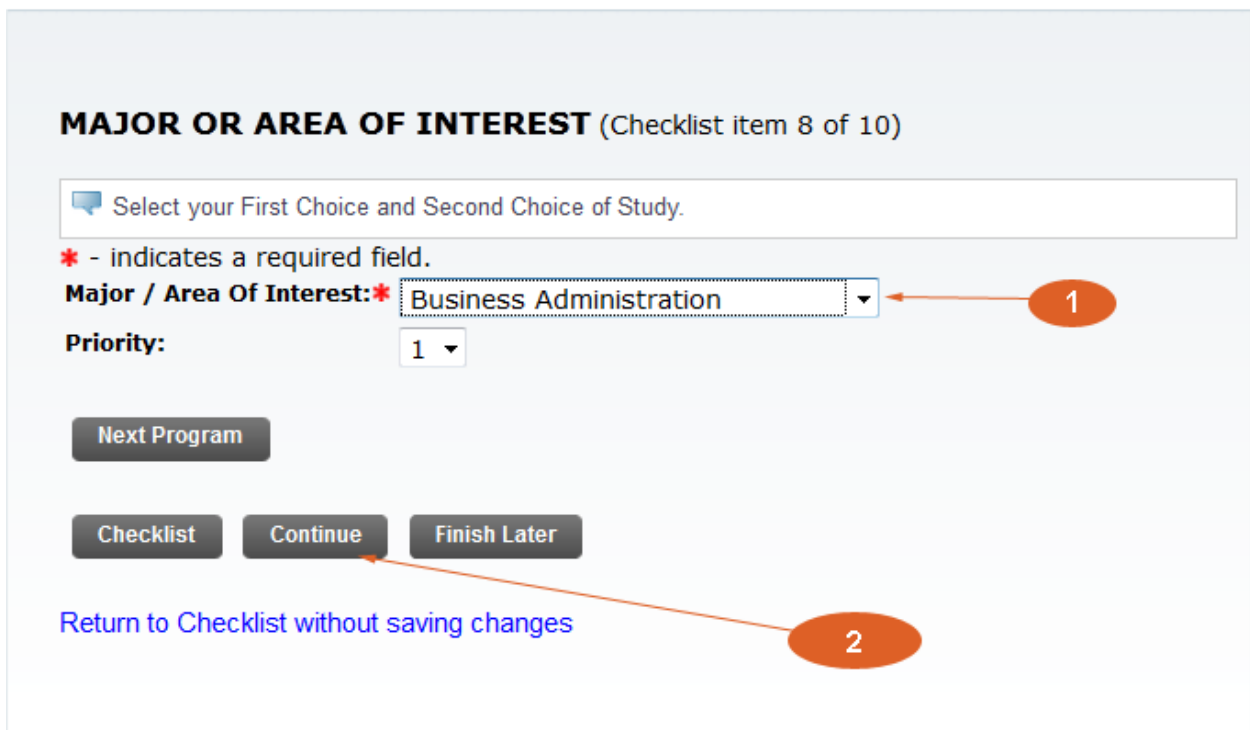
## Major/Area of Interest

**Step 1.** Click the Search  button and select your first choice of study.

**Step 2.** Click the  button to select the second choice of study.

**Step 3.** Then Click  button.


**Note:** If you want to change the Program, Click the  button, then select the Major/Area of Interest. Click the  button to change the Program.




**MAJOR OR AREA OF INTEREST** (Checklist item 8 of 10)




Select your First Choice and Second Choice of Study.


\* - indicates a required field.

**Major / Area Of Interest:** \*  

**Priority:**



[Return to Checklist without saving changes](#) 

RELEASE: 8.3.0.2

## Activities and Hobbies

**Step 1.** Select your activities, if you want to select more than one activity press CTRL and select or type on the activity field.

**Step 2.** Then Click  button.



Home

## Activities and Hobbies (Checklist item 9 of 10)

Select your activities. If you want to select more than one activity, press **CTRL** and select.

Activity:

- None
- Art
- Campus or Comm. Service Orgs.
- Coop or Internship Programs
- Dance

1

Other Activity:






Checklist

Continue

Finish Later

Return to Checklist without saving changes

2

RELEASE: 8.4



## Additional Information

Answer all the question and then click **Continue** button.

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[Sign Out](#) | 
 [Help](#)

[Home](#)

**Additional Information** (Checklist item 10 of 10)

Please enter letters only in each box.

**Do you need Bus Transportation?**     Yes     No     No Response

**Do you wish to apply for Financial Aid?**     Yes     No     No Response

**Do you want housing?**     Yes     No     No Response

**Is a member of your immediate family employed at PMU?**     Yes     No     No Response

**Are you applying as a Part Time Student?**     Yes     No     No Response

**How did you know about PMU? (Please Enter the CODE from the List Below)**

3

Code	Type
1	Advertisements
2	Exhibition
3	Friends
4	Internet
5	Press Coverage

Checklist
Continue
Finish Later

[Return to Checklist without saving changes](#)

RELEASE: 8.1

**Note:** Please double check your application before clicking the 'Application is Complete' button to submit the application. Once you submit your application by clicking the "Application is Complete" button, you cannot return to the application to make any corrections.





If you have questions or queries, you may contact the admission office at following number:

Admission Office Male  
Mr. Subah Al Tayyar  
Admission Office Manager (Male Campus)  
Tel. No. (966)-3-849-9215  
E-mail Address: [enrollment@pmu.edu.sa](mailto:enrollment@pmu.edu.sa)

Admission Office Female  
Ms. Hiba Zayad  
Admission Supervisor (Female Campus)  
Tel. No. (966)-3-849-9290  
E-mail Address: [enrollment@pmu.edu.sa](mailto:enrollment@pmu.edu.sa)

Thank you for submitting an Online Application for Admission to Prince Mohammad Bin Fahd University!