



جامعة الأمير محمد بن فهد PRINCE MOHAMMAD BIN FAHD UNIVERSITY

For New Applicants

Prepared By Web Center



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For assistance please contact it@pmu.edu.sa

www.pmu.edu.sa



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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.

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PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Sign Out | Help

Admissions Login - New Applicant

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!

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)

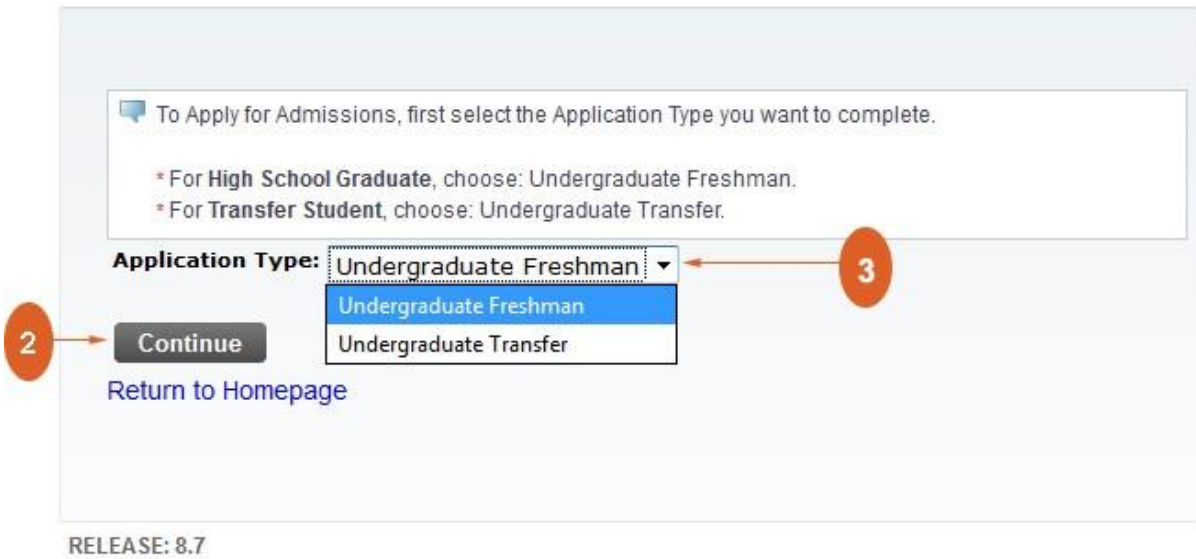
Step 1. Select the Application Type Click the search  button and select from the drop down list.

Continue button.



Select an Application Type


[Home](#)



Step 2. Then click



Apply for Admission

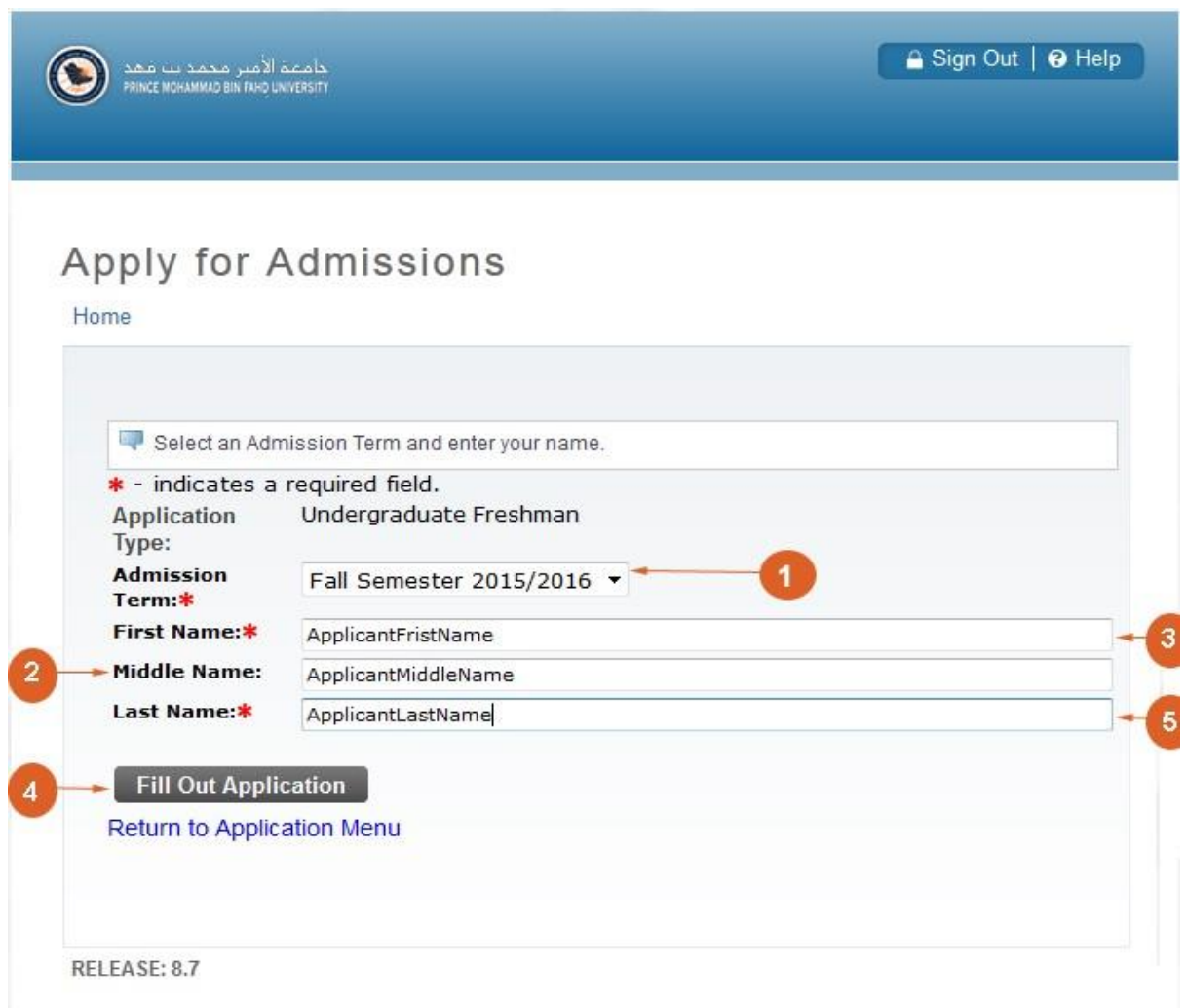
Step 1. Select the admission term you want to be admitted. Click the search  button and select from the drop down list.

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 links 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 search box with the placeholder text 'Select an Admission Term and enter your name.' Below this, a table lists application details: 'Application Type: Undergraduate Freshman' and 'Admission Term: Fall Semester 2015/2016'. There are three input fields for 'First Name', 'Middle Name', and 'Last Name', each with a red asterisk indicating it is a required field. A 'Fill Out Application' button is located below the input fields, and a 'Return to Application Menu' link is below it. Five red circular callouts with numbers 1 through 5 are overlaid on the form: 1 points to the 'Admission Term' dropdown, 2 points to the 'Middle Name' input field, 3 points to the 'First Name' input field, 4 points to the 'Fill Out Application' button, and 5 points to the 'Last Name' input field. At the bottom left of the page, 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):	<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"/>

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

[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.

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):

First Name:*

Middle Name:*

Last Name (GrandFather + Family):*

[Return to Checklist without saving changes](#)

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Step 5. Then click

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.

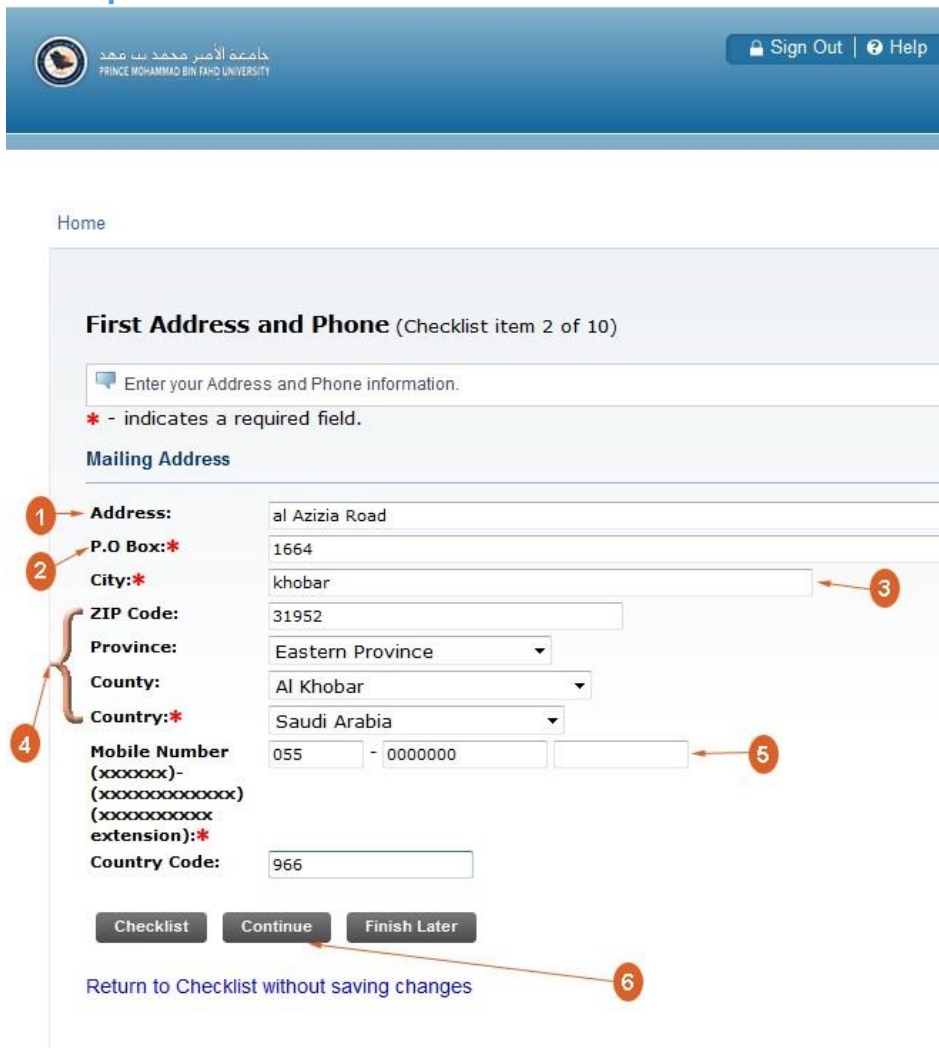
Step 3. Type the City (e.g. Al Khobar, Riyadh...).

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**.

055 - 0000000

Step 6. Then click **Continue** button



The screenshot shows the 'First Address and Phone' form with the following fields and values:


- Address:** al Azizia Road
- P.O. Box:** 1664
- City:** khobar
- ZIP Code:** 31952
- Province:** Eastern Province
- County:** Al Khobar
- Country:** Saudi Arabia
- Mobile Number:** 055 - 0000000
- Country Code:** 966

Buttons: Checklist, Continue, Finish Later

Return to Checklist without saving changes

Numbered callouts in the image: 1 points to Address, 2 to P.O. Box, 3 to City, 4 to ZIP Code, 5 to Mobile Number, 6 to Continue button.

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.

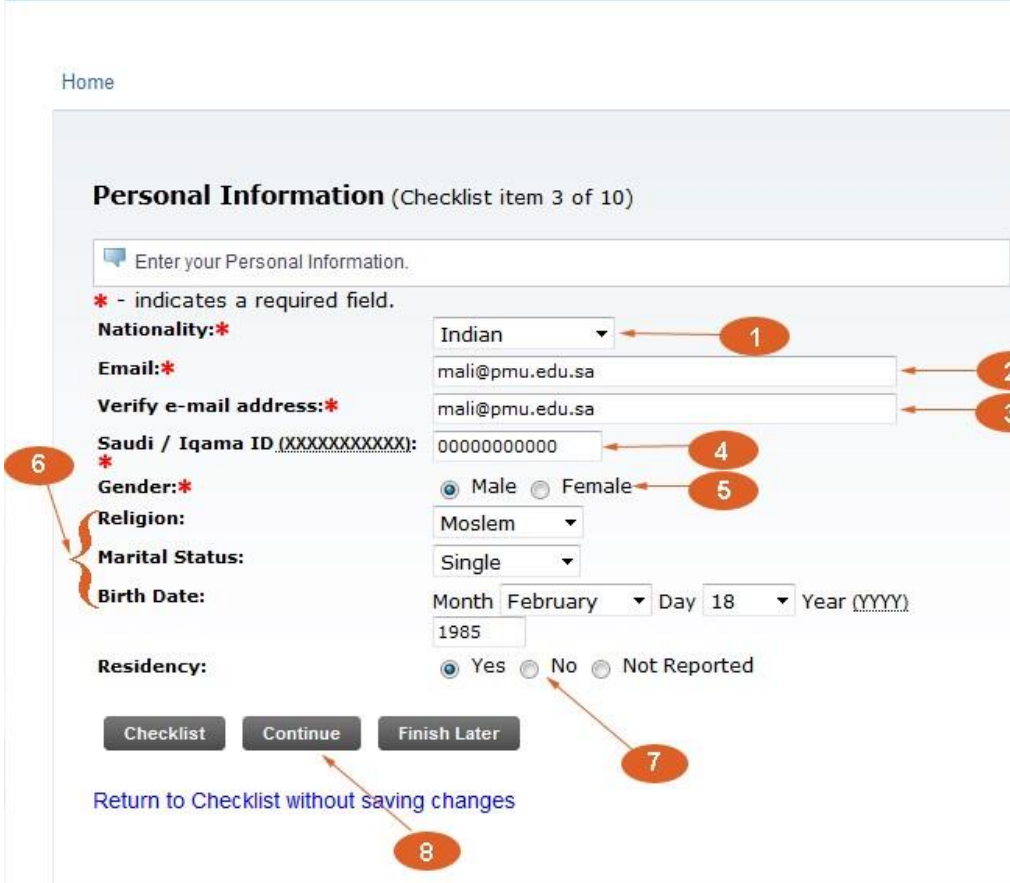
Step 5. Select your Gender.

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.

Continue button.

Step 8.
Then
Click



The 'Personal Information' form is displayed within a browser window. It includes a search icon and a text input field for personal information. Below this, there are several required fields marked with an asterisk (*):

- Nationality:** A dropdown menu with 'Indian' selected. An arrow labeled '1' points to this dropdown.
- Email:** A text input field containing 'mali@pmu.edu.sa'. An arrow labeled '2' points to this field.
- Verify e-mail address:** A text input field containing 'mali@pmu.edu.sa'. An arrow labeled '3' points to this field.
- Saudi / Iqama ID (XXXXXXXXXXXX):** A text input field containing '0000000000'. An arrow labeled '4' points to this field.
- Gender:** Radio buttons for 'Male' (selected) and 'Female'. An arrow labeled '5' points to the 'Female' option.
- Religion:** A dropdown menu with 'Moslem' selected. An arrow labeled '6' points to this dropdown.
- Marital Status:** A dropdown menu with 'Single' selected.
- Birth Date:** Three dropdown menus for 'Month' (February), 'Day' (18), and 'Year' (1985).
- Residency:** Radio buttons for 'Yes' (selected), 'No', and 'Not Reported'. An arrow labeled '7' points to the 'No' option.

At the bottom of the form, there are three buttons: 'Checklist', 'Continue', and 'Finish Later'. An arrow labeled '8' points to the 'Continue' button. Below the buttons is a link: 'Return to Checklist without saving changes'.

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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

Sign Out | Help

Parental Information (Checklist item 4 of 10)

Choose the type of relationship and enter the information.
To enter more than one relative select **Enter or View another Relative** button.

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)-(xxxxxxx) (xxxxxxxx extension): 055 - 0000000

Country Code: 966


Enter or View another Relative


Checklist Continue Finish Later


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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:* United States of America  

Birth Country:* United States of America  

Native Language: English  

[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#) 

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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”.

Home

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Sign Out | Help

High School Information (Checklist item 6 of 10)

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.

* - indicates a required field.

High School Code:* [Lookup High School Code](#)

If School not found:

High School Name:

Graduation Date: Month Day Year (YYYY)

GPA:

Home School (check for yes):

High School Certificate Type:
(Please enter the CODE from the list below)

Code Type

- HSA High School Certificate (Art)
- HSS High School Certificate (Science)
- HSQ High School Certificate (Qur'an)
- HSC High School Certificate (Commercial)
- HSI High School Certificate (Industrial)

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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 **Continue** 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)


Checklist **Continue** **Finish Later**


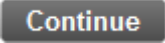
[Return to Checklist without saving changes](#)



RELEASE: 8.3.0.2

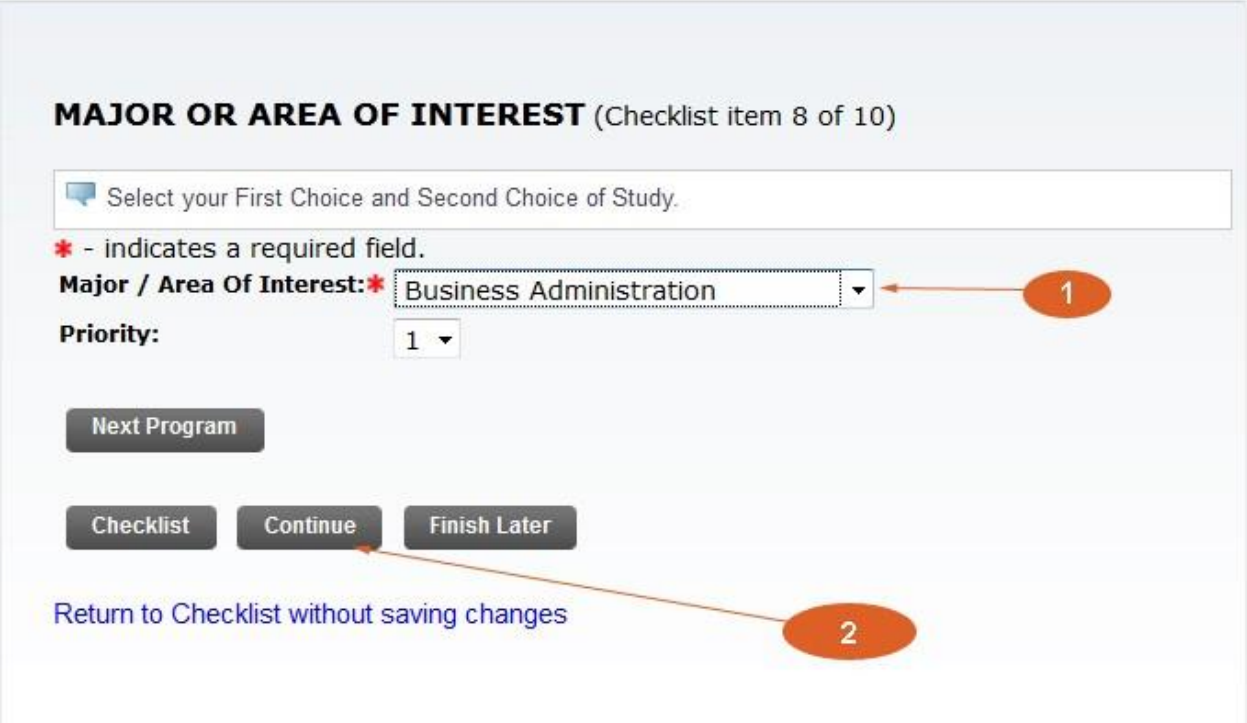


Major/Area of Interest

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)

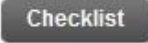

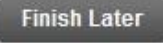
Select your First Choice and Second Choice of Study.


* - indicates a required field.

Major / Area Of Interest: * Business Administration 

Priority: 1



[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 **Continue** button.

Home

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Sign Out | Help

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

Other Activity:

Checklist Continue Finish Later


[Return to Checklist without saving changes](#)

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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)

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

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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.



Signature Page

You must print the Signature Page. After you have submitted your Application, please visit the Admission Office. Bring the Signature Page and the other requirement or contact us.

The screenshot shows a web browser window with a blue header. On the left is the PMU logo and name in Arabic and English. On the right are 'Sign Out' and 'Help' buttons. The main content area is titled 'Signature Page' with a 'Home' link. A message box states: 'Your application has been marked complete. Please visit the Admission office, bring the following requirements and the printed Signature Page or contact us at the following numbers;'. Below this, contact numbers are listed: 'For Male: 849 9220 or 849 9221' and 'Female: 849 8599 or 849 5439'. A section titled 'Admission Requirements' lists: '* High School Certificate/Transcript', '* Good Moral and Right Conduct', '* Saudi ID/Iqama/Family Card', '* 2 Photos passport size', '* Copy of Passport (if available)', '* Print out of the Web Application Summary', and '* Application Fee SR 500.00 (non refundable)'. A certification statement follows: 'I certify that the information contained in this application for admissions are true and correct to the best of my knowledge. I understand that falsification of information in this application may result in denial of admission or dismissal after admission.' At the bottom, there are two horizontal lines for 'Name' and 'Date'. The footer of the browser window shows the 'ellucian' logo.



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

Admission Office Female
Ms. Shaima Al Sharif
Admission Supervisor (Female Campus) Tel.
No. (966)-3-849-5439
E-mail Address: enrollment@pmu.edu.sa

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