

# How to Apply Online

<http://www.sharjah.ac.ae/oa>

The screenshot displays the University of Sharjah website. At the top, the browser address bar shows the URL <http://www.sharjah.ac.ae/oa>. The website header features the University of Sharjah logo, which includes a dome icon and the text "UNIVERSITY OF SHARJAH where civilizations meet". To the right of the logo is a search bar with the text "Search this site" and a magnifying glass icon. Below the header is a navigation menu with the following items: "Campuses", "Future Students", "Future Faculty & Staff", "Alumni", and "Job Opportunities". A secondary navigation menu below that includes "About UOS", "Admissions", "Academics", "Administration", "Research", "Libraries", "Life on Campus", and "Media". The main content area is dominated by a large banner image of the University of Sharjah building, a large white structure with multiple domes and arches, set against a clear blue sky. Below the banner, the text "University of Sharjah where the civilizations meet.." is displayed on the left, and "More »" is on the right. At the bottom of the page, there is a breadcrumb trail: "» Home » Admissions » Undergraduate » Online Admission (NEW)". Below the breadcrumb trail are two buttons: "UNDERGRADUATE" and "ONLINE ADMISSION".

# How to submit the online application:

## First: Create a new account

### Admissions Login

If you are a returning user enter your Login ID and PIN and then select Login.

Login ID:

PIN:

Login

[First time user account creation](#)

[Return to Homepage](#)

1. Click here to create a new account

### Admissions Login - New User

Please create a Login ID and PIN. Your Login ID can be up to nine alphanumeric characters. Your PIN must be six numbers. Login. Your Login ID and PIN will be saved.

Create a Login ID:

Create a PIN:

Verify PIN:

Login

[Return to Homepage](#)

2. Enter the new username and password

3. Click Login

## Second: Fill the online application

### Select an Application Type

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

1. Choose the Application Type

Application Type: Undergraduate Bachelor

2. Click Continue

Continue

[Return to Application Menu](#)

### Apply for Admissions

Select an Admission Term and enter your name.

\* - indicates a required field.

Application Type: Undergraduate Bachelor

Admission Term: \* Select...

First Name: \* Ahmed

Middle Name: Mohammed

Last Name: \* Khaled Mohammed

First Name Arabic: \* أحمد

Middle Name Arabic: محمد

Last Name Arabic: \* خالد محمد

3. Choose the admission term

5. Enter your name according to your passport in Arabic

6. Click Fill Out Application

Fill Out Application

[Return to Application Menu](#)

4. Enter your name according to your passport in English (first alphabet must be capital while the rest small) as shown in the example.

# Instructions Page

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## Important General Notes:

1. Students shall fill in the application form personally, and be responsible for the accuracy of the information.
2. Students are responsible for completing all admission procedures by the specified deadlines, in accordance with the academic calendar. The University is not responsible for applications not completed by students on time, which students are required to visit the University's website ([www.sharjah.ac.ae](http://www.sharjah.ac.ae)) to learn about the dates and locations as well as to see their results.
3. Meeting admission requirements, submitting the application Form and receiving an ID number does not in itself guarantee admission. Students are required to pay a reservation fee after meeting specific criteria on a competitive basis, in accordance with the University's policies.
4. For Medicine and Dentistry colleges: All applicants will be competing for a limited number of seats available in each program.
5. Reservation seat fees are nonrefundable if the student withdraws or does not enroll in the University, and in any program.
6. Admission is granted for the semester to which the student is applying. A student's admission will be cancelled if the application has been submitted.
7. New students are permitted to postpone admission for a maximum of one semester for all programs with the exception of Medicine and Dentistry. Students may postpone admission for one year after paying the required fees and submitting all required forms to the Admissions Office.
8. Paragraph (7) applies for all the University programs except for programs in the Colleges of Medicine and Dentistry.
9. The University does not accept the submission of the original High School Certificate. Students are required to submit a certified copy.
10. All documents submitted for admission to the University are considered the property of the University. Students should retain a personal file once submitted to a staff member.
11. The University is not responsible for scholarship applications. Students are required to contact sponsors and submit applications directly to them.
12. Applications received after the admission period will not be considered.
13. The University reserves the right to increase the fees every year.
14. Students Shall Abide by All Other University Requirements

I have read the instructions and agree

7. Read the instructions carefully and check the agreement box

Continue

8. Click continue

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[Return to Application Menu](#)

## 9. Start filling the online application:-

### Application Web Sections

(1) Click on expand all sections to view the application

✔ - Indicate Completed Section    ⚠ - Indicate Not Completed Section    ✖ - Indicate Section Has Errors       

#### ✔ Applicant Name (As Passport)

First Name:*	Ahmed
Father Name:	Mohammed
Grand Fathers and Family Name:*	Khaled Mohammed
First Name in Arabic:*	أحمد
Father Name in Arabic:	محمد
Grand Fathers and Family Name in Arabic:*	خالد محمد

(2) Fill the fields according to your passport

(3) Click on "Save & Complete Section" after filling all the required fields

# Fill the form according to the passport :

**Personal Information**

**Citizenship:\*** UAE-Sharjah

**Birth Date:\*** Month March Day 05 Year (YYYY) 1997

**Marital Status:\*** Single

**Gender:\***  Male  Female

**Religion:\*** Muslim

**Resident:\***  Yes  No

**Do you have any disability?\***  Yes  No

**Medical Information:** None  
Diabetic Insulin User  
Epileptic

**Country Code:\*** +971

**Student Mobile Number\*** ## - #####

**Email:\*** abcde@hotmail.com

**Verify e-mail address:\*** abcde@hotmail.com

**City of Birth:\*** Dubai

**City of Birth Arabic:\*** دبي

**For Non-Local**

**For UAE locals based on their Family National Book**

**The remaining numbers**

**Example: (50, 55, 56 ... etc)**

UAE-Sharjah  
None  
GCC  
Non Citizen  
UAE-Abu Dhabi  
UAE-Ajman  
UAE-Al Fujairah  
UAE-Dubai  
UAE-Passport  
UAE-Ras Alkhaimah  
UAE-Sharjah  
UAE-Um Aluwain

Save & Complete Section

Click on "Save & Complete Section" after filling all the required fields

## ✓ Address & Contact Information

### Mailing Address

Nation:\*

City:\*

P.O.Box (Enter 999 in case not exist):\*

Student Mobile Number (xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxxxxx extension):\*

Phone 1 Type:\*

Phone Num 1 (xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxxxxx):\*

Phone 2 Type:

Phone Num 2 (xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxxxxx):

United Arab Emirates

Sharjah

77777

#### - #####

Parents

#### - #####

Home Phone Number

#### - #####

Current Residence Address

Country Code

The remaining numbers

Save & Complete Section

Click on "Save & Complete Section" after filling all the required fields

## ! Guardian Information

\* - indicates a required field.

Relationship:\*

First Name:\*

Father Name:

Grand Fathers and Family Name:\*

Nation:\*

City:\*

P.O.Box:

Zip Code:

Parent Phone Number (xxx)-(xxxxxxx) (xxxxxxxxxxx extension):\*

Email:

Parent

Mohammed

Khaled

Mohammed

United Arab Emirates

Sharjah

####

+971 - #####

abcde@hotmail.com

Select relationship then fill the guardian details

Save & Complete Section

Click on "Save & Complete Section" after filling all the required fields

## High School Information

**Graduation Date:**\* Month  Day  Year (YYYY)

**Average:**\*

**High School Name:**

**If School not found:**

**High School Name:**\*

**High School Nation:**\*

**High School City:**\*

**Diploma:**\*

**Predicted Average:**

Fill the graduation date field according to the certificate noting the following:  
-The certificate should not be older than three years to apply for all programs except Medicine and Dentistry.  
-The certificate should not be older than one year to apply for Medicine and Dentistry programs.

For American Curriculum

For early admission

Please fill the details carefully and make sure that you save it before you move to the next section because it will affect the programs you are applying for.

For Governmental Curriculum

- None
- Bacalorate -Commerical
- Bacalorate -Literature
- Bacalorate -Scientific
- Bachelor of Art
- Bachelor of Science
- British -Commercial
- British -Industrial
- British -Literature
- British -Scientific
- Diploma in Medical Imaging Tec
- Diploma in Nursing
- High School -Commercial
- High School -Literature
- High School -Nursing
- High School -Scientific
- IB -Literature
- IB -Scientific
- Indian Board Cert. -Commerical
- Indian Board Cert. -Literature
- Indian Board Cert. -Scientific
- Iranian (Pre-Univ) -Industrial
- Iranian (Pre-Univ) -Literature
- Iranian (Pre-Univ) -Scientific
- Others
- Pak. Board Cert. -Commerical
- Pak. Board Cert. -Literature
- Pak. Board Cert. -Scientific
- Secondary School -Commercial
- Secondary School -Industrial
- Secondary School -Literature
- Secondary School -Scientific
- Secondary School -Shari'a
- Technical -Commercial
- Technical -Health
- Technical -Industrial
- Technical -Shari'a
- WAEC -Commerical
- WAEC -Literature
- WAEC -Scientific



## ! Desired Major

Program(1) :\* Select..

Program(2) : Select..

Choose the desired major from the list of available programs you are eligible to apply for.

Save & Complete Section

Click on "Save & Complete Section" after filling all the required fields

**Students applying as transfer or bridging and fulfilling the requirements mentioned in the University's website can enter their previous institute information in this section**

### ✓ Previous College

Have you ever enrolled in UOS or any other Higher Education Institutes ? If YES please fill the below information\*

Yes  No

Institution Name:

If College not found:

Institution Name:

Institution Country:

What was your student ID ?

Major:

If not found, enter major:

Total number of enrolled semesters in that institute

What is the total number of credits you earned ?

CGPA (example: 3.89):

What is the last academic standing you had in that college/university ?

What is your reason to transfer to UOS ?

CGPA Ceiling:

Academic Standing

Attended From: Month  Day  Year (YYYY)

Attended To: Month  Day  Year (YYYY)

Yes  No  No Response

## ! Passport Information

Passport No.:\*   
Passport Expiry Date\* Month  Day  Year (YYYY)   
Passport Issue Nation:\*

Save & Complete Section

## ! International Information

Nationality:   
Birth Country:   
Native Language:

Document Type: **National Identity Card**  
Document Number:   
Document Expiration Date: Month  Day  Year (YYYY)   
Document Issuing Authority:

Document Type: **Residence Visa**  
Document Number:   
Document Expiration Date: Month  Day  Year (YYYY)   
Document Issuing Authority:

Document Type: **National Family Book**  
Document Number:   
Document Expiration Date: Month  Day  Year (YYYY)   
Document Issuing Authority:

Fill the details according to the required document

Enter the Visa number (U.I.D. No)

## Regarding the certificates:

1. **Governmental Curriculum: Grade 12 certificate**
2. **American Curriculum: Grade 10, 11, 12 & Diploma certificates**
3. **British Curriculum: Ordinary Level, Advanced Subsidiary Level, Advanced Level (letter from school stating the predicted grades)**
4. **Other Curriculums: The last three years certificates, graduation certificate**

Upload Documents						
Sequence	Required File	File	Status	Delete	Preview	
1	Copy of Passport *	\\myfolder\Admission-1 <input type="text"/> <input type="button" value="Browse..."/>	✓	<input type="button" value="X"/>	Preview File	
2	Copy of National Identity Card	<input type="text"/> <input type="button" value="Browse..."/>				
3	Copy of National Family Book	<input type="text"/> <input type="button" value="Browse..."/>				
4	Residence Papers	<input type="text"/> <input type="button" value="Browse..."/>				
5	Copy of Birth Certificate *	\\myfolder\Admission-1 <input type="text"/> <input type="button" value="Browse..."/>	✓	<input type="button" value="X"/>	Preview File	
6	Four Recent Color Photos *	\\myfolder\Admission-1 <input type="text"/> <input type="button" value="Browse..."/>	✓	<input type="button" value="X"/>	Preview File	
7	Copy of Certificates *	\\myfolder\Admission-1 <input type="text"/> <input type="button" value="Browse..."/>	✓	<input type="button" value="X"/>	Preview File	
8	Good Conduct Certificate	<input type="text"/> <input type="button" value="Browse..."/>				
9	Ministry of Edu Equivalency	<input type="text"/> <input type="button" value="Browse..."/>				

Click on "Save & Complete Section" after filling all the required fields

Upload documents in PDF format

### ➤ Very important notes:-

- The documents and attested copies of the certificates must be submitted to the admission office after paying the seat reservation fees
- Students applying in the early admission must upload all their certificates (Grade 10, 11 and all terms of Grade 12)

## Application Web Sections

✔ - Indicate Completed Section    ⚠ - Indicate Not Completed Section    ✖ - Indicate Section Has Errors    Collaps All Sections    Expand All Sections

- ✔ Applicant Name (As Passport)
- ✔ Personal Information
- ✔ Address & Contact Information
- ✔ Guardian Information
- ✔ High School Information
- ✔ Desired Major
- ✔ Previous College
- ✔ Passport Information
- ✔ International Information
- ✔ Test Scores
- ✔ Upload Documents

Submit Application

[Back to Applications Page](#)

**After filling all the required fields in the application click “Submit Application” to move to the undertaking and payment page**

## Third: Pay the fees to submit the application

### Admissions Agreement

You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, contact information can be found in the HELP link above.

#### Declaration:

I declare that I have read the important notes and all the information in this application are completed by me, correct & accurate and I promise to obey with the University bylaws, regulations & Policies. I also agree that I have no objection to the University informing my parents about my academic progress on a regular basis.

**Note: The University has the right to exclude any incomplete applications.**

[I agree to the terms](#)

[I do not agree](#)

RELEASE: 8.5.4

**Agree to the terms in the declaration**

### Application Fee Payment

Please verify the following credit card information. Select Submit Payment to accept the charges if the information is correct; otherwise select Pay Later.

**Payment Amount: AED300.00**

Submit Payment

Pay Later

RELEASE: 8.5.3

**Pay the application fees to complete and submit**

**The applicant will receive an email after reviewing the application by the admission department, the student can check the application status through the website using the same Login ID created.**

**Note: The application will not be considered unless all the fields where filled and the application fees were paid. Any Incomplete application will not be reviewed**

# Fourth: Review the Application

Click here to view the status of your submitted application

## Submitted Applications

Admission Term	Application Type	Application Preference	Field of Study	Date Created
Fall 2015-2016	Undergraduate Bachelor	Not entered	Architectural Engineering - UOS Women's Campus	12 JUL, 2015

## Web Application Summary

Name and Address		
Name:	Gadeer Abdulkarim Y Al Saif	
Web ID :	19961990	
Mailing Address:	13025 Eastern Province 31911 Saudi Arabia	
Phone Number:	00966 504480853	
High School		
High School Name :	The 8th Secondary school	
Diploma :	Secondary School -Scientific	
GPA :	90.28	
Test Scores		
Test	Score	Date Taken
Academic IELTS	5.0	April - 2015
Application Data		
Admission Term:	Fall 2015-2016	
Application Type:	Undergraduate Bachelor	
Planned course of studies:	Architectural Engineering - UOS Women's Campus	
Planned course of studies:	Medical Diagnostic Imaging - Medical Women's Campus	
Planned course of studies:	Graphic Design - UOS Women's Campus	
<b>Application Acceptance Status :</b>	<b>Reviewed</b>	
Date Created:	12 JUL, 2015	

## Comments By Application Reviewer

Admission department notes for the applicant