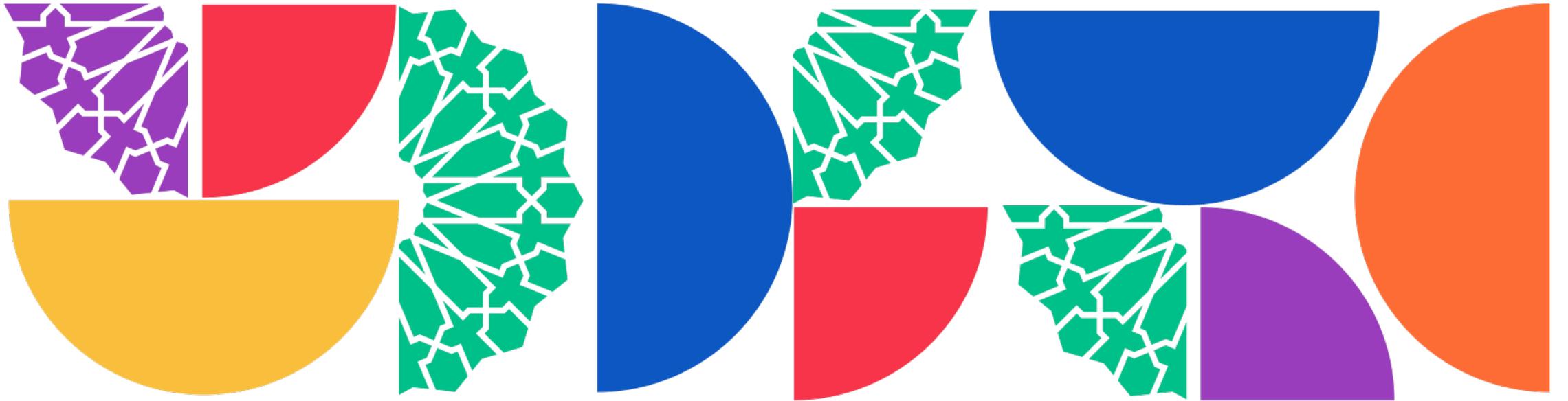




جامعة الشارقة  
UNIVERSITY OF SHARJAH

# Student Application User Guide



تابعونا على Follow us on

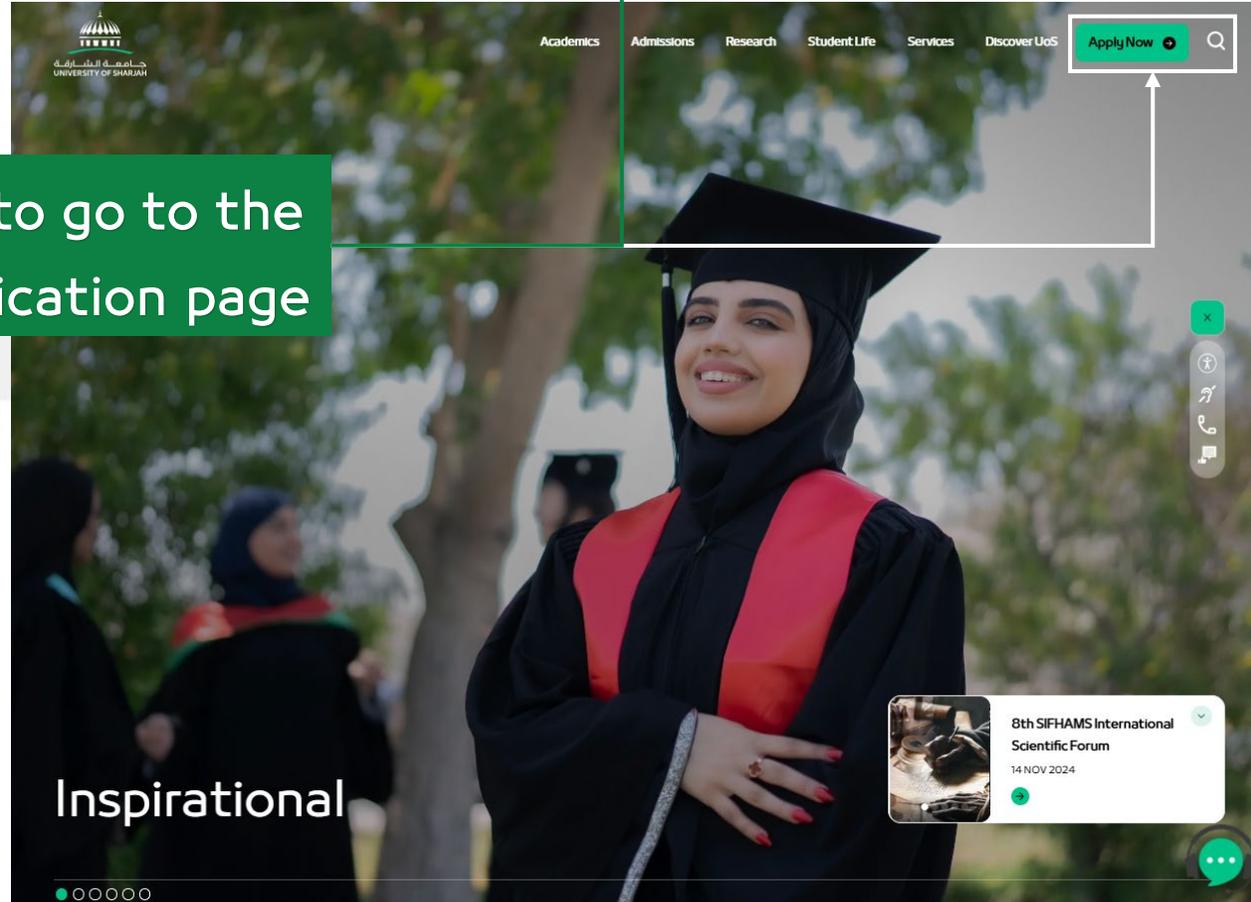


[www.sharjah.ac.ae](http://www.sharjah.ac.ae)



<https://www.sharjah.ac.ae/>

Click here to go to the  
online application page





## Apply to UoS



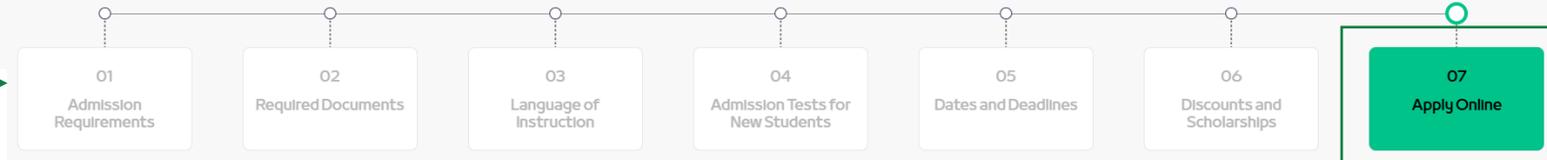
Undergraduate

Read More →

Graduate

Read More →

## Admission Process



## Apply Online

Dear Valuable Students,

[Click Here to Apply](#)



Admission Online  
Application



جامعة الشارقة  
UNIVERSITY OF SHARJAH

Email

Password

Login

Create New User

[Forgot Password ?](#)

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Developed by Osama Rathaana (orathaana@sharjah.ac.ae)  
Designed by Mustafa Muhammad

Click here to  
create a new

account  
معاً نخدم الفرق  
MAKING A DIFFERENCE  
TOGETHER



Create New User



جامعة الشارقة  
UNIVERSITY OF SHARJAH

Email

Password

Confirm Password

[Create](#)

[Go to Login Page](#)

[Forgot password ?](#)

To create an account,  
please enter the email  
and choose a secret

The password must be at  
least 6 characters long,  
and contain at least one  
letter and number



An email will arrive on the registered email address.  
To activate the account, please click on the link, or  
copy and paste it in the browser

## Account Activation



Verify Email and Create Account	تحقق من البريد الإلكتروني وتفعيل الحساب
<b>Dear Applicant,</b>	عزيزي الطالب
Thank you for your interest in the University of Sharjah.	نشكركم على اهتمامكم بجامعة الشارقة
You have created an account with the following email address:	لقد قمتم بإنشاء حساب باستخدام عنوان البريد الإلكتروني التالي:
<a href="mailto:admission_sample@test.com">admission_sample@test.com</a>	<a href="mailto:admission_sample@test.com">admission_sample@test.com</a>
Please verify your email address and activate your account by clicking the below link:	يرجى التحقق من عنوان بريدك الإلكتروني وتفعيل حسابك بالضغط على الرابط أدناه:
<a href="https://admservices.sharjah.ac.ae/ords/wap_apex.p_activate_account?p_wap_id=18583">https://admservices.sharjah.ac.ae/ords/wap_apex.p_activate_account?p_wap_id=18583</a>	<a href="https://admservices.sharjah.ac.ae/ords/wap_apex.p_activate_account?p_wap_id=18583">https://admservices.sharjah.ac.ae/ords/wap_apex.p_activate_account?p_wap_id=18583</a>
If you have any question, Please contact the Student Service Office:	إذا كان لديك أي استفسار، يرجى التواصل مع مكتب الخدمة الطلابية:
Email: <a href="mailto:admission@sharjah.ac.ae">admission@sharjah.ac.ae</a>	البريد الإلكتروني: <a href="mailto:admission@sharjah.ac.ae">admission@sharjah.ac.ae</a>
Tel: 0097165050735	رقم التواصل: 0097165050735
*** THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL***	*** هذه رسالة تلقائية ***
	يرجى عدم الرد على هذا البريد الإلكتروني ***
<b>Best regards,</b>	مع أطيب التحيات،
Admissions Department	إدارة القبول
University of Sharjah	جامعة الشارقة

**Activation**

Your account has been activated successfully, click the below link to login and start your application

3
[Click Here to Login](#)

Please click here to go to the login page



Admission Online  
Application



جامعة الشارقة  
UNIVERSITY OF SHARJAH

Email

Password

[Login](#)

[Create New User](#)

[Forgot Password ?](#)

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Designed by Mustafa Muhammad

To login to the account and start filling out the application, enter the registered email and password



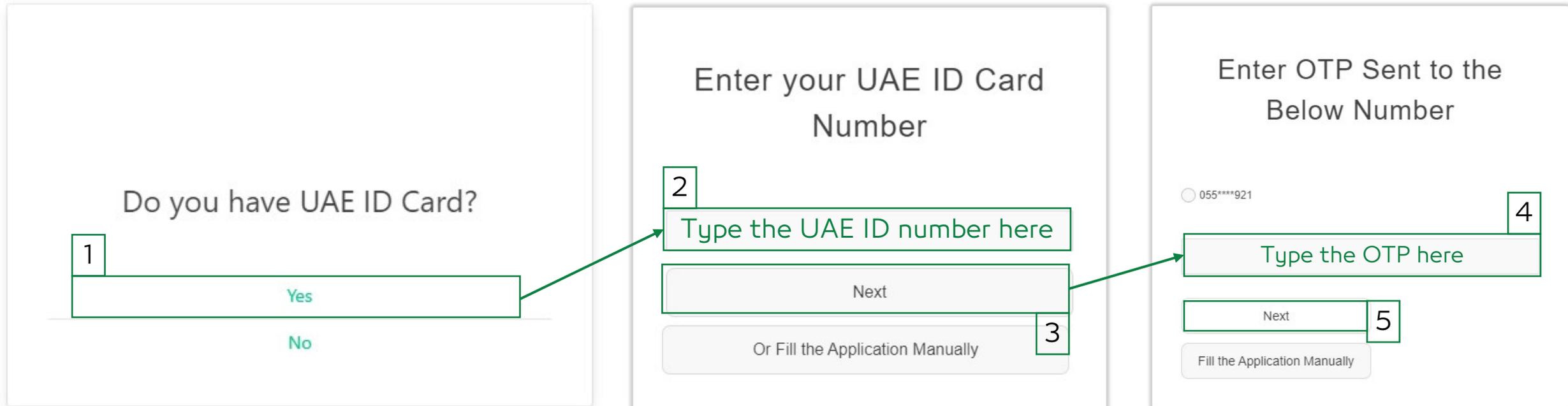
Language - اللغة

العربية
ENGLISH

Choose the preferred language



If the Emirates ID is available, the applicant can enter the card number so that the personal information is reflected in the application





## Read the instructions carefully and agree to continue



Instructions Page

**Important General Notes:**

1. Applicants shall fill in the application form personally, and be responsible for the accuracy of the information filled therein. Incomplete applications will not be considered.
2. The applicant should not have been expelled from the UoS or any other institution for academic or disciplinary reasons.
3. Applicants are responsible for completing all admission procedures by the specified deadlines, in accordance with the instructions of the Admissions Office as announced in the academic calendar. The University is not responsible for applications not completed by students on time, which might reflect negatively on their enrollment at the University. All students are required to visit the University's website (www.sharjah.ac.ae) to learn about the dates and locations of the admission exams, TOEFL test, and personal interviews as well as to see their results.
4. Meeting admission requirements, submitting the application Form and receiving an ID number does not in any way mean that an applicant is admitted to the University. Students are required to pay a reservation fee after meeting specific criteria on a competitive basis, in accordance with University policy.
5. Applicants who are still studying will have conditional acceptance until they provide us with the final grades and meeting the required average based on competitive regulations and standards.
6. For Medicine and Dentistry colleges: All applicants will be competing for a limited number of seats available annually in each program after paying a reservation seat fees.
7. Reservation seat fees are nonrefundable if the applicant withdraws or does not enroll in the University, and are applied toward tuition fees if the applicant enrolls in his/her program.
8. Admission is granted for the semester to which the applicant is applying. An applicant's admission will be cancelled if the applicant does not enroll in the same semester as when the application has been submitted.
9. New students are permitted to postpone admission for a maximum of one semester after paying the required fees and submitting all required forms to the Admission Office.
10. Paragraph (9) applies for all the University programs except for programs in the Colleges of Medicine and Dentistry, which do not allow postponement of admission.
11. The University does not accept the submission of the original High School Certificate. Applicants are required to provide copies certified by the proper authorities.
12. All documents submitted for admission to the University are considered the property of the University. Students are not permitted to request any documents from their personal file once submitted to a staff member.
13. The parent has the right to know about the student's academic progress and financial status on a regular basis and issue any official documents on behalf of the student.
14. The University is not responsible for scholarship applications. Students are required to contact sponsors on their own.
15. Applications received after the admission period will not be considered.
16. Any financial refunds above AED 1,000/- provided to the student will be made in the name of one of his parents, unless they authorized him to receive the amount directly.
17. The University reserves the right to increase the fees every year.
18. Students Shall Abide by All Other University Requirements.
19. Professional Diploma certificates are not accepted for undergraduate degree completion.

I have read the instructions and agree

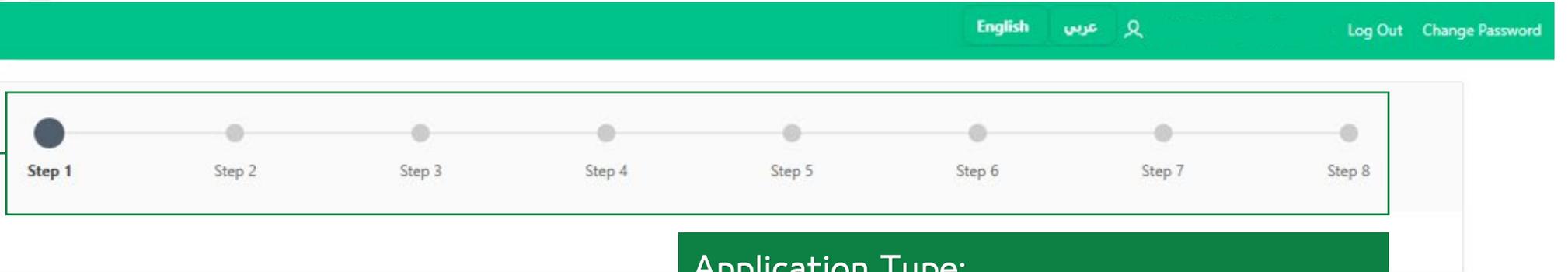
معاً نغير الفرق  
MAKING A DIFFERENCE  
TOGETHER

Continue >>>

Click the continue button



The steps required to complete the application.



## Application Type:

- **New Student:** A student who wants to obtain a bachelor's degree as a new student based on a high school diploma or its equivalent.
- **Transferred Student:** A student who is currently studying at another institution and wants to transfer to the University of Sharjah.
- **Bridging:** A student who holds a diploma degree from the University of Sharjah or any other college and wants to continue the studies to obtain a bachelor degree.
- **Visiting Student:** A student who wants to study one course or more without obtaining any academic degree from the University of Sharjah.

A screenshot of the application form. The 'Application Type' dropdown menu is open, showing options: 'New Student', 'Visiting Student', 'Transfer Student', 'New Student', and 'Bridging'. The 'New Student' option is highlighted with a blue bar. Below the dropdown are input fields for 'First Name' and 'Father Name'.



Log Out Change Password

Applicant Name (As in Passport)

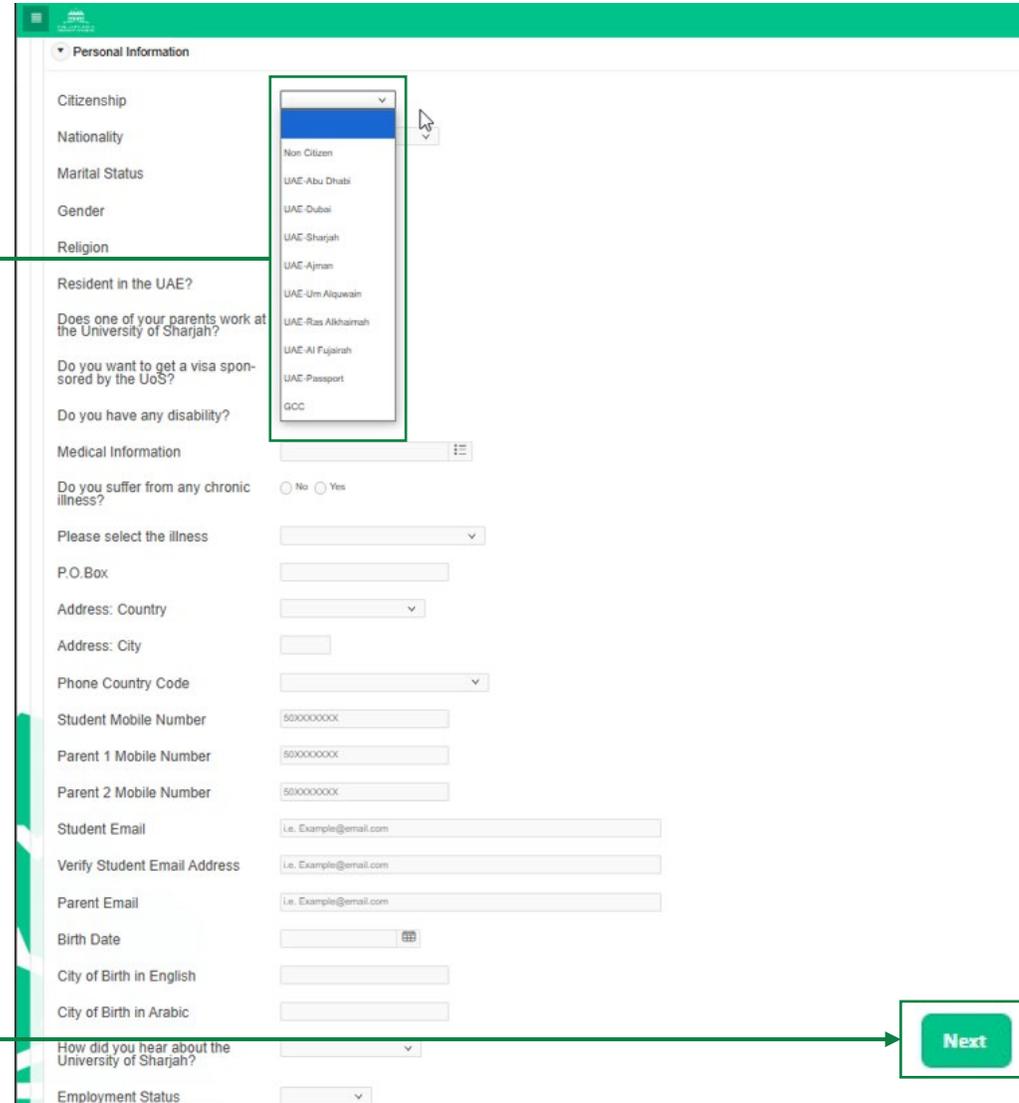
First Name	MOHAMMED	Name in English
Father Name	AHMED	
Remaining Names	IBRAHIM AL-ALI	
First Name Arabic	محمد	Name in Arabic
Father Name Arabic	أحمد	
Remaining Names in Arabic	إبراهيم آل علي	
Full Legal Name as Passport (English)	<b>MOHAMMED AHMED IBRAHIM AL-ALI</b>	
Full Legal Name as Passport (Arabic)	محمد أحمد إبراهيم آل علي	

Enter the name according to the passport, all letters should be capital letters, as shown in the example



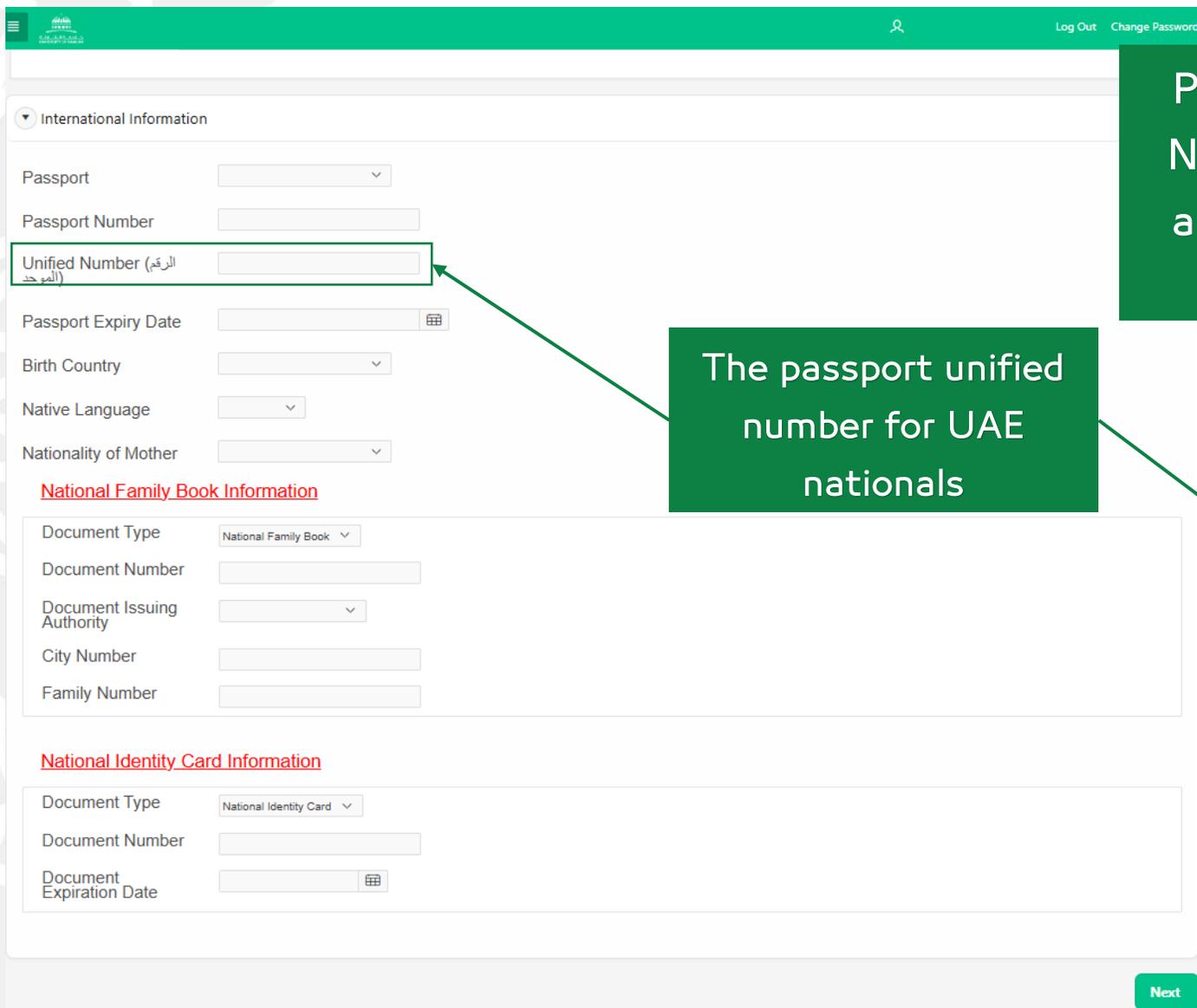
## Citizenship Category:

- UAE Nationals: UAE, the Emirate is chosen according to the national family book
- Gulf Cooperation Council: GCC
- Holders of the UAE passport without the nationality: UAE-Passport
- Other Nationalities: Non-citizen



The screenshot shows the 'Personal Information' section of the application form. A dropdown menu for 'Citizenship' is open, displaying the following options: Non Citizen, UAE-Abu Dhabi, UAE-Dubai, UAE-Sharjah, UAE-Ajman, UAE-Um Alquwain, UAE-Ras Alkhaimah, UAE-Al Fujairah, UAE-Passport, and GCC. A green box highlights the dropdown menu, and a green arrow points from the 'Citizenship Category' text box to it. Below the form, a green box contains the text 'Click on "Next" to save and move to the next step', with a green arrow pointing to a 'Next' button in the bottom right corner of the form.

Click on "Next" to save and move to the next step



The screenshot shows a web application interface for student applications. At the top, there is a green navigation bar with a search icon, 'Log Out', and 'Change Password' links. Below this is a section titled 'International Information' with several input fields: 'Passport' (dropdown), 'Passport Number', 'Unified Number (الرقم الموحد)' (text input, highlighted with a green box), 'Passport Expiry Date' (calendar icon), 'Birth Country' (dropdown), 'Native Language' (dropdown), and 'Nationality of Mother' (dropdown). Below this section are two sub-sections: 'National Family Book Information' and 'National Identity Card Information'. The 'National Family Book Information' section includes 'Document Type' (dropdown set to 'National Family Book'), 'Document Number', 'Document Issuing Authority' (dropdown), 'City Number', and 'Family Number'. The 'National Identity Card Information' section includes 'Document Type' (dropdown set to 'National Identity Card'), 'Document Number', and 'Document Expiration Date' (calendar icon). A green arrow points from the 'Unified Number' field in the form to a green callout box. At the bottom right of the form is a 'Next' button.

Passport information, Emirates ID, National Family Book for UAE local and Visa for residents are required here

The passport unified number for UAE nationals





The year of obtaining high school is entered according to the certificate, considering the following:

- To apply to the Colleges of Medicine and Dental Medicine the graduation date must not be more than one year.
- If the graduation year was older than 3 years, you must agree to the conditions for older certificates.

← Cancel  Step 1  Step 2  Step 3  Step 4  Step 5  Step 6  Step 7  Step 8

High School Information

Graduation Date or Expected Date

Average (Should not be less than 70)

High School Name

High School Country

High School City

High School Curriculum

Diploma Type

Next >

Please fill the details carefully before moving to the next step because it will affect the programs you are applying for.



Previous College

Institution Name

Institution Country

What was your student ID?

College

Total number of enrolled semesters in that institute

What is the total number of credits you earned?

CGPA  Example: 3.89

CGPA out of

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

What is your reason to transfer to UOS?

Attended From

Attended To

Sharjah

Log Out Change Password

Next >

Previous college information are only required from transferring students and bridging students who have diploma degree



The screenshot shows a web application interface for selecting a major. At the top, there is a green header with the university logo, a search icon, and links for 'Log Out' and 'Change Password'. Below the header is a progress bar with eight steps. Steps 1, 2, and 3 are marked with green checkmarks, while Step 4 is the current step, indicated by a blue circle. Steps 5, 6, 7, and 8 are marked with grey circles. Below the progress bar is a 'Cancel' button. The main form area contains a 'Desired Major' section with a dropdown menu showing 'Finance' selected. Below this is a 'Campus' dropdown menu showing 'Sharjah Main - Women' selected. Underneath is an 'Applied Major' section containing a table with one row of data. At the bottom of the form are three buttons: 'Delete All Major' (yellow), 'Save' (green), and 'Next >' (green).

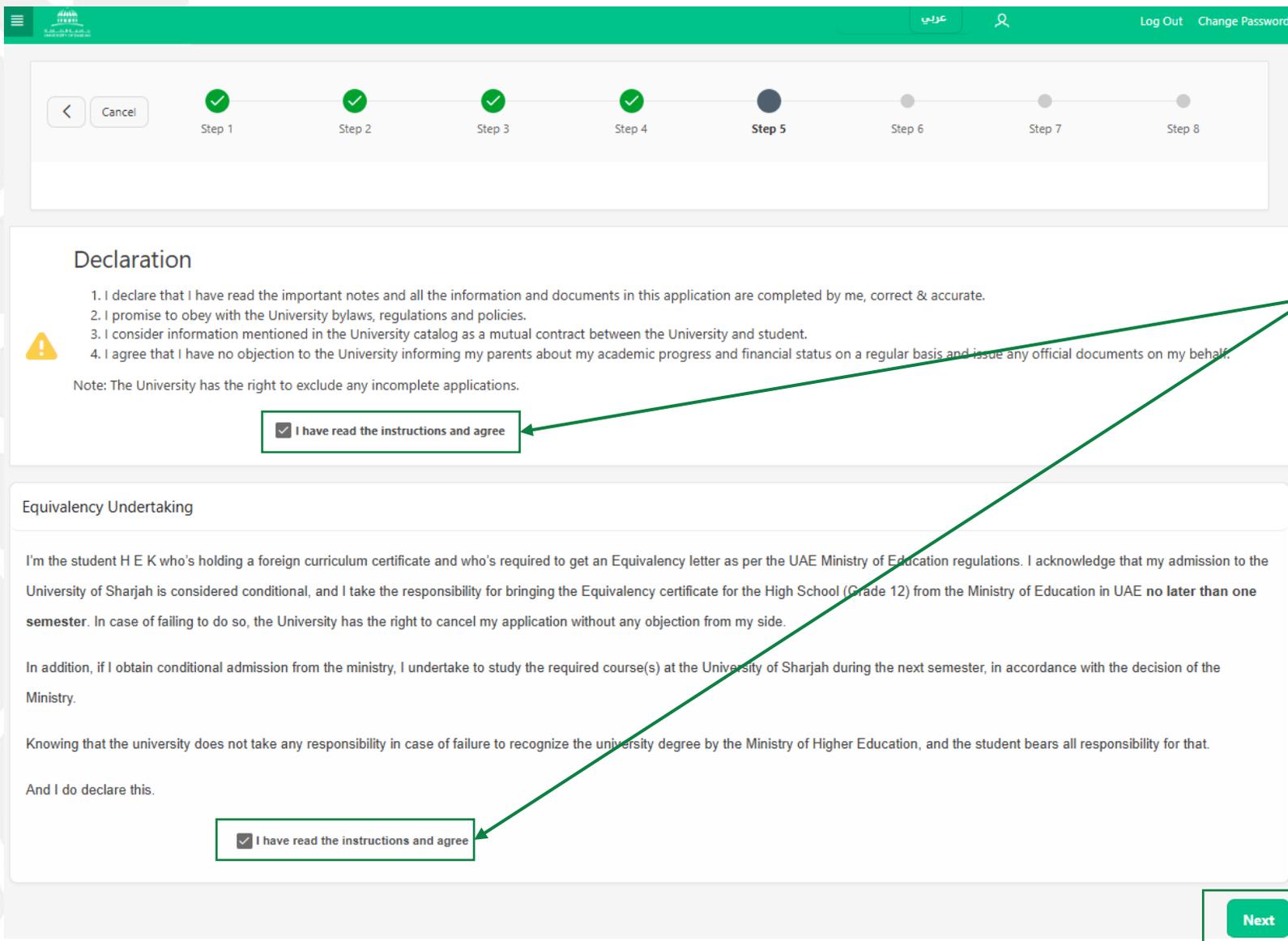
Application Number	Major	Campus	Note
1	Finance	Sharjah Main - Women	-

Choose the desired major from the list of programs available for application then click "Save"

After saving the chosen program will be displayed here

To change the chosen program, click "Delete All Majors", then choose another program from the list and click "Save"

Click "Next" to move to the next step



The screenshot shows a multi-step application process. At the top, a green navigation bar contains a menu icon, the university logo, the text 'عربي' (Arabic), a search icon, and links for 'Log Out' and 'Change Password'. Below this is a progress bar with eight steps: Step 1, Step 2, Step 3, Step 4, Step 5 (the current step), Step 6, Step 7, and Step 8. Steps 1-4 are marked with green checkmarks, while Step 5 has a dark grey circle. A 'Cancel' button is located to the left of the progress bar.

The main content area is divided into two sections:

- Declaration:** Contains a list of four statements and a note. A checkbox labeled 'I have read the instructions and agree' is checked and highlighted with a green box.
- Equivalency Undertaking:** Contains a paragraph of text, a second paragraph, and a third paragraph. A second checkbox labeled 'I have read the instructions and agree' is also checked and highlighted with a green box.

At the bottom right of the form, a green 'Next' button is visible and highlighted with a green box.

Must agree to the  
Declarations

Click "Next" to move to the  
next step



## Before Uploading Documents

### Very Important Notes:

- Attached documents must be in **PDF** or **JPG** format and the **size must be 1MB** or less, and the personal photo must be in **JPG** format.
- Please make sure that the documents are **clear and colored**. **Phone photos are not accepted.**
- All certificates must be **certified**, and the university has the right to request hard copy of the documents to be handed to the admission office at the university.
- Students applying during the early admission must attach all their high school certificates (Grade 9, Grade 10, Grade 11, and all terms' certificates for grade 12), then provide the final certificate for Grade 12 as soon as it is issued.

### Regarding the Required Certificates:

- **Government curriculum:** Grade 12 certificate.
- **American curriculum:** Grade 9, 10, 11, 12, and the High School Diploma.
- **British curriculum:** O-Level, AS-Level, and A-Level (if any). **If the final grades are not released, please attach a letter from the school for the expected grades in the courses that are taken.**
- **Other curricula:** Attach the **last three academic years'** certificates and graduation certificate.



The screenshot displays a web interface for document uploads. On the left, under 'Upload Documents', there is a list of required documents, each with a 'Choose File' button and the text 'No file chosen':

- Passport
- UAE ID Card
- National Family Book
- Birth Certificate
- Good Conduct Certificate
- Official Photos (3x4)
- Health Certificate
- Secondary School Certificate
- Ministry of Edu. Equivalency
- Copy of Mother's Passport

Below this list is a 'Download Health Fitness Form' button. At the bottom of the form area is a green 'Next >' button. On the right, under 'Uploaded Documents', there is an empty list area. The top navigation bar includes a menu icon, the university logo, a search icon, and links for 'Log Out' and 'Change Password'.

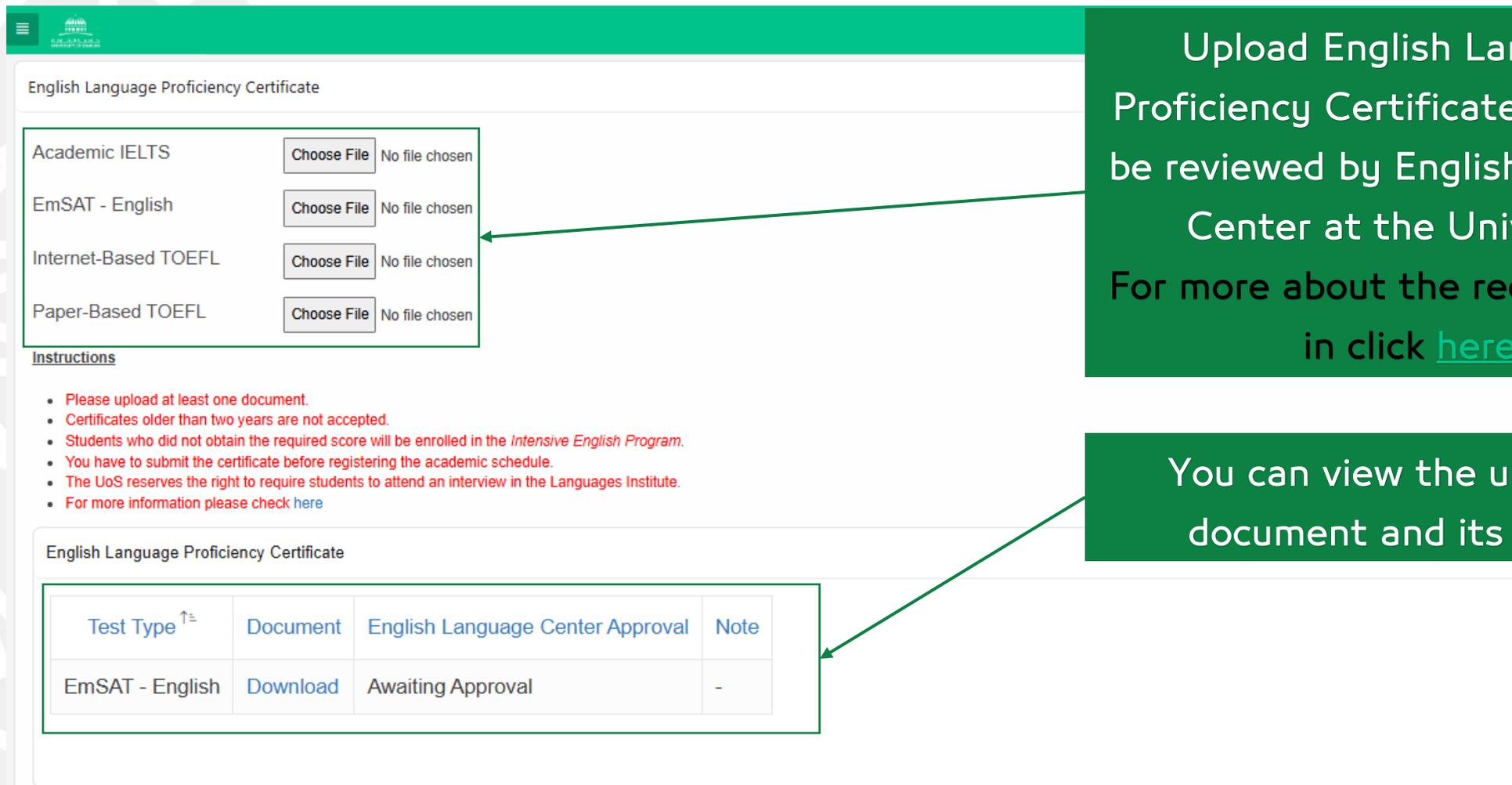
Includes student and father information and the expiration date, also the unified number for UAE nationals only

A clear copy of both sides

It should include the father, mother and student page

You can download the medical form from here and do it the university's clinic.

Click "Next" to move to the next step

English Language Proficiency Certificate

Academic IELTS	Choose File	No file chosen
EmSAT - English	Choose File	No file chosen
Internet-Based TOEFL	Choose File	No file chosen
Paper-Based TOEFL	Choose File	No file chosen

**Instructions**

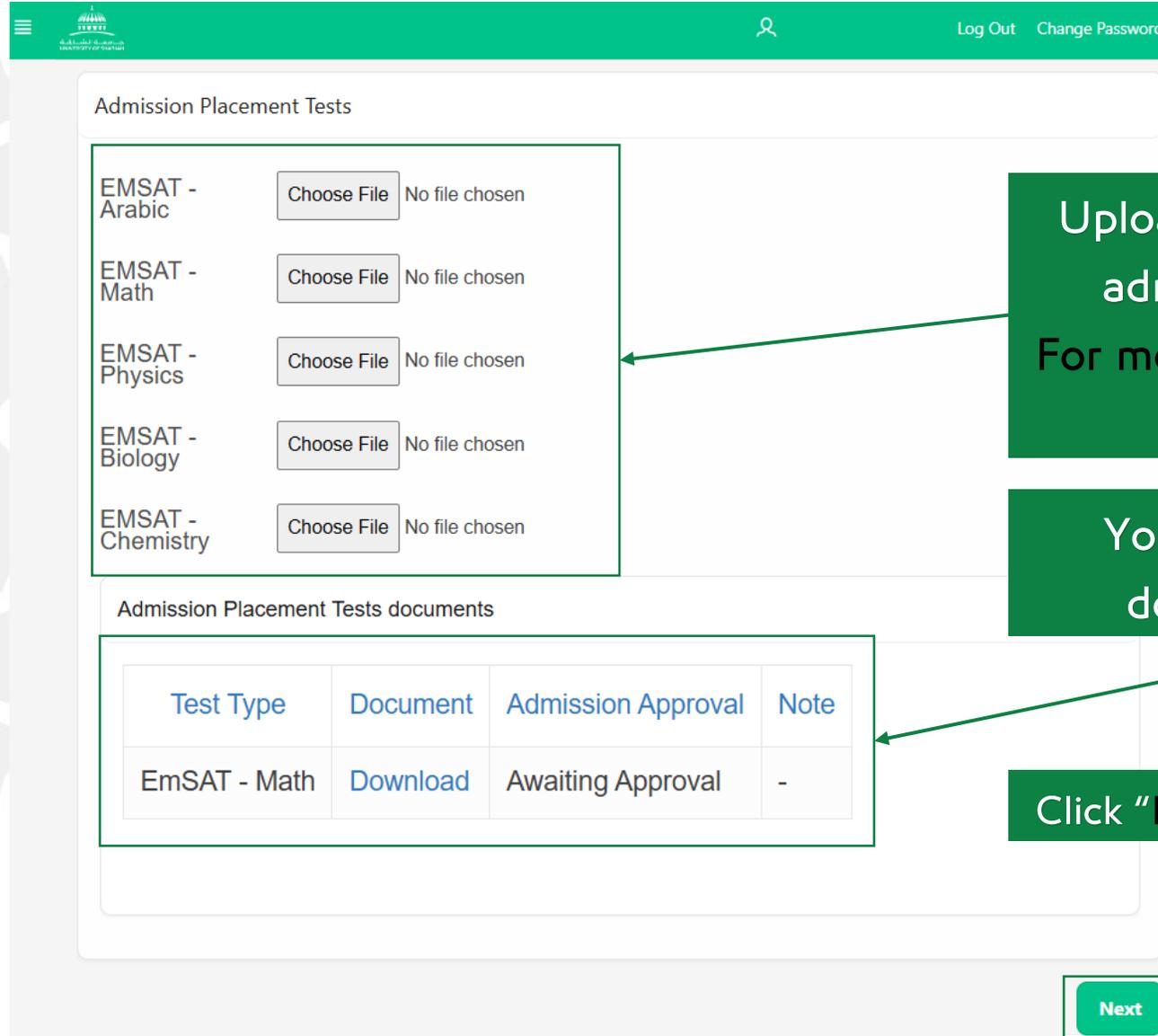
- Please upload at least one document.
- Certificates older than two years are not accepted.
- Students who did not obtain the required score will be enrolled in the *Intensive English Program*.
- You have to submit the certificate before registering the academic schedule.
- The UoS reserves the right to require students to attend an interview in the Languages Institute.
- For more information please check [here](#)

English Language Proficiency Certificate

Test Type ↑	Document	English Language Center Approval	Note
EmSAT - English	<a href="#">Download</a>	Awaiting Approval	-

Upload English Language Proficiency Certificate which will be reviewed by English Language Center at the University  
For more about the requirements in click [here](#)

You can view the uploaded document and its status

Admission Placement Tests

EMSAT - Arabic  No file chosen

EMSAT - Math  No file chosen

EMSAT - Physics  No file chosen

EMSAT - Biology  No file chosen

EMSAT - Chemistry  No file chosen

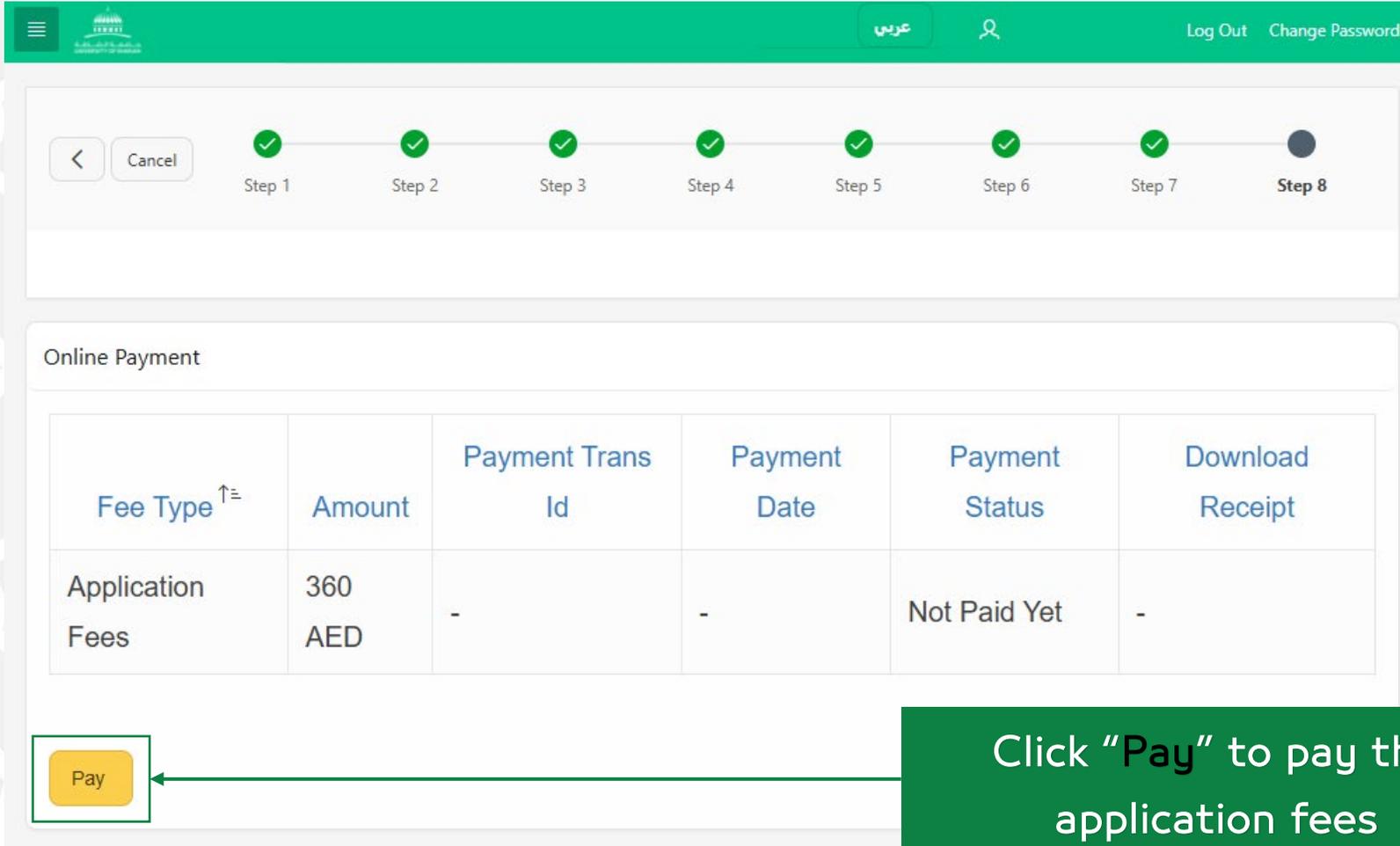
Admission Placement Tests documents

Test Type	Document	Admission Approval	Note
EmSAT - Math	<a href="#">Download</a>	Awaiting Approval	-

Upload EmSAT Certificates for admission placement tests  
For more about the requirements in click [here](#)

You can view the uploaded document and its status

Click "Next" to move to the next step



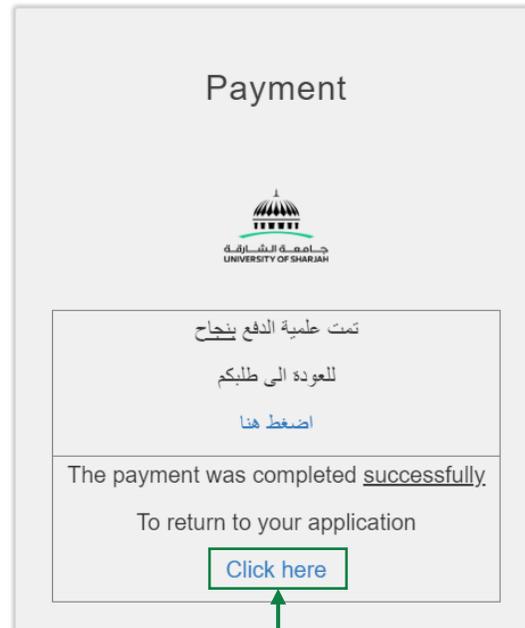
The screenshot displays the user interface for the Admissions Department. At the top, there is a green navigation bar with a menu icon, the university logo, the text "عربي", a search icon, and links for "Log Out" and "Change Password". Below this is a progress bar with eight steps. Steps 1 through 7 are marked with green checkmarks, while Step 8 is marked with a grey circle. A "Cancel" button is located to the left of the progress bar. The main content area is titled "Online Payment" and contains a table with the following data:

Fee Type <sup>↑</sup>	Amount	Payment Trans Id	Payment Date	Payment Status	Download Receipt
Application Fees	360 AED	-	-	Not Paid Yet	-

At the bottom left of the interface, there is a yellow "Pay" button. A green arrow points from a green callout box to this button. The callout box contains the text: "Click 'Pay' to pay the application fees".



Reaching this page indicates submitting the application successfully



To return to the application page after payment

The application will be reviewed by the university and the applicant will be notified via e-mail. You may follow up by logging in and viewing the status of the application, the admission decision, and the comments of the admission



☰
Log Out Change Password

Dear MOHAMMED,

Thank you for choosing University of Sharjah.

Please find below the summary of your application.

**Personal Details**

<b>Name</b>	MOHAMMED AHMED IBRAHIM AL-ALI
<b>Student ID</b>	U24200004
<b>Email</b>	student@email.com
<b>Mobile No.</b>	551234567
<b>Major 1</b>	Chemistry
<b>Major 2</b>	

**Application Status**      **Awaiting the student's acceptance of the admission offer; you must complete the seat reservation payment -**

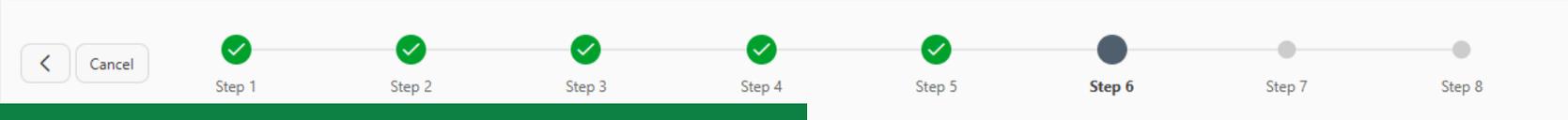
Status	Description	Note	More Detail
❌	Required Documents	Please Upload the required documents	<a href="#">Click here</a>
❌	Payments	Proceed with the payment for Reserivation Fees	<a href="#">Click here</a>
❌	Required Undertaking	Please read and agree to the undertaking	<a href="#">Click here</a>

You can view the application summary from this page

University ID for the student

View the Application Status and the Admission Decision

You can view the pending requirements that must be completed for final acceptance.



The remaining documents to be uploaded are displayed here.

Upload Documents

National Family Book	Choose File	No file chosen
Birth Certificate	Choose File	No file chosen
Good Conduct Certificate	Choose File	No file chosen
Official Photos (3x4)	Choose File	No file chosen
Health Certificate	Choose File	No file chosen
Secondary School Certificate	Choose File	No file chosen

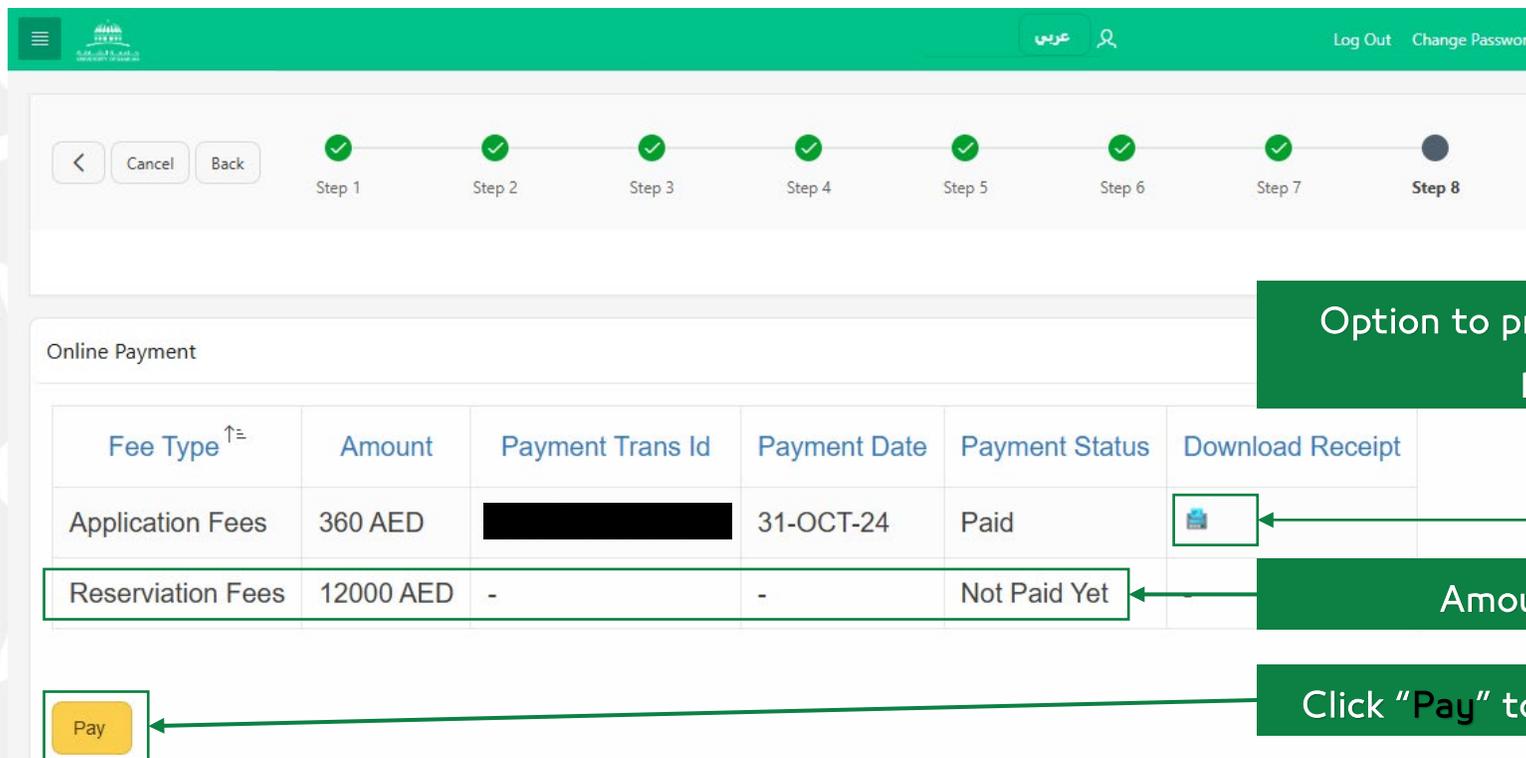
[Download Health Fitness Form](#)

Next >

Notes on uploaded documents are displayed.

Uploaded Documents

Document	Content	Note
UAE ID Card	<a href="#">Download</a>	No Action Required
Passport	<a href="#">Download</a>	No Action Required
Official Photos (3x4)	<a href="#">Download</a>	No Action Required
Birth Certificate	<a href="#">Download</a>	document should be scanned officially, phone photos are not accepted
Undertaking EmSAT	<a href="#">Download</a>	The uploaded file is corrupted or cannot be opened, please upload a uncorrupted document
Secondary School Certificate	<a href="#">Download</a>	Final certificate should be submitted once available

The screenshot shows a progress bar at the top with 8 steps. Steps 1 through 7 are completed (green checkmarks), and Step 8 is the current step (grey circle). Below the progress bar is the 'Online Payment' section containing a table of fees and a 'Pay' button.

Fee Type ↑	Amount	Payment Trans Id	Payment Date	Payment Status	Download Receipt
Application Fees	360 AED	[REDACTED]	31-OCT-24	Paid	
Reserviation Fees	12000 AED	-	-	Not Paid Yet	

Annotations:

- Option to print the receipt after payment. (Points to the 'Download Receipt' icon in the 'Paid' row)
- Amount to be paid (Points to the 'Not Paid Yet' status in the 'Reserviation Fees' row)
- Click "Pay" to proceed to payment (Points to the 'Pay' button)

**Note:** Seats are limited, please abide with the payment period that is specified in the offer email, as the payment button **will not be active** after the end of the specified period, and if you want to reactivate payment, please contact the Admissions Department and it will be reactivated after confirming the availability of vacancies.

- **Seat Reservation Fees AED 12,000:** considered as the first payment of the tuition fee and AED 3000 of the amount will not refundable unless the application was rejected by the university.
- **Competition Fees for Colleges of Medicine and Dental Medicine AED 1500:** considered as a first payment of the tuition fee and is not refundable in any case.

# Thank you for choosing the University of Sharjah

Our Best Wishes  
Admissions Department

For queries, please contact the Admissions Department's  
email

[admission@sharjah.ac.ae](mailto:admission@sharjah.ac.ae)

Tel. : +971-6-5050735