



خدمة طلب الوثائق للطلبة المستمرين

1. سجل دراسي رسمي
2. شهادة لمن يهمله الامر
3. الجدول الدراسي الرسمي

يمكن للطلاب الحصول على الوثائق المذكورة أعلاه من خلال التقديم عبر بوابة الخدمات my.uaeu.ac.ae على موقع الجامعة او من خلال تطبيق الهواتف الذكية (UAEU Mobile App) بعد تحديد نوع الطلب واستيفاء الخطوات المطلوبة.

Documents for Continuing Students

1. Official Academic Transcript
2. To Whom It May Concern certificates
3. Official Student Schedule

Students can obtain any of the above documents by applying online through the electronic services available via the portal my.uaeu.ac.ae or UAEU Mobile App after selecting the type of request and following the steps required.

الخدمة مجانية بدون رسوم
Service Free of Charge
ستصلك على البريد الإلكتروني الخاص بك
You will receive in your email



الوثائق الرقمية Digital Documents

(سجل دراسي رسمي Official Academic Transcript)

- Login to eServices with your ID and password
- Choose **Student**

- Choose **Documents Request** and then Choose **Digital documents request**

- Specify the type of documents you need and click **Submit**. **You will receive in your email as digital documents.** **Note:** These documents are official only in digital form and could not be printed.

رسوم الخدمة = 10 AED
Service Charge = 10 AED

الوثائق المطبوعة Printable Documents

سجل دراسي رسمي Official Academic Transcript

- Choose Documents Request and then choose Printable documents request

- اختيار رابط Documents Request ثم Printable documents request

Documents Request	Student E-Payment	Apply for Students Fee Installments	Student College Transfer
Printable Documents Request	Digital Documents Request	Request History	

-Specify the type of documents you need. The system will calculate the documents costs for you

-قم باختيار الوثائق التي تريدها ، سيقوم النظام بحساب الرسوم المطلوبة على الوثائق التي قمت باختيارها.

Step1
Document Selection by entering Number of Copies needed

UnderGraduate

Card Replacement	<input type="text" value=""/>	x50 [Maximum 1 Copy is allowed]
To Whom It May Concern	<input type="text" value=""/>	x5 [Maximum 1 Copy is allowed]
Arabic Transcript	<input type="text" value="1"/>	x10 [Maximum 50 Copies are allowed]
English Transcript	<input type="text" value=""/>	x10 [Maximum 50 Copies are allowed]

Step2
Method of Delivery

Pick up from Student Happiness Center

Cost

Document Cost	<input type="text" value="10"/>	AED
Shippment Cost	<input type="text" value="0"/>	
VAT	<input type="text" value="0"/>	
Total Cost	<input type="text" value="10"/>	AED

Below is your mobile number. If it is not correct or empty, please update using the option under the Personal Information Tab

Mobile No

Step3
Select Payment Method

By Student ID Card By Visa/MasterCard

Submit Request Back to Document Request

-In case you will pay with your ID please make sure you have credit, the system will show you how much credit you have in your card & click

Submit Request

-في حالة استخدام البطاقة الجامعية يرجى التأكد من وجود رصيد يكفي لدفع الرسوم المطلوبة، سيظهر لك النظام الرصيد المتوفر في بطاقتك الجامعية ومن ثم اضغط

Submit Request

-In case you choose to pay with your credit card, a screen will display with payment

-في حالة اختيار الدفع ببطاقة الائتمان، ستظهر شاشة بمعلومات عن الدفع وذلك للتأكيد يرجى قراءتها والضغط على Submit Payment

information please read and click on Submit Payment

Search Go

REQUEST SUMMARY

Please review below information. Click on Submit Payment button to proceed. You should complete the payment steps.

Important Notes :

- You must not Exit this page otherwise your eDocument Request will be Canceled.
- You will not be refunded in case of request cancellation.
- You need a valid credit card with enough funds to cover the eDocument fees.
- Please have your credit card ready.

Submit Payment

-A screen with the payment details will show, ستظهر شاشة ببيانات الدفع وذلك للتأكيد يرجى الضغط على
click on Proceed to Pay Proceed to Pay


EPAYMENT SYSTEM

TRANSACTION INFORMATION

Customer Name	Shamma Nasser AlEissae
Email	
Amount	5.0 AED
Vat Rate	0.0
Vat Amount	0.0 AED
Grand Total	5.0 AED

PROCEED TO PAY.

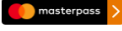
-In this screen choose your credit card type -الآن اختر نوع بطاقة الاعتماد التي ترغب في استخدامها لدفع الرسوم



mashreq  المشرق

Merchant name:

Select your preferred payment method

Pay securely using SSL+ by clicking on the card logo below:

 [Learn More](#)

-Insert your credit card information then click Pay

قم بإدخال بيانات بطاقة الاعتماد واضغط على Pay

-Don't close the browser until you get the confirmation page. Then an email will be sent to you stating that your request is under process

-تأكد من عدم إغلاق المتصفح حتى تحصل على صفحة التأكيد بانتهاء تقديم طلبك. سيصلك بريد إلكتروني يوضح أن طلبك قيد التنفيذ.

- **Get your documents**, either Pickup at UAEU from Registration section or seek to be delivered to you through delivery company. The student will be responsible for following up on delivery process with the delivery company including all information it may require & the shipping fees.

- استلام الوثائق إما بالحضور إلى قسم التسجيل في جامعة الإمارات أو التواصل مع شركة التوصيل. ويتحمل الطالب مسؤولية متابعة عملية التوصيل الخاصة به مع شركة التوصيل، وما قد تتطلبه من رسوم ومعلومات أو بيانات وغيرها.

رسوم الخدمة = 5 AED
Service Charge =5 AED
ستصلك على البريد الإلكتروني الخاص بك
You will receive in your email

شهادة لمن يهمه الامر

To Whom It May Concern certificates

- اختيار رابط Documents Request ثم Documents Request Printable documents request -
Choose Documents Request and then choose Printable documents request

Documents Request	Student E-Payment	Apply for Students Fee Installments	Student College Transfer
<input checked="" type="checkbox"/> Printable Documents Request	<input type="checkbox"/> Digital Documents Request	<input type="checkbox"/> Request History	

Step1

Document Selection by entering Number of Copies needed

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Additional Notes for WIMC

Yes: No:

Cost

Document Cost	<input type="text" value="5"/>	AED
Shippment Cost	<input type="text" value="0"/>	
VAT	<input type="text" value="0"/>	
Total Cost	<input type="text" value="5"/>	AED

Below is your mobile number. If it is not correct or empty, please update using the option under the Personal Information Tab

Mobile No

Step3

Select Payment Method

By Student ID Card By Visa/MasterCard

- شهادة لمن يهمه الامر ستصلك على البريد الإلكتروني الخاص بك you will receive in your email.

-You can specify if you need further details to be added to it, click on Additional Notes for WIMC and add the notes you need.

-The system will calculate the documents costs for you

-Select Payment method either with your university ID credit or with your credit card Then click on Submit payment.

In case you will pay with your ID please make sure you have credit, the system will show you how much credit you have in your card & click

Submit Request

-In case you choose to pay with your credit card, a screen will display with payment information please read and click on Submit Payment

- يمكنك اختيار إضافة ملاحظات إضافية عليها وذلك بالضغط على خيار Yes عند Additional Notes for WIMC. وقم باختيار الملاحظات التي ترغب بإضافتها.

-سيقوم النظام بحساب الرسوم المطلوبة على الوثائق التي قمت باختيارها.

-قم باختيار طريقة الدفع التي تفضلها إما باستخدام الرصيد الموجود في بطاقتك الجامعية أو باستخدام بطاقة الاعتماد البنكي. ثم اضغط على Submit Payment.


-في حالة استخدام البطاقة الجامعية يرجى التأكد من وجود رصيد يكفي لدفع الرسوم المطلوبة، سيظهر لك النظام الرصيد المتوفر في بطاقتك الجامعية ومن ثم اضغط

Submit Request

-في حالة اختيار الدفع ببطاقة الائتمان، ستظهر شاشة بمعلومات عن الدفع وذلك للتأكيد يرجى قراءتها والضغط على Submit Payment

Search Go

REQUEST SUMMARY

 Please review below information. Click on Submit Payment button to proceed. You should complete the payment steps.

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- You will not be refunded in case of request cancellation.
- You need a valid credit card with enough funds to cover the eDocument fees.
- Please have your credit card ready.

Submit Payment

-A screen with the payment details will show, click on Proceed to Pay

-ستظهر شاشة ببيانات الدفع وذلك للتأكيد يرجى الضغط على Proceed to Pay

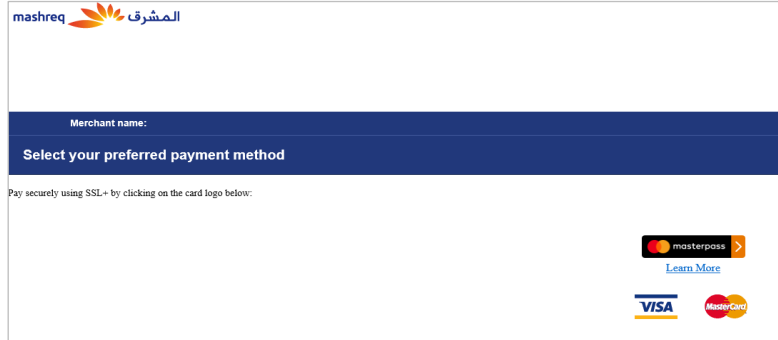
EPAYMENT SYSTEM

TRANSACTION INFORMATION

Customer Name	Shamma Nasser AlEissaae
Email	
Amount	5.0 AED
Vat Rate	0.0
Vat Amount	0.0 AED
Grand Total	5.0 AED

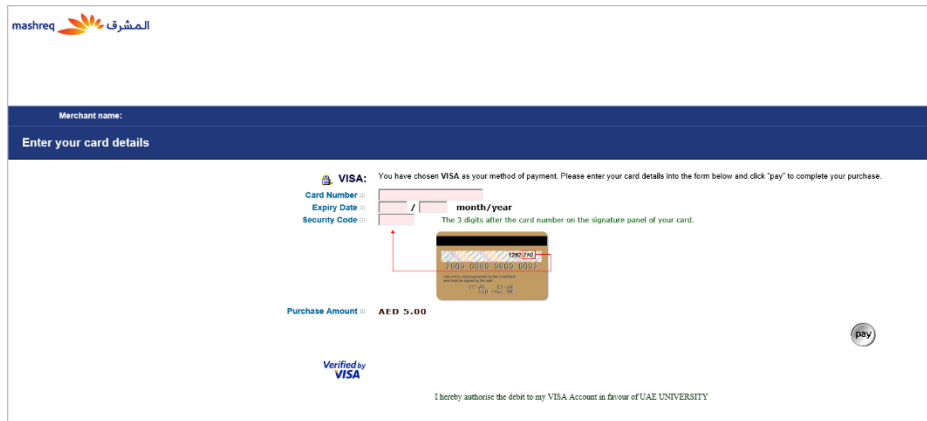
PROCEED TO PAY

-In this screen choose your credit card type -الآن اختر نوع بطاقة الاعتماد التي ترغب في استخدامها لدفع الرسوم



The screenshot shows the Mashreq payment interface. At the top left is the Mashreq logo. Below it, the text "Merchant name:" is displayed. A dark blue banner contains the text "Select your preferred payment method". Below this banner, a message states "Pay securely using SSL-> by clicking on the card logo below:". There are three payment logos: "masterpass" with a right-pointing arrow, "Learn More" link, "VISA", and "MasterCard".

-Insert your credit card information then click Pay -قم بإدخال بيانات بطاقة الاعتماد واضغط على Pay



The screenshot shows the Mashreq payment interface for entering card details. At the top left is the Mashreq logo. Below it, the text "Merchant name:" is displayed. A dark blue banner contains the text "Enter your card details". Below this banner, a message states "VISA: You have chosen VISA as your method of payment. Please enter your card details into the form below and click 'pay' to complete your purchase." There are three input fields: "Card Number" (with a red asterisk), "Expiry Date" (with a red asterisk and a "month/year" label), and "Security Code" (with a red asterisk). A note below the Security Code field says "The 3 digits after the card number on the signature panel of your card." There is a red arrow pointing from the Security Code field to the signature panel of a VISA card image. Below the input fields, the "Purchase Amount" is displayed as "AED 5.00". There is a "Verified by VISA" logo and a "Pay" button. At the bottom, there is a line of text: "I hereby authorise the debit to my VISA Account in favour of UAE UNIVERSITY".

-Don't close the browser until you get the confirmation page. -تأكد من عدم إغلاق المتصفح حتى تحصل على صفحة التأكيد بانتهاء تقديم طلبك.

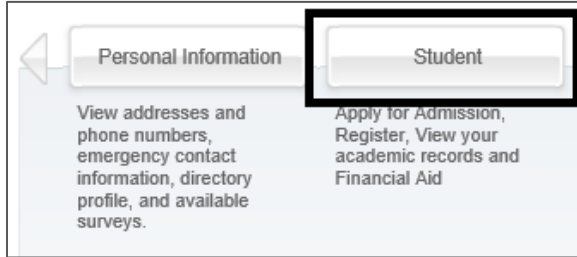
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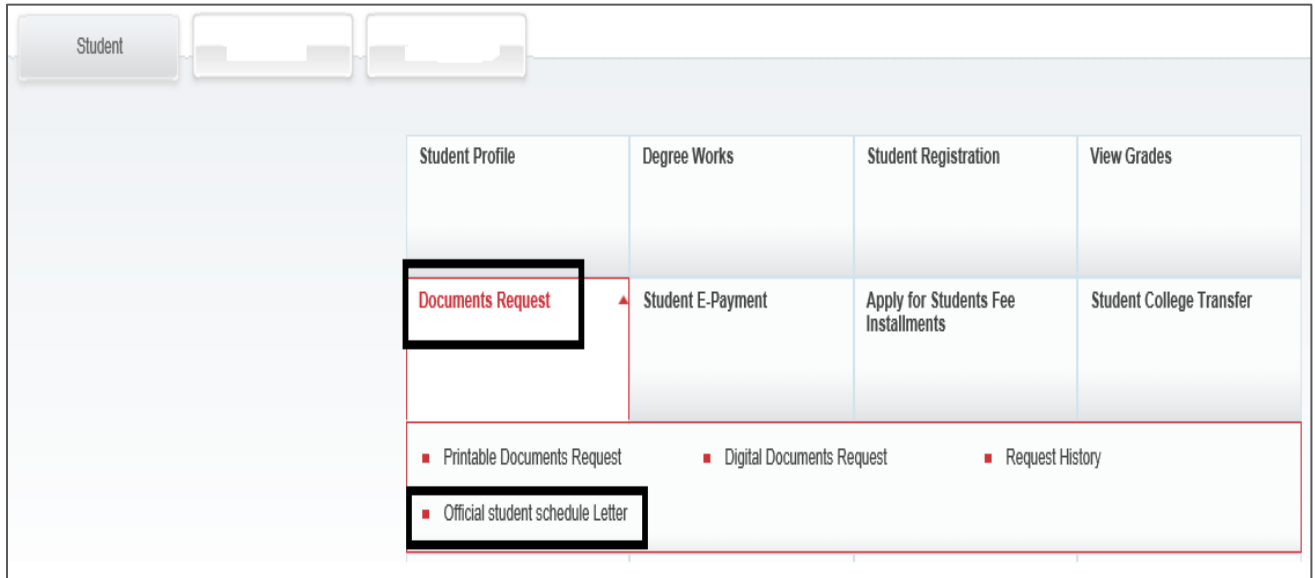
Official Student Schedule

الجدول الدراسي الرسمي

1. Go to UAEU portal and choose “eServices”
2. Click on “Student”



3. Click on “ Documents Request” and choose “Official Student Schedule letter “



- The **Student Schedule** will receive in your email.



- سيصلك **الجدول الدراسي** عبر بريدك الإلكتروني الخاص بك.