

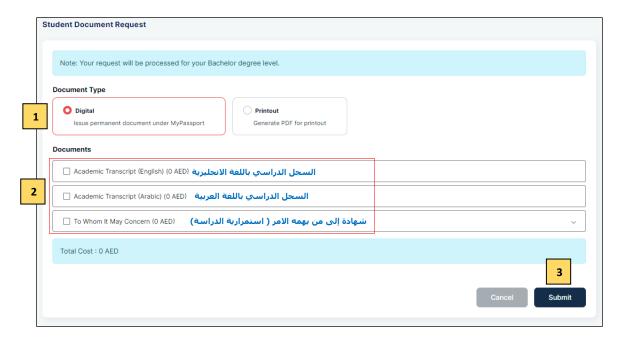
Student Documents Request

Students can obtain their documents by applying through the services portal my.uaeu.ac.ae on the university's website or through the UAEU Mobile App, after selecting the type of request and completing the required steps.

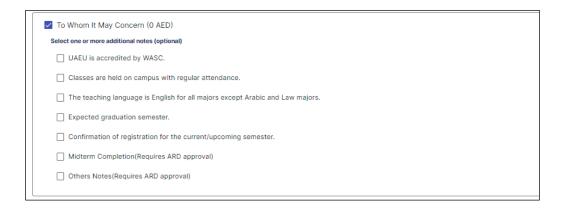
طلب وثائق الطلبة

يمكن للطالب الحصول على وثائقه من خلال التقديم عبر بوابة الخدمات my.uaeu.ac.ae على موقع الجامعة أو من خلال تطبيق الهواتف الذكية (UAEU Mobile App) ، بعد تحديد نوع الطلب واستيفاء الخطوات المطلوبة.

- 1. Click on **E-Services**.
- 2. Select "Student," then click on "Document Request," and choose "Digital & Printable Documents Request."
- 3. Choose the type of document you need, then click **Submit**. <u>It will be sent to your email</u> within an hour.



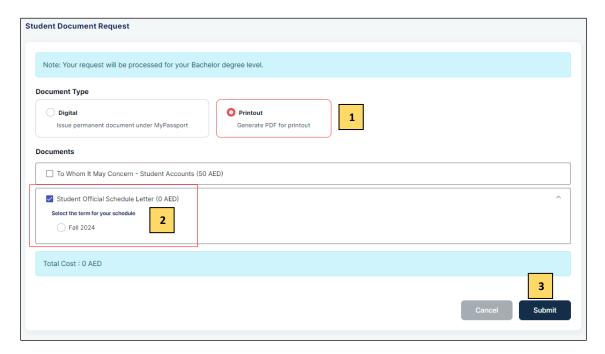
4. You can Select one or more additional notes (optional) to be included for 'To Whom It May Concern':







5. For the **Student Official Schedule Letter**, refer to the instructions below, select term, then click **Submit**; it will also be sent to your email within an hour.



Please note that:

- Some notes for "To Whom It May Concern" may take time to be approved by the Registration Department.
- During the end-of-semester periods and the announcement of grades, it may take additional time to approve your request.

