

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 للطلاب 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**. It will be sent to your email within an hour.

Student Document Request

Note: Your request will be processed for your Bachelor degree level.

Document Type

1 **Digital**
Issue permanent document under MyPassport

Printout
Generate PDF for printout

Documents

2 Academic Transcript (English) (0 AED) **السجل الدراسي باللغة الانجليزية**

Academic Transcript (Arabic) (0 AED) **السجل الدراسي باللغة العربية**

To Whom It May Concern (0 AED) **شهادة إلى من يهمه الامر (استمرارية الدراسة)**

Total Cost : 0 AED

3

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

To Whom It May Concern (0 AED)

Select one or more additional notes (optional)

UAEU is accredited by WASC.

Classes are held on campus with regular attendance.

The teaching language is English for all majors except Arabic and Law majors.

Expected graduation semester.

Confirmation of registration for the current/upcoming semester.

Midterm Completion(Requires ARD approval)

Others Notes(Requires ARD approval)

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.

Student Document Request

Note: Your request will be processed for your Bachelor degree level.

Document Type

Digital
Issue permanent document under MyPassport

Printout
Generate PDF for printout **1**

Documents

To Whom It May Concern - Student Accounts (50 AED)

Student Official Schedule Letter (0 AED)
Select the term for your schedule **2**

Fall 2024

Total Cost : 0 AED

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Cancel Submit

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.