

Registration and Student Affairs Department

Application Mechanism

Application Steps:

First stage: Create an account

- Download the application for the Private University Education Department and enter the information
- Choose a username, password and phone number (the system verifies that it has not been used previously)
- The system takes a live photo of the student
- The system scans the unified national card (front side)
- The system scans the unified national card (back side)
- When the personal photo matches the photo on the national card, the system creates the account

Second stage: Fill in the data

- Use the application to start the data filling process
- Log in through the student account that was created in the first stage
- Test the types of students
- Enter the exam number
- Verify the validity of the data
- Upload supporting files, if any
- Add the institute certificate, if any
- Enter the secret number
- Complete data authentication
- If the student wishes to delete all the information in his student account, this is done through the application due to its association with the live face image
- When the student needs an audit process that requires reviewing the Ministry of Higher Education or centers Verification is done through electronic reservation. The student has the right to apply to the private channel through the “Private Channels” field and follow the instructions and conditions in each channel, as activation requirements differ from one channel to another.