

Undergraduate Admission Form

Write your name in English & Arabic as in Passport

Name in English: _____
First Middle Last
_____ اسم مقدم الطلب بالعربية:
اسم العائلة اسم الأب الإسم الأول

Attach 2 recent photos
Do not staple photos

- Please complete all fields using BLOCK CAPITALS in blue or black ink.
- Answer all questions clearly and read carefully all instructions mentioned in this application.
- If you need more space, attach additional pages of the same size.
- Application must be submitted three weeks before the beginning of the semester.

GENERAL INFORMATION

Check on Application Status

- Fresh Graduate from high school
 Transfer from another University / College
 University / College graduate

Admission Office Use Only

Student ID No.:

Student Alfaisal e-mail:

Student's Directory:

Citizenship / Nationality.....Gender: Male Female
Place of Birth: (City) (Country) Date of Birth: (DD / MM / YYYY)
National I.D. / Iqama No:..... Place of Issue:Date of Expiry: (DD / MM / YYYY)
Passport No:..... Palce of Issue:Date of Expiry: (DD / MM / YYYY)
Permanent Address: (be informed that mail will be sent to this address)
P.O. Box CityPostal / Zip code Country
Street:Building No. () Apartment / Building No. ()
District Area:

Home Tel.

Student's
Mobile No.

Student's
email

What college would you like to join? please choose a college and a major/concentration:

College of Business

Accounting

Finance

General Business

Marketing

Project Management

College of Engineering

Architectural Engineering

Electrical Engineering

Industrial Engineering

Mechanical Engineering

Software Engineering

College of Medicine

Medical Bachelor & Bachelor
of Surgery (MBBS)

College of Science &
General Studies

Bachelor Degree in Life
Sciences

Admission Application Form

Declaration & Undertakings by Applicant

Student HandBook:

The Alfaisal University Student HandBook is available on the University's website (http://www.alfaisal.edu/student/Undergrad_Student_Guide.pdf). You are responsible for reading it and fully understanding its contents. Student handbook is covering all the important points that are related to a student from the time of admission until graduation. It contains policies and procedures which a student should be familiar with, so that he could function appropriately through out his/her academic life.

You understand and agree that Alfaisal University reserves the right to make changes in members of its staff and faculty and to modify policies, regulations, curricula, courses, tuition, and fees or any other aspects of its programs deemed to be in the best interest of the institution and its students at any time.

Financial Aid:

You are responsible for the full amount of tuition and fees charged by Alfaisal University even though you may be eligible for a scholarship, grant or other Government or Alfaisal University financial aid. Your tuition and fees may be deferred until financial aid is received. Upon receipt of financial aid, you agree, as a condition of your enrollment, to satisfy your total payment to Alfaisal University.

If you are being awarded with a scholarship/grant, you should carefully read the information concerning the duration of your scholarship (Scholarships/Grants are not automatically extended over the entire study period) and be sure to follow through with timely reapplication for any short-term award. You also agree to maintain the required grade point average. You understand that your Financial Aid will be revoked if you fail to meet satisfactory academic progress requirements.

Job Placement:

You understand that to assist the student in career planning, Alfaisal University provides placement assistance, but can make no guarantee of job placement.

Payment of Tuition and Other Educational Fees:

You agree to pay the tuition and fees for each course and/or program which you enroll in based on the amount that is currently being charged. You understand and agree that Alfaisal University has the right to modify tuition in advance. If you are receiving financial aid, the tuition, fees and other amounts owed to Alfaisal University for the current enrollment period will be deducted from fees owed before any remaining funds are disbursed to you. Students are responsible for payment of all fees incurred in procuring their passport, student entry visa and student residence permit in addition to medical insurance. Students must pay tuition and clear their outstanding balance before the last day of the first week to the study beginning for each semester. Not being able to pay tuition and clear the outstanding balance in the first week of study or before will cause late fees which will be added to tuition. If you fail to pay your tuition and fees when due, or violate any of the conditions herein, Alfaisal University may prohibit you from attending courses until your tuition and/or fees have been fully paid or until satisfactory arrangements have been made with Alfaisal University. If you have unsettled outstanding balance, a Hold Status will be placed on your records, in which, you will not be able to get your records, transcripts and services (forms, requests, etc...) until you clear the due amounts fully.

Refund Policy (Applies to All Alfaisal University Students):

You understand that students who officially withdraw will be eligible to receive a refund of tuition and fees according to the details mentioned in the refund schedule (available in the student handbook at Alfaisal University website). (Note: the application fee and the non-refundable tuition deposit are excepted).

Withdrawal:

It is the responsibility of the student to inform the University Registrar in writing that he/she wishes to withdraw from Alfaisal University. Any refunds which may be due to a student will be made within thirty (30) calendar days of the student's official withdraw date, that is the date on which student notifies the campus registrar. Students who fail to notify the University Registrar of their withdrawal will be processed according to whichever of the following is sooner: either from the day Alfaisal University determines that the student has withdrawn or from the end of the term during which the student withdrew.

Visa Refusal:

Students who have had their request for a student entry visa officially refused by the Saudi Government are entitled to a complete refund of all fees paid, minus the price of the application fee. However, Alfaisal University will not be liable in any way to the student if his Visa and/or Iqama get refused and/or not renewed by the Government for any reason during any year of his/her academic life at Alfaisal.

Submission of Transcripts/Transfer of Credit:

It is your responsibility to ensure that all high school and postsecondary transcripts are mailed from the educational facilities directly to the Admission Office at Alfaisal University. Examples of transcripts are: High School Diploma/Grade Reports, Secondary School Leaving Certificate, "O" Level and/or "AS" Level and/or "A" Level Certificate and Degree Examination Results, SAT1 and/or SAT2 Results, TOEFL or ILETS Results. If these records are not immediately available, a "provisional" acceptance letter may be issued authorizing you to begin a degree program or other program of study as an enrolled student for a limited time period during which official documents required for matriculation are obtained. Alfaisal University does not guarantee that academic credits from other institutions will be accepted at Alfaisal University. Upon completion of your education, Alfaisal University will provide you with student transcripts. Alfaisal university cannot guarantee acceptance of your academic credits by any other educational institution outside of Alfaisal university. Should you anticipate a future transfer, Alfaisal University urges you to inquire with that institution to determine if all your undergraduate or graduate studies performed here or at other previous institutions will be accepted.

Affirmation:

I affirm that the information I have provided in this application form, and any additional material that I submit related to the admission process is complete, accurate and true to the best of my knowledge. I authorize each high school and each college or school I have attended to release academic and personal information, as related to this admission application, upon request by Alfaisal University. I agree to submit other materials which are required for this admission application. I agree that as a student I will be subject to The Alfaisal University Code of Student Conduct. I understand that submitting false or incomplete information on any part of this admission application or any related materials may result in cancellation of admission or registration or both. I understand that all original certificates and standardized tests must be submitted to the Admission Office whenever I receive the acceptance letter. I also, understand that Alfaisal e-mail (the e-mail account given to accepted student by Alfaisal University) will be the only formal communicative way between me and Alfaisal University. And I understand that checking this e-mail in a regular basis is absolutely necessary. In addition, the University reserves the right to require any student at any time to obtain a blood test for certain prohibited substances like drugs. A positive results may call for a disciplinary action. I understand that notifying the Admission Office if I change my address/contact information is completely my responsibility and I will update the Admission Office in writing with any address/contact changes occur.

Assertion:

Do you consent and give your permission to Alfaisal University to provide information about your educational records and your current status at the University to your Parent(s)/Legal Guardian(s) whose name will be shown in the "Declaration by Parent or Legal Guardian" section, next?

Check here if Yes

Check here if No

First Middle Last

(DD / MM / YYYY)

Applicant's Printed Name

Signature

Date

Admission Application Form

Details of Parent / Guardian

Prefix: <input type="text"/>	First Name: <input type="text"/>	Middle Name: <input type="text"/>	Last Name: <input type="text"/>
Postal Code:			
P.O. Box <input type="text"/>	City <input type="text"/>	Postal / Zip No. <input type="text"/>	Country <input type="text"/>
Mobile No. <input type="text"/>	Home Telephone No. <input type="text"/>		
Fax No. <input type="text"/>	Work Telephone No. <input type="text"/>		
E-mail <input type="text"/>			
Nationality: <input type="text"/>	Nationality I.D. / Iqama No. <input type="text"/>	Passport No. <input type="text"/>	

I agree and consent to the applicant's (name is printed at page 3 of his application) declaration, undertakings, waiver and indemnity. I consent to the applicant signing the registration form(s) if accepted. I hold myself jointly and severally liable with the applicant as co-debtor for all amounts due by the applicant to the university.

Signature of Parent / Guardian Date (DD / MM / YYYY)

Documents Checklist

DOCUMENTS	APPLICABLE FOR		
	Saudi Educational System	International System	Transfer Students
1. Complete application form	●	●	●
2. Application fee (250 SAR) receipt voucher - none refundable	●	●	●
3. High school Graduation Certificate and Transcript (Report Card)	●	●	●
4. Tasheely score record	●		
5. Qudurat score record	●		
6. TOEFL score record <u>OR</u> IELTS score record	●	●	●
7. SAT I & SAT II scores records or any other standardized test(s) score(s)		●	
8. Appropriate physical fitness form	●	●	●
9. Copy of national I.D. for Saudis or Iqama for Non-Saudis	●	●	●
10. Copy of Passport	●	●	●
11. (2) Colored photos 4*6 size	●	●	●
12. Any additional documents to support the application	●	●	●
13. Official transcript of previous college / University (if you finished 1 semester or more)			●
14. Medical Insurance Card (Non-Saudi Students must provide medical insurance)	●	●	●

Admission Application Form

Instructions about Required documents

Application

Complete this application form in detail and submit directly to Alfaisal University Office of Admission or send it to the Office

Address at:

Office of Admission and Registration

Alfaisal University

Riyadh, Takkasussi Road (Behind King Faisal Specialist Hospital and Research Center)

P.O. Box 50927 Riyadh 11533 Kingdom of Saudi Arabia

Telephone:

(Male students): +966 (1) 2157829

(Female students): + 966 (1) 2157834

E-mail:

For Male Students: admissionsmen@alfaisal.edu

For Female Students: admissionswomen@alfaisal.edu

Application Fee (Non-refundable): SAR 250. Payment via check for the application fee is acceptable and should be payable to the order of "Alfaisal University". You can pay the amount in cash to Alfaisal Finance Department located at Ground Floor of College of Business building. Direct deposit payment and transfer are also accepted with the following bank details; it must state the full name of the student.

Account: Alfaisal University

Bank: Saudi British Bank (SABB)

Account No.: 154-000111-002

IBAN A/C NO: SA39 4500 0000 1540 0011 1002

Transcripts & Records

All final transcripts should be received prior to orientation and registration. A student whose official transcripts are not received prior to the start of the semester cannot register for classes. Any student omitting information or falsifying the application or records will be subject to immediate dismissal without a refund. All credentials submitted become the property of the University and cannot be returned until student graduates from Alfaisal University.

Placement Tests

All prospective students must present their scores from TOEFL, standardized tests (Qudarat, Tahseely, SAT I and/or SAT II, and CIE), as required by a specific program. See www.alfaisal.edu for minimum scores that might be required. Students who need to take these tests can find out more information about your area registration, location, dates and cost via:

- TOFEL: www.ets.org Alfaisal University code is 2787
- SAT: www.collegeboard.com Alfaisal University code is 5752
- Qudarat & Tahseely: www.qeyas.net
- CIE: www.cie.org.uk

Students must have scores less than 2 years old. All test scores must be sent directly from the institution/organization to Alfaisal University.

Medical Examination Form

An applicant must fill out the attached Medical form and go to a certified Hospital/Clinic to complete the form by a licensed Physician.

Interviews

Prospective students may be required to participate in an interview during the admissions process. The interview is intended for the University to learn more about you as an individual, and to understand your interest in the specified field of study.

Application Deadline

The application deadline for Direct Admission is August 1, 2012. All required documents must be received by the deadline in order to ensure early admission consideration. Submitting applications and official documents after deadline may jeopardize your opportunity for admission.

Scholarships will be granted to those who will fulfill the scholarship criteria according to early admission.

Students should submit applications to Admission Office between these times: from 10:00 am till 03:00 pm, Saturday to Wednesday.

Financial Assistance (need-based) Application Form

- All INFORMATION PROVIDED BY THE STUDENT IN THIS FORM WILL BE DEALT WITH BY STRICT CONFIDENTIALITY.
- PLEASE FILL OUT THE FOLLOWING PART ONLY IF YOU ARE APPLYING FOR FINANCIAL ASSISTANCE (NEED-BASED).

Name of Applicant

First

Middle

Last

Information about Parent /Guardian:

Full Name:

Age:

Identity Card / Passport No.: Place of Issue:..... Date of Issue: (DD / MM / YYYY)

Marital Status: Married Separated Divorced Deceased, year of death: (DD / MM / YYYY)

Current Work Status: Employed Unemployed, since: (DD / MM / YYYY)

If Employed, Job Title:..... / Annual Income in SAR:

Employer's Name:

Employer's Address:

Work Telephone: Job Title: Contact Name:

Work Reference:.....

State reason(s) for unemployment:

(Support your statement with documents, if any)

Retired indemnity received in SAR, if any: Date received: (DD / MM / YYYY)

(Include retirement documents, if any)

Information about Applicant's Family:

Sibling Information:

First Name	Birth year	Education / Class (Current year)	School / University	Annual Tuition Fees in SAR	Financial Aid received Amount in SAR, if any

Required Documents

The following documents must be provided for the purpose of evaluating student's eligibility for financial assistance (need-based) Scholarship.

- Salary certificate stamped and signed from work place.
- Family ID card.

I acknowledge that considering this application for scholarship is subject for other requirements set by Alfaisal University.

Date: (DD / MM / YYYY)

Applicant's Signature:.....

برنامج المنح الدراسية الداخلية للجامعات والكليات الأهلية

يبدأ التقديم لبرنامج المنح الدراسية للجامعات الأهلية التابع لمقام وزارة التعليم العالي في شهر رمضان المبارك فقط للطلاب المستجدين وفقاً للتالي:

1 شروط قبول الطالب المتقدم للمنحة لخريجي الثانوية العامة:

- أن يكون سعودي الجنسية.
- أن يكون الطالب مسجلاً في جامعة الفيصل.
- أن تكون الدراسة بنظام الانتظام بالجامعة.
- أن يحصل الطالب على معدل لا يقل عن جيد جداً (80%) في الثانوية العامة.
- أن يحصل الطالب على درجة لا تقل عن (65%) في اختبار القدرات.
- أن لا يكون قد مضى على تخرج الطالب من الثانوية أكثر من عامين.

○ الإجراءات لمن تنطبق عليه الشروط المذكورة

أولاً: المبادرة بتسجيل طلب منحة دراسية في موقع وزارة التعليم العالي على الرابط <http://grants.mohe.gov.sa>

ثانياً: التأكد من تقديم الأوراق التالية إلى إدارة القبول والتسجيل في الجامعة:

- صورة من الهوية الوطنية أو بطاقة العائلة.
- صورة اختبار القدرات.
- صورة طبق الأصل من شهادة الثانوية العامة.

2 شروط قبول الطالب المحول من جامعة أو كلية أهلية إلى جامعة الفيصل:

على الطالب المسجل في موقع المنح الدراسية الداخلية و يرغب التحويل من جامعة أو كلية أهلية إلى جامعة الفيصل تعبئة طلب إلغاء المنحة من الجامعة أو الكلية السابقة مع مراجعة الوزارة وإفادة إدارة القبول والتسجيل في جامعة الفيصل بذلك خلال فترة التسجيل للمنح، مع العلم أن الطالب سوف يفقد المنحة السابقة وسوف يدخل في مفاضلة طلاب جامعة الفيصل في حال انطباق شروط المنحة عليه من قبل الوزارة مع ضرورة تقديم الأوراق التالية إلى إدارة القبول والتسجيل في جامعة الفيصل:

- صورة من الهوية الوطنية أو بطاقة العائلة.
- صورة شهادة آخر سجل أكاديمي.

ملاحظات هامة:

- تعبئة نموذج طلب المنحة إلكترونياً على موقع الوزارة لا يعني قبول الطالب.
- عدم الالتزام بالإجراءات المذكورة والتقيد بالموعد المحدد للتقديم قد يفقد الطالب إمكانية الحصول على المنحة تلقائياً.

Application for Credit Transfer

This page is for transfer student use only

- This page needs to be filled out by an applicant who had taken courses (listed below) prior to attending Alfaisal and wishes to apply the course(s) towards a degree at Alfaisal if a minimum grade of C has been received.
- An applicant needs to include his/her official transcript and detailed course description.
- Please Note that credit transfer for courses which are not available on Alfaisal University system (you can check credit transfer for courses which are available on the University's system on this link: http://admissions.alfaisal.edu/wp-content/uploads/credit_transfer_courses.pdf) must be provided before July 1st, 2012 in order to be able to credit them for the student at the beginning of Fall Semester.
- A student has the right to apply for credit transfer only once. He / She cannot apply for credit transfer again after the completion of the first credit transfer.
- Preparatory year courses will not be transferred to Alfaisal University.

Student Name:						Student University ID No.:			
College:			Date:		Name of Previous College/University:				
Credits Taken in the previous College/University				Alfaisal Equivalent					
Course Code	Course Name	Grade	Credit Hours	Does course exist in University system (Yes or No)	Department Evaluation (Approved or Disapproved)	Course Code	Course Name	Instructor's Signature	Dean's Signature
Registrar's Office			Date		Notes:				

Confidential Medical Examination Form

All applicants for admission to Alfaisal University are required to have the following information completed

To Be Completed by the Student

Full Name:..... Age:.....
Country of Birth:..... National I.D. / Iqama No..... Passport No.....
Home Address:..... City..... P.O. Box..... Postal / Zip Code.....
Email Address:..... Home Tel No.

Emergency Contact:

Who should we contact or notified in case of emergency or accident?

1. Name:..... Relationship.....
Address:.....
Telephone: Business..... Home..... Mobile.....
2. Name:..... Relationship.....
Address:.....
Telephone: Business..... Home..... Mobile.....

Medical Insurance Information: (It is recommended that all students obtain health insurance)

Name of company:..... City..... Country.....
Medical insurance No. Expiration date:.....
I acknowledge that the information mentioned above are accurate and true to the best of my knowledge.
Student's signature:..... Date:.....

To Be Completed by a Licensed Physician

- Serious injuries:..... Date:.....
- Operation(s): Date:.....
- Permanent illness(es): Date:.....

General Health Information:

Blood Type Weight Height Age
Eyes: Right Left
Ears..... Nose Lungs Heart
Allergies or any medicines to be avoided?.....
Is student on any regular medication? If yes, for what condition
Classification of physical activities: *Please check one:* Unlimited participation Limited participation No participation
If limited or no participation indicated, please explain why.....

I acknowledge that the information mentioned here of the student:..... are accurate and true to the best of my knowledge.

Physician's Name:..... Date:..... Signature:.....
Hospital / Clinic name:..... Contact No.:.....
Official Stamp:.....