

Banner Self Service
Online Admission
Application

# Dear applicant

Thank you for applying to join Qatar University. The following instructions will help you to fill in the online admission application. For any further inquiry please contact:

Phone: 44034444

Email adm.inquiry@qu.edu.qa



## Login to Banner webpage: mybanner.qu.edu.qa Choose: Apply for Admission



#### **Enter Secure Area**

Login here to view your personal information.

# Apply for Admission Complete an application or view

your application status.

Reset Password/Forget User Reset Password/Forget User

#### View Class Schedule

View the current schedule of classes

#### **View Course Catalog**

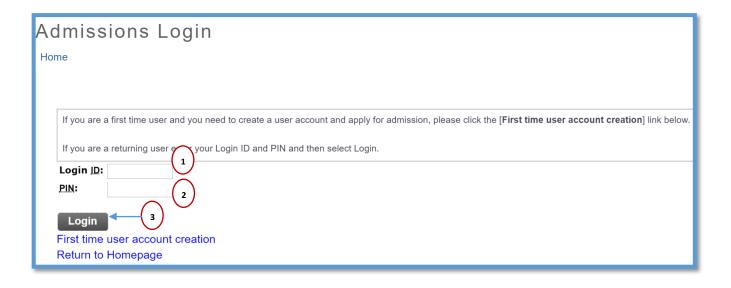
View course information, including course description.

**Banner XE Event Management** 

# Admissions Login

## In case you have applied before on this webpage

- 1. Type the user name in the <u>login ID</u> field
- 2. Type the password in the <u>PIN</u> field
- 3. Click on Login to review your previous application or to create a new one

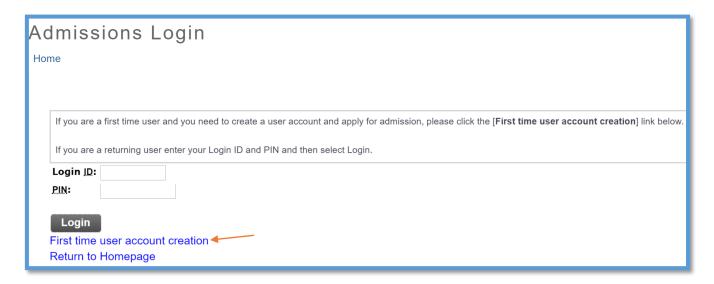




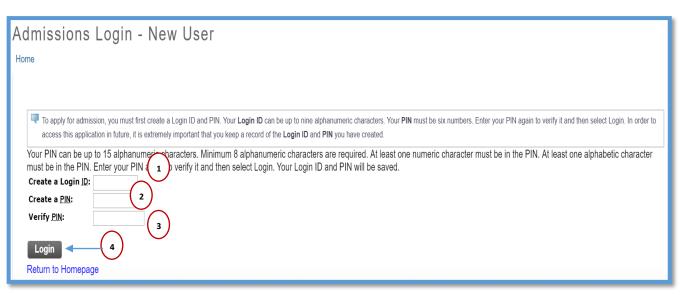
# Admissions Login - New User

## In case this is your first visit to this webpage

Click on First time user account creation



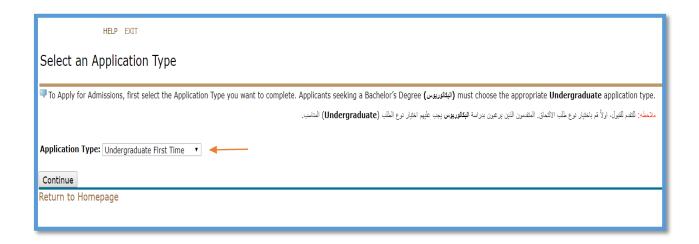
- 1. Type a user name on Create Login ID field
- 2. Type a password on Create PIN field
- 3. Re-type the password on <u>Verify PIN</u> field
- 4. Click on Login to start your admission application



#### ! Note:

Memorize your user ID and password to complete and review your online admission application

# **Select an Application Type**



## **Note:**

## Types of admission applications:

## Early Admission

Early Conditional Admission is provisional admission for Qatari citizens or applicants following the Qatari parent rule or Qatari Travel document holders or wife's of Qatari Husband who met requirement for early conditional admission. For students who are still in high school and students who graduated from high school.

# Undergraduate First Year

All the applicants who have never admitted to a university and want to join Qatar University's Foundation program or Bachelor program.

# Undergraduate Transfer

All applicants who are currently attending or have previously attended another university and passed minimum 24 credit hours.

## Undergraduate Re-Admission

All applicants who previously admitted to Qatar University and who enrolled in at least one semester at the university request returning and readmission to Qatar University.

## Undergraduate Visiting

Applicants who plan to earn a degree from another institution and wish to take courses at Qatar University.

# Undergraduate Non-degree

Qatar University offers non-degree courses to applicants who are not pursuing an undergraduate degree program.

# CCQ Cross Registration

The Cross-Registration program provides the opportunity to enroll at both Qatar University and Community College of Qatar (CCQ) at once and take courses that are required to earn an AA, AS or Baccalaureate degree in CCQ.

## Undergraduate second degree

Students who have previously earned a bachelor's degree and who wish to pursue further undergraduate work in a different major may apply for admission to a second bachelor's degree.

#### Master

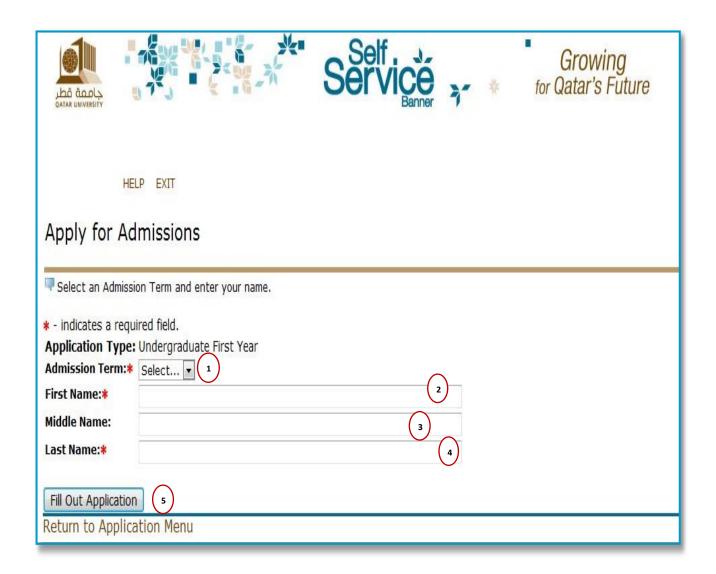
This application is for students who want to study a Master degree academic program.

#### PhD

This application is for students who want to study a PhD degree academic program.

# Apply for Admissions

- 1. Choose from Admission term field the term you would like to start the studying in Qatar University
- 2. Type **your name** as shown on your passport or ID on First Name field
- 3. Type **your Father's name** as shown on your passport or ID on Middle Name field
- 4. Type **your family's name** as shown on your passport or ID on Last Name field
- 5. Click on Fill Out Application



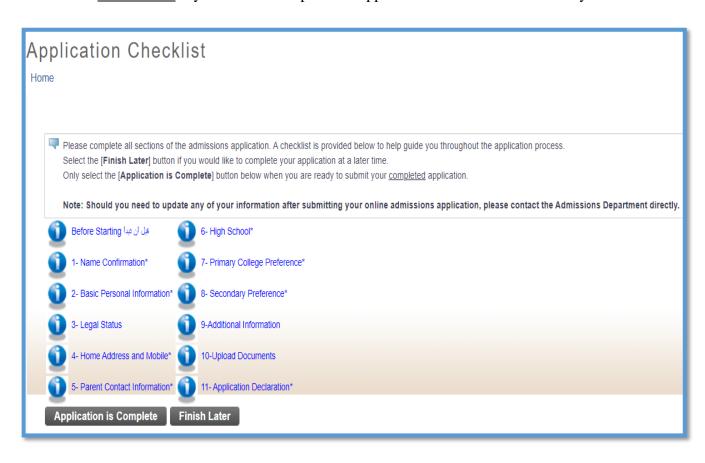


# Application Checklist

This webpage shows all the sections that needed to be filled. This checklist helps to find which sections the applicant has completed by changing the picture next to the section from to Some sections "the sections with next to them" are mandatory to fill them. Other sections are optional "in case they are apply to the applicants they need to fill them".

Click on <u>Application is Complete</u> once you finish all the sections in order the Admission Department review it and give the admission decision. Once you click on <u>Application is Complete</u> you can review your application status but not modify the information.

Click on Finish Later if you want to complete the application on other time or modify it.



# **Before Starting**

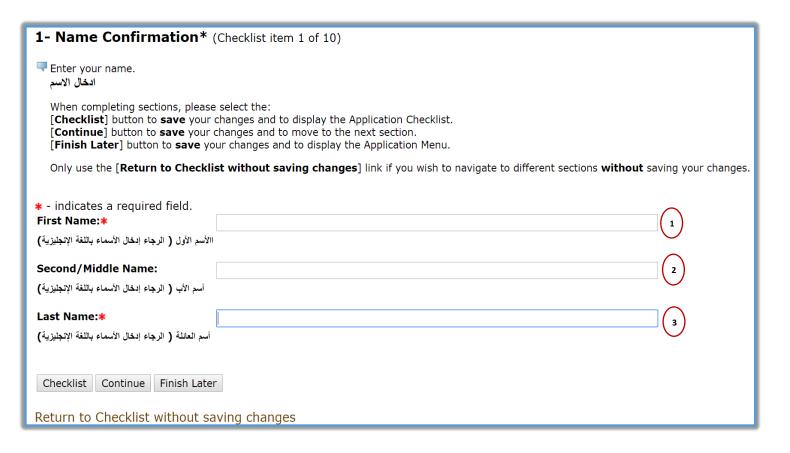
- This Section Include important information and links that you have to read before moving to the next section.
- Once you complete reading all information in this section, you have to Tick the **Declaration** "I confirm
  my intention to apply for this application, and have read all the instructions and required documents for my application"





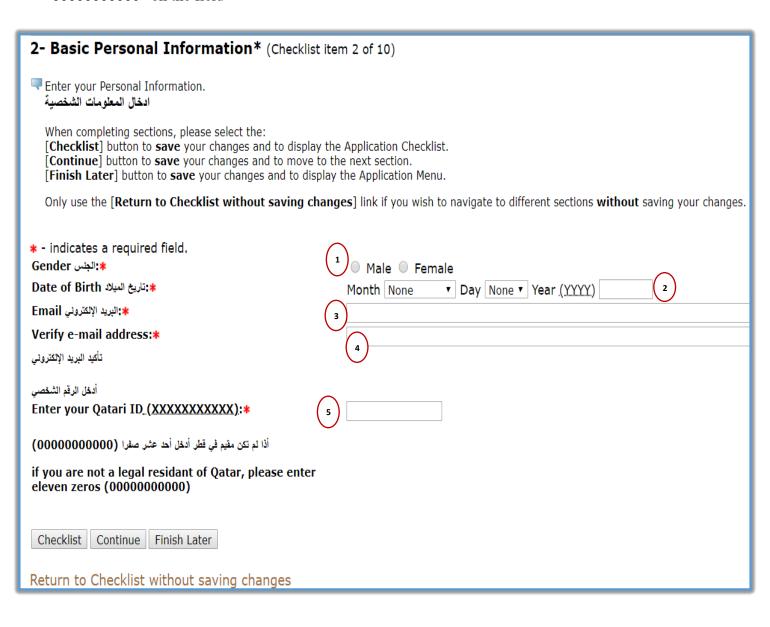
## **Name Confirmation**

- 1. Type **your name** as shown on your passport or ID on First Name field
- 2. Type your Father's name as shown on your passport or ID on Second \ Middle Name field
- 3. Type **your family's name** as shown on your passport or ID on Last Name field



## **Basic Personal Information**

- 1. Choose the gender "Male or female "from the Gender field.
- 2. Type your birth date "in order Month, Day, Year" on Date of Birth field
- 3. Type your Email on the Email field
- 4. Re-type your email on Verify e-mail address field
- 5. Type your Qatari ID number on the Qatari ID field, in case you do not have a Qatari ID type "0000000000" on the field





# **Legal Status**

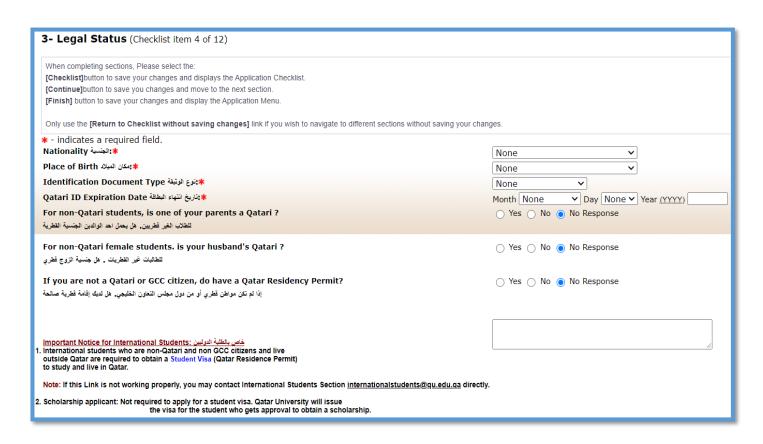
- 1- Choose the nationality
- 2- Choose the place of birth
- 3- Identification Document Type (ID or Student Visa)
- 4- Add the Qatari ID expiration date
- 5- In case the applicant is non-Qatari:

If you are not a Qatari citizen, is one of your parents a Qatari citizen?

6- In case the applicant is non-Qatari:

For non-Qatari female students, is your husband's Qatari?

- 7- In case the applicant is non-Qatari and not GCC citizen:
  If you are not a Qatari or GCC citizen, do you a Qatari Residency Permit?
- 8- Note: International students who do not have Qatar Residency Permit please contact international students section on Email <a href="mailto:internationalstudents@qu.edu.qa">internationalstudents@qu.edu.qa</a>

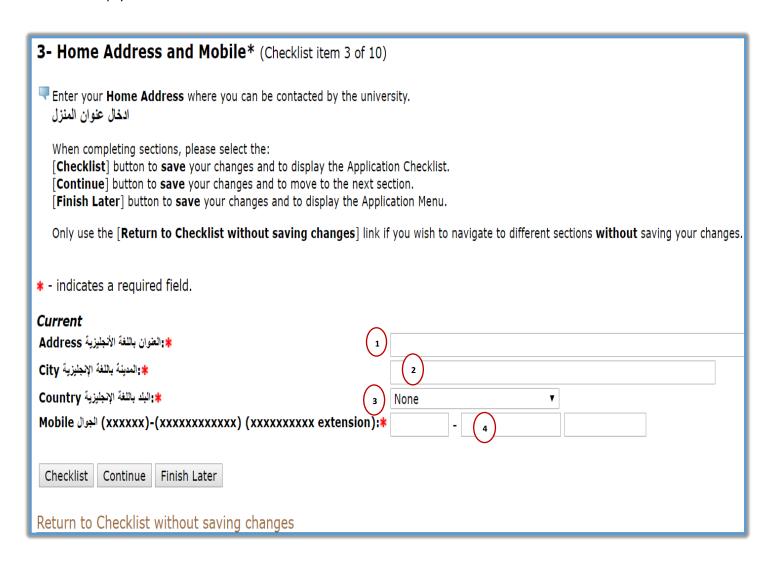




## **Home Address and Mobile**

Enter your Home Address where you can be contacted by the university.

- 1. Type the house number and street name on Address field
- 2. Type the city name on <u>City</u> field
- 3. Choose the country from the list on <u>Country</u> field
- 4. Type your phone number on <u>Mobile Phone Number</u> field in order as city code if there is any "leave this field empty if the number is a Qatari number", phone number, the extension if there is any "leave this field empty if the number is a Qatari number".

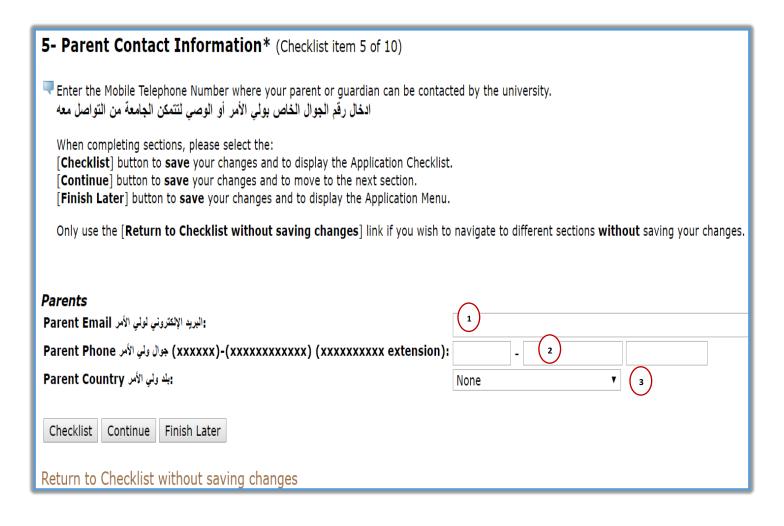




## **Legal Status**

## **Parent Contact Information**

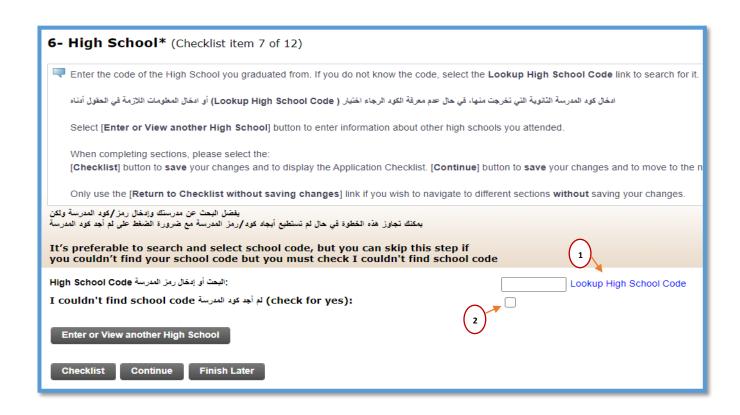
- 1. Type one of your parents' email on Parent Email field
- 2. Type one of your parents' Phone on Parent Phone field
- 3. Choose the country from Parent Country field



## **High School**

It's preferable to search and select school code, but you can skip this step if you couldn't find your school code but you must check I couldn't find school code

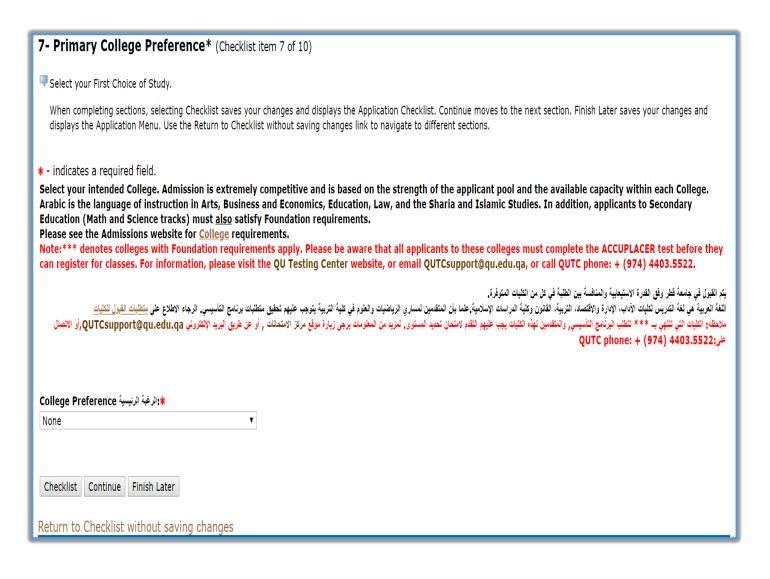
- 1- Click on **Lookup High School Code** to search for the high school code you have graduated from
  - Choose from the list the country which your school is located in
  - To view the cities in the country you have chosen:
  - Click on <u>List Cities in Selected State</u>, <u>Province or Country</u> and choose the city which your school is located in
  - Click on List High Schools in selected City to view all the schools in the selected city
  - Choose your school and click on <u>Copy selected High School information to Data Entry form</u> to view the school's information
- 2- In case you did not find your school, check the box "I couldn't find school code"





# **Primary College Preference**

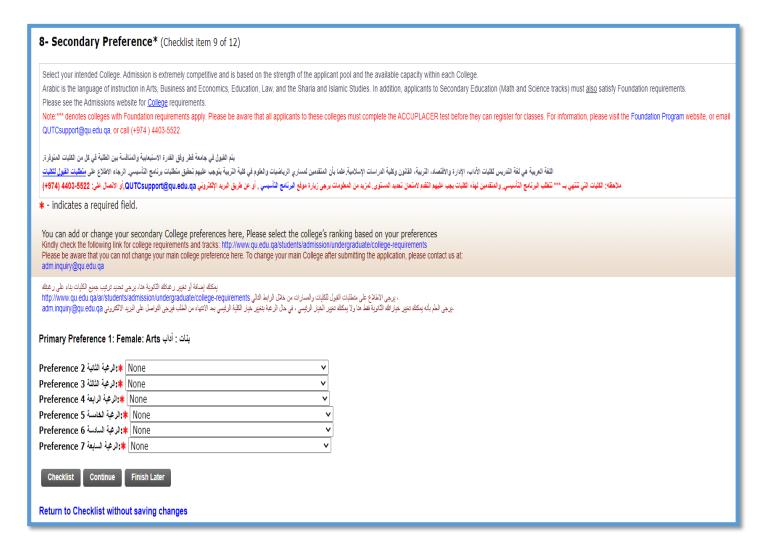
- Choose the college you want to apply for from College Preference field; please note that **Female** colleges are for **Female students** and **Male** colleges are for **Male students**
- Admission is competitive and based on the strength of the applicant pool and available capacity within each college.





# **Secondary College Preference**

- Primary college preference need to be chosen before the secondary college preferences which will be shown next to Primary Preference 1
- Choose 4 different preferences according to priority next to Preference 2,3,4,5,6,7



# **Additional Information**

Applicant have to answer both questions in this section. Please write only the number of your answer in the box next to each question.

عزيزي الطالب. تقوم الجامعة حاليا بعمل دراسة لمعرفة نسبة الطلاب الذين يكملون تعليمهم الجامعي كأول جيل في عائلتهم. نرجو منكم المشاركة في هذا الاستبيان القصير والذي يحتوي على سؤالين فقط. وسيتم التعامل	
Dear student, Qatar University is currently conducting a study to find out the percentage of students who complete their university education as the first generation in their family. Please take part in this short questionnaire, which contains only two questions. Your responses will be kept confidential.	
ماهي أعلى درجة علمية حصل عليها والدك؟ (برجى الاجابة من القائمة بالأسفل وكتابة رقم الاجابة فقط في المستطيل المجاور للسؤال)-A	
What is the highest degree obtained by your father? (Please write only the number of the level of education that best describes your father's educational level. For example, if your father's highest level of education is High School, please write 5 in the box) 1-PhD/aterix	
2-Masters) ميجسير عالم علي علي علي علي علي علي علي المرابع علي علي المرابع علي علي علي علي علي علي علي علي علي 4-Diplomat بثياني علي المائل علي المائل علي المائل علي المائل المائل علي المائل 6-Preparatory Schooll علي علي المائل ع	
لا أعلى الأمال Will thook لا أعلى الأمال و الأمال الأمال وكتابة و الأبال وكتابة وقع الاجابة فقط في المستطيل المجاور للسوال - A	
What is the highest degree obtained by your Mother? (Please write only the number of the level of education that best describes your father's educational level. For example, if your father's highest level of education is High School, please write 5 in the box)  1-PhD/-is a place of the poor o	

# **Upload Documents**

Applicant in this section have to upload all required documents.

- Please prepare a scan copy of all your documents and upload all required documents listed in the list below as the following steps:
- 1. choose the document type from the menu below (Document Type)



- 2. click (choose file)
- 3. Click (upload)
- 4. Uploaded document will be shown below (Documents Already Submitted )
- 5. If you have to upload more documents, go again to step 1 and repeat all steps.
- You may upload a maximum of 5MB using the following file formats: PDF, JPEG, GIF, BMP, and TIFF.
- All file names must be in English.
- Please note that if a file is uploaded that has the same name and same document type as an already uploaded file, the original file will be replaced.
- It's important to upload all required documents before moving to the next sections, you will not be able to go and upload any documents after completing the payment step.
- Tick the box after reading the declaration confirming that you have uploaded all required documents.



#### 11-Upload Documents (Checklist item 12 of 13)

\* - indicates a required field.

الرجاء تحضير نسخ الكثرونية بجهازك لجميع المستندات المطلوبة وتحميل الوثائق المطلوبة في القائمة بالأسفل حسب الخطوات الثالبة

Please prepare a scan copy of all your documents and upload all required documents listed in the list below as the following steps:

- 1. choose the document type from the menu below الرجاء اختيار نوع المستند من القائمة بالاسفل -
- 2. click (Browse) to choose the file علم المراد تعميله (Browse) لاختيار الملف المراد تعميله
- 3. Click (upload) قم بالضغط على خيار رفع المستند
- 4. Uploaded document will be shown below (List of documents already submitted الملف الذي كم تحميله سيظهر بالأسفل(
- كرر الخطرات السَّابِقَة لتُمميلُ بِقَيِّة المستداتُ . If you have to upload more documents, go again to step 1 and repeat all steps

It's important to upload all required documents before moving to the next sections , you will not be able to go and upload any documents after completing the payment step. من المتروري تعميل الوثائق بعد انهاء عملية الدفع.

If you have any question, please contact us at:	في حال كان لدبك استفسار برجي التواصل معنا على:
Telephone: (+974 ) 44034444	ماتف 44034444 ماتف 44034444
Email: onestop@qu.edu.qa	البريد الالكثروني: onestop@qu.edu.qa

You may upload a maximum of **5MB** using the following file formats: **PDF, JPEG, GIF, BMP**, and **TIFF**.All file names must be in English. Also, please note that if a file is uploaded that has the same name and same document type as an already uploaded file, the original file will be replaced.

بمكتك تحميل 5 ميغابليت كحد اقصى بحيث تكون الملفات من نوع: PDF, JPEG, GIF, BMP, and TIFF

إسماء الملفات بِجِب ان تكون باللغة الإنجليزية . بِرَجِي العلم بَانه في حالةً ثم تحميل ملف بِحمل نفسَ الأسم والنوع لَملف ثم تحميله مسبقا فسيئم استبدال الملف السابق .



Upload 3

Notice: Upon final admission, you may be requested to provide additional documentation in support of your application. ملاحظة: عند القبول الدهائي، قد يطلب منك تقديم مستدات إضافية أدعم طلبك

Documents Already Submitted 4

· · · · · · · · · · · · · · · · · · ·			Document Size
Qatar National ID Copy	05-04-20 03:14:41	Qatar National ID Copy.pdf	141.61 KB

Delete

📗 I confirm that I have uploaded all required documents, and I know that I cannot go back and upload documents after completing the payment step. اِزْكَدُ أَنْتَى فَتَتَ يَتْحَدِيلُ جَمِيعُ المستقدات المطَّلوية، وإنا اعلم اتنى ان أتمكن من العودة وتحميل الوثائق بعد انهاء عملية الدفع

# 4- Application Declaration \* (checklist item 10 of 10)

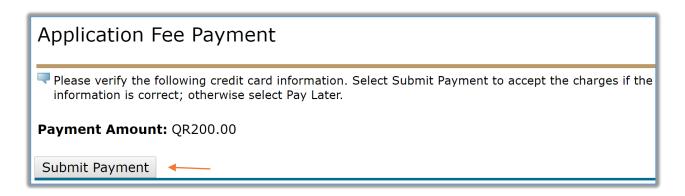
Return to Checklist without saving changes

 Tick the box Declaration after reading the declaration about the information you have provide.

# 10- Application Declaration\* (Checklist item 10 of 10) \* - indicates a required field. Declaration Declar

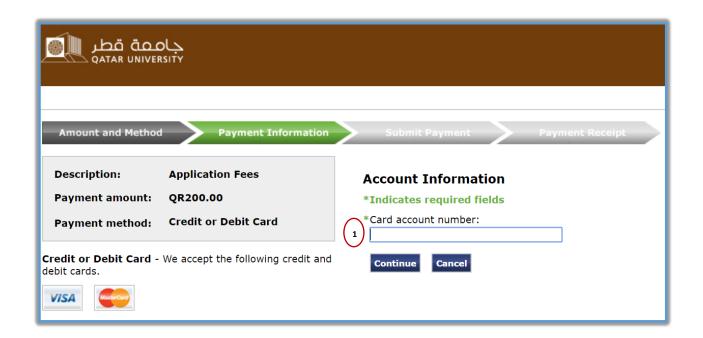
# E-payment

After clicking on <u>Finish</u> Application Fee payment webpage will appear. Every applicant need to pay 200 QR by credit or debit card to complete the application.

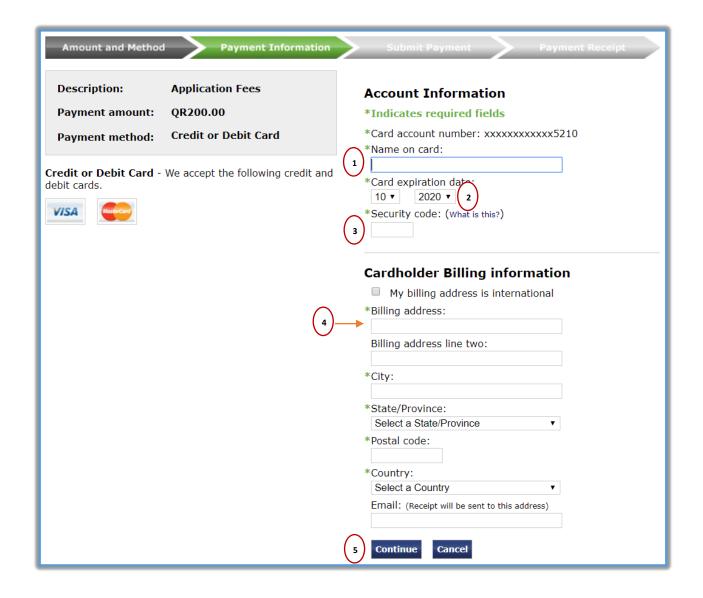


1. Type your credit or debit card then click on **Continue** 

Note: Make sure you insert the correct number of the credit or debit card



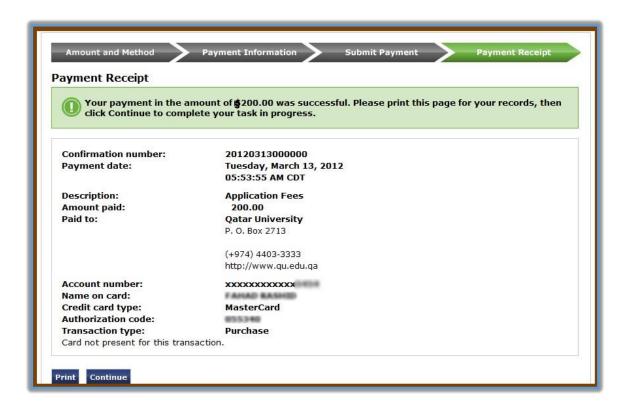
- 2. After clicking on **Continue** some information need to beaded:
  - 1. Name on Card
  - 2. Card expiration date
  - 3. Security code
  - 4. Choose the field: My billing address is international
  - 5. Type your Email



3. After Clicking on <u>Continue</u> on the previous webpage, a transaction details review will appear; click on <u>Submit Payment</u>



4. Print the payment Receipt and then click on Continue





# Signature Page

You have completed your Online Admission Application successfully. A webpage will appear with the applicant information "Admission type- Main college preference – Username - Password" and instructions to continue the admission procedure. Print the webpage for reference.

Confirmation Page

للذ تر استكمل طلب كورك في جاسمة عطر في تخصص Female: Arts بنات : أناب) Female: Arts بنات : أناب) Readmission Undergraduate ويبجره استلام طلبك من قبل إدارة القول في الجاسعة، فينيتم إرسال رسالة تلكيد على يرينك الإكثروني الذي قنت يتزويننا به في هذا الطلب . ولمعرفة قرار قبولك في الجاسعة ، ينبغي عليه منتبع باستخدام معتومات الدخول المؤلكة (السر السنخده وكلمة السر) كما بلين:

Login ID: ttssttss

يرجى اتباع الخطوات التالية لمعرفة حالة طلب القبول:

1. اذهب إلى الرابط التالي القبول لمرحلة البكالوريوس وقم بإختيار الرابط تقديم طلب القبول

2. بعد تسجيل الدخول في الموقع، ستتمكن من الاطلاع على قائمة بطلبات القبول، اضغط على طلب القبول المناسب في الجدول " Processed Applications".

3- بعدها سنظير صفحة تحتري على مطومات مفتصرة لتلتب فيولك وحدالة الطلب والمستقدات التي تم استلامها من قبل إدارة القبول، إضافة إلى أي مستقدات أخرى لم يتم تسليمها، ومطاوية لاستقدال طلب قبولك. . إذا واجهت صعوبة في تسجيل الشغرل إلى رابط منابعة طلب القبول برجم مراسلة قسم القبول على البريد الناتم Admission

من المهم الاشارة إلى أنه يجب علية التنكد من تسليم جمع المستقدات والأوراق المطلوبة إلى الرارة القهل فيل الموحد القهائي من أجل استثمال طلب قبولك في الجامعة. ويمكن تسليم هذه الأوراق والمستقدات إلى ابارة القهرل بشكل شخصي أن إرسالها إلى العفوان الثنائي:

. صندوق بريد 2713 الدوحة – قطر

كما يرجى إرفاق معلومات الدفول الموققة لطلب القبول (اسم المستخدم ) في حال إرسال المستندات أو الاستفسارات إلى إدارة القبول.

يمكن الرجوع إلى الموقع الإلكتروني للقبول للاطلاع على شروط ومنطلبات القبول والمواعيد المهمة على الرابط التالي: مواعيد تقديم طلبات القبول

وحر طباعة هذه الصفحة والاحتفاظ بما

Your application for admission to the Female: Arts + 1/2 : 4: (Readmission Undergraduate) for Spring 2020 at Qatar University has been submitted. Once your admission application is received by the Admissions Department, a confirmation will be sent to the e-mail address you provided on your application. You are expected to regularly review the status of your application using your temporary web Login ID and PIN shown below:

Login ID: ttssttss PIN: 123456

- 1. To check the status of your application, go to the Undergraduate Admissions website and select the Check Admission Application Status link.
- 2. After you have logged in, you will be on the My Admission Applications page. In the "Processed Applications" table, select the appropriate admissions application
- 3. You will now be at the Application Summary page where you can see the status of your application, documents received by the Admissions Department and any missing items still required to complete your admission application. Please email Admission Section at admission@qu.edu.qa. if you have any problems accessing your application status.

It is important to note that you are still required to submit all required documentation in order to complete your application by the deadline. Required documents may be submitted in-person to the Admissions Department or mailed to the following address: Admissions Department

Oatar University

PO Box 2713

Please include your temporary web Login ID when submitting documents or inquiries to the Admissions Department.

A comprehensive listing of admission requirements and admission related deadlines is available on the Undergraduate Admissions website

Please print a copy of this page and retain it for your records.

ttssttss/10

Return to Application Menu

Click on **Exit** on the right top to Logout.

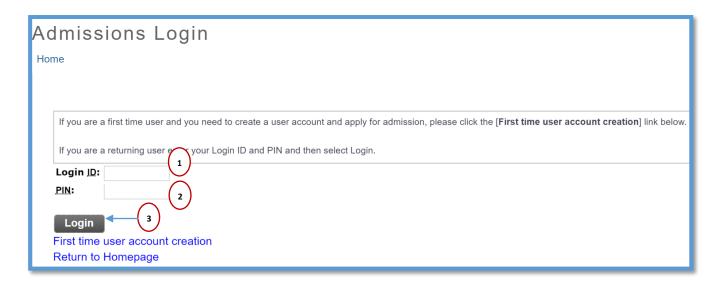
Important Note: a confirmation letter will be sent to the e-mail address you provided on your application within 10 working days



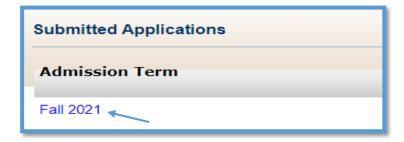
# Review and Check on the status of your application

To check on the status of your application, return to the Admissions Login:

- 1. Type the user name in the <u>login ID</u> field
- 2. Type the password in the <u>PIN</u> field
- 3. Click on Login to review your previous application or to create a new one



Go to Processed Applications section and click the Admission term



# **Application Summary**

Applicants can review the <u>status of their application</u> to ensure that the admissions application is complete and that all required documents have been submitted by the <u>application deadline</u>. Undergraduate applicants can use this feature to:

- Review a listing of required materials received by the Admissions Department
- Track all requirements which remain outstanding and must still be submitted by the applicant in order to complete his/her admissions application by the application deadline
- Receive online notification of the program's admission decision

## Main Information Included in this page:

- **1- Name:** Applicant Name
- 2- Web User ID
- 3- Action: a link to view or change secondary college preferences
- 4- Admission Type
- 5- College: the main college that applicant choose

## 6- Requirements

This section include listing of required documents and shows uploaded documents, received date, and status of documents:

- Uploaded File Pending Review: All uploaded documents will have this status, which means that documents still not reviewed by admission staff.
- Uploaded file Accepted
- Uploaded File Not Acceptable: reasons could be incomplete file, or not clear Scan, or wrong document. Applicant have to re-upload the correct file. We will the applicant and provide them with electronic link to re-upload not accepted files.
- Document Analysis and Evaluation: Uploaded transcript in the process of analysis and evaluation. After reviewed by admission staff, the status will be changed to Accepted or not accepted.

	Application Summary				
	Name and Address				
		Test E Test E			
(2)		Test11999			
		Click here to revie 4 وتغيير الخيارات الثانويا		hange your secondary colleges Preferences إضغط ا	
		,			
	Application Data				
		Fall 2020			
	7.	First Year 4			
	Current Program				
		Undergraduate			
		Undeclared, General Pharmacy			
	Catalog Term:	Fall 2020			
	College:	Pharmacy 5			
	_ '	Male			
	Major and Department:	General Pharmacy, Pharmacy			
	Date Created:	Apr 12, 2020			
	6				
	Requirements				
	Requirement	Received	Note	Status	
	Appl Fee Payment Receipt	Apr 12, 2020			
	Original High Sch Transcript	Apr 12, 2020		Document Analysis and Evaluation	
	Photo (passport-size)	Apr 12, 2020		Uploaded file Accepted	
	Passport Copy (Non-Qatari)			Uploaded File Not Acceptable	
	Qatar National ID Copy	May 11, 2020		Uploaded File Pending Review	
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