



The Step by Step Guide for Financial Aid and Monthly Salary Online Application

Student Financial Services Section



To apply for one of the financial aid services/ monthly salary for the first time, renew the application, ask for extension after the end of the application period according to the study plan, and add new financial aid type to active application, please follow the below steps:

1. Go to Banner Self-Service link:

https://mybanner.qu.edu.qa/PROD/twbkwbis.P_GenMenu?name=homepage

2. Log in with your username and password.

3. Click “Student Services”.

4. Click “Financial Aid Services”.



5. You be directed to the below dashboard that contains all financial aid application related information (e.g. announcements, application periods, ... etc.):

The dashboard is titled "Student Financial Aid" and includes a "Student Service" dropdown menu. It features several key sections:

- Quick Access:** Contains links for "Apply Application" and "Transfer Financial Aid Application".
- Section Announcement:** Displays an announcement dated 01-JUN-22 stating "Important Announcement: The application period started for Fall 2021".
- Calendar:** A table showing application periods for various services.

Service	Application Type	Start Date	End Date
APPLY FOR TUITION FEES PAYMENT DEFERRAL	Apply Application - NEW/RENEW	31-MAY-22	12-JAN-23
APPLY FOR TUITION FEES PAYMENT DEFERRAL	Incomplete - Returned to student	31-MAY-22	12-JAN-23
COMPUTER LAPTOP LOAN	Apply Application - NEW/RENEW	31-MAY-22	12-JAN-23
	Incomplete - Returned	24-	12-
- Notification:** Shows a notification dated 26-OCT-22: "Your MONTHLY AIDRequest is ELIGIBLE".
- Your Requested Application:** Shows details for a "MONTHLY AID" request from Spring 2019 to Fall 2020.

Status / حالة الطلب	Support Amount / مقدار المساعدة	Percentage / النسبة	Reason of Rejection or Suspension / سبب الرفض او الايقاف
ELIGIBLE	500	-	Exceed Period

Callout boxes provide additional context:

- Left Yellow Box:** "Here you can apply for financial aid type (New/Renew/extension/add new type to active application)" points to the "Apply Application" link.
- Top Yellow Box:** "Financial Aid Application calendar. It contains the periods to apply new/renew applications, change financial aid service type, and complete missing documents)" points to the "Calendar" section.
- Top Right Yellow Box:** "Notifications related to your application (e.g. change application status, Financial Aid Section comments)" points to the "Notification" section.
- Bottom Yellow Box:** "Section's general announcements for all students (e.g. the start of Application period for Student Financial Aids)" points to the "Section Announcement" section.
- Bottom Right Yellow Box:** "Information related to the financial aid application that is still active" points to the "Your Requested Application" table.

6. After you click “Apply Application”, you will be directed to the below page. Please answer the two questions, then press “Next”:

Student Financial Aid Log Out English

Student Service

Apply for Financial Aid Services

1 * Does the student enroll in one of the university's sport teams? /هل الطالب منتظم ضمن أحد الفرق والمنتخبات الرياضية التي تمثل الجامعة *

In case you answered this question “Yes”, the system will ask you (in the next step) to upload a letter issued by QU sport affairs related department to prove that you are currently enrolled in one of QU sport teams during the term you applied for financial aid service

Yes No

2 * Select a Financial Aid Service: اختر خدمة المساعدة المالية التي ترغب في التقديم عليها:

المساعدة المالية الشهرية

Please select one of the available financial aid service that you want to apply for it

After you answer the two questions, please click here to move forward

Next

7. After that, You will be directed to the below page. Please answer the questions and click “Next”: **(This page will not be shown for the students who got Scholarship/Sponsorship that includes monthly salary benefit)**

Student Financial Aid Log Out English

Student Service

Apply for Financial Aid Services

1 Please enter your correct information:

I grant permission to the section to share my personal and academic information with any potential financial sponsor during my study within the university without any liability on the part of the university. أمنح القسم صلاحية مشاركة بياناتي الشخصية والأكاديمية مع الجهات الراعية المحتملة خلال فترة دراستي في الجامعة دون أدنى مسؤولية تقع على الجامعة

Not Agree Agree

Your agreement to this question will provide permission to the section to share your financial and academic information with the potential external financial sponsors

Write your guardian's total salary without any deductions (In case the mother is working, please add half of her total salary to the guardian's total salary)

You can only write the allowed deductions according to financial aid policies. (Please refer to financial aid webpage for more details about the allowed deductions before submitting the application)

It means the father, mother, and brothers/sisters (not working - age below 24 years old) (the total number should include the student himself)

You need to tell us if you have any brother/sister who are currently studying at Qatar University only

This is related to QU approved co-curriculum awards that the student got due to non-academic contributions (It doesn't include the dean list or any other academic awards)

You need to tell if mother, brother/sister is working, or no one is working except the father

It is related to the student's bank name and IBAN number (It only appears if you applied for Monthly Aid service)

After you answer the two questions, please click here to move forward

Cancel

Next

Guardian Total Salary راتب إجمالي ولي الأمر 10000 Deductions/خصومات 4000

No. of Family Members/عدد أفراد الأسرة 5

Student Marital Status/الحالة الاجتماعية للطلاب Not Married Married

Are You Working?/هل تعمل؟ Not Working Working

Is a family member working?/هل يعمل أحد أفراد الأسرة؟ Mother Brother/Sister No One

Did the student received any QU approved co-curriculum award?/هل الطالب حاصل على جائزة طلابية لا صافية معتمدة من الجامعة No Yes

Do you have siblings studying at QU?/هل لديك إخوة يدرسون حالياً في جامعة قطر؟ No Yes

Bank Name: مصرف قطر الإسلامي IBAN:

8. After that, You will be directed to the below page. Please read it carefully and refer to the available links in this page to know the required documents to be submitted with the application, then select “I know the required documents” and click “Next”:

Student Financial Aid Log Out English

Student Service

Apply for Financial Aid Services

3 Read to know what Is requierd Document?/ يجب قراءة ما هي المستندات المطلوبة للتقديم?

Please visit the [Required Documents Webpage](#) to know the documents you need to upload while applying for Tuition Fees Aid, Housing Fees Aid, Monthly Financial Aid, Transportation Fees Aid, or Emergency Aid. In addition, you can visit the [External Funding Aids Webpage](#) to know the documents you need to upload while applying for a program provided by external funding institution, after reading the conditions for the intended program. Also, you can contact us for more inquires through the communication channels available at [CONTACT US](#)

يرجى التكرم بزيارة [صفحة المستندات المطلوبة](#) لمعرفة المستندات المطلوبة عند التقديم على خدمات تسديد الرسوم الدراسية و/أو رسوم السكن الجامعي عن طريق الجامعة أو المساعدة المالية الشهرية أو الإعفاء من رسوم المواصلات أو المساعدات الطارئة، أو زيارة [صفحة مساعدات الدعم الخارجي](#) لمعرفة المستندات المطلوبة للتقديم على أحد البرامج التي توفرها الجهات الخارجية الداعمة بعد أن تقرأ الشروط الخاصة بهذا البرامج، كما يمكنك التواصل معنا لمزيد من الاستفسارات عبر وسائل التواصل الموضحة في [صفحة إتصل بنا](#).

لدي علم بالمستندات المطلوبة للتقديم
- I know the required document

Next

9. After that, You will be directed to the below page. Please **make sure that you uploaded all required documents (completely and accurately)** before moving forward, by following the below steps to upload each documents, then click “Submit The Application”:

The screenshot shows the 'Student Financial Aid' portal interface. At the top, there is a blue header with 'Student Service' and 'Log Out English'. Below the header, there is a 'Document:' section with a 'Choose File' button and a note: 'Please attach any supporting documents. (Allowed extensions: .PDF,.JPG,.GIF,.PNG,.BMP, and .TIFF/الرجاء ارفاق جميع المستندات المطلوبة وفق التصنيفات التالية/ (.PDF,.JPG,.GIF,.PNG,.BMP, and .TIFF)'. A yellow callout box labeled '1. Select the document type' points to the 'Document:' dropdown. Below this is a 'File Related Comment' text area with a yellow callout box labeled '3. You can write any clarifying comment related to the file that you want to upload'. To the right of the comment area is an 'Upload document' button with a yellow callout box labeled '4. Click here to upload the selected file'. Below the comment area is a table titled 'Your Uploaded Documents' with columns: 'Delete', 'File name', 'Document', and 'Comment'. The table contains four rows of uploaded files. A yellow callout box labeled '5. You will see here all uploaded files (In case you need, you can select any file to be deleted and upload a replacement file before submitting the application)' points to the table. A yellow callout box labeled '6. This button can be used to delete the file you selected using the “Delete” column' points to the 'Delete' column header. Below the table is a 'Cancel' button and a 'Delete Selected Document' button. At the bottom right, there is a 'Submit The Application' button with a yellow callout box labeled '7. After you uploaded all required documents, please click here to move forward'. The bottom left corner features the Qatar University logo and 'شؤون الطلاب STUDENT AFFAIRS'.

2. Select the file that you need to upload from your device

1. Select the document type

3. You can write any clarifying comment related to the file that you want to upload

4. Click here to upload the selected file

5. You will see here all uploaded files (In case you need, you can select any file to be deleted and upload a replacement file before submitting the application)

6. This button can be used to delete the file you selected using the “Delete” column

7. After you uploaded all required documents, please click here to move forward

Delete	File name	Document	Comment
<input type="checkbox"/>	البطاقة الشخصية للطلاب.png	البطاقة الشخصية للطلاب	-
<input type="checkbox"/>	بطاقات الأسرة.png	البطاقات الشخصية لأفراد الأسرة	-
<input type="checkbox"/>	عقد إيجار موثق.png	عقد إيجار موثق	لا يوجد عقد إيجار موثق من الوزارة
<input type="checkbox"/>	شهادة الراتب.png	شهادة الراتب	-

10. After that, You will be directed to the below acknowledgment page.
Please read it and click “Agree” to complete the application:

إقرار صحة البيانات - Acknowledgment

×



'I hereby certify that the mentioned data is true and accurate and I bear the whole responsibility in case it proves false. I undertake to inform Student Financial Aid Section in case of any change. I understand that it is my responsibility to inform Student Fund and Financial Aid Section at Qatar University in the event I gain employment, start getting fixed remuneration from any organization or obtain financial aid from a third-party. I also agree to have the amount equivalent to the financial aid granted by Qatar University to be deducted from my account if it was proven that I am ineligible for financial aid based on the financial aid policies and procedures during any semester.
In addition, I acknowledge that I have read and agreed on the [financial aids Policies](#) and receipt mechanism provided for herein.

أقر بأن جميع البيانات المذكورة في هذا الطلب صحيحة وكاملة، وأنحمل المسؤولية الكاملة في حال ثبت أنها غير صحيحة، وأنعهد بإبلاغكم بأية تغييرات تطرأ عليها، وأنحمل مسؤولية إعلام قسم المساعدات المالية الطلابية بجامعة قطر في حالة حصولي على عمل منتظم أو أجر ثابت من أي جهة أو الحصول على مساعدات مالية من جهة خارجية، كما أنني أوافق أيضاً بأن يتم الخصم من حسابي ما يعادل مقدار المساعدات المالية الممنوحة من جامعة قطر في حال ثبت عدم استحقاقي للحصول على المساعدة المالية وفق السياسات والإجراءات المنظمة خلال أي فصل دراسي استفتدت فيه من الخدمة. وبالإضافة إلى ذلك، أقر بأنني قد قرأت السياسات المنظمة للمساعدات المالية ، وأوافق عليها كما وردت.

موافق/Agree

11. After submitting the application, you will be redirected to the main dashboard where you can follow up the application status, duration (From-To), support amount, and reason of rejection or suspension. Also, you can apply her for other additional financial aid service according to what is available during the application period:

Student Financial Aid Log Out العربية

Student Service

Quick Access

- Apply Application
- Transfer Financial Aid Application

Section Announcement

01-JUN-22
Important Announcement
The application period started for Fall 2021

Calendar

Service ↑	Application Type	Start Date	End Date
APPLY FOR TUITION FEES PAYMENT DEFERRAL	Apply Application - NEW/RENEW	31- MAY-22	12- JAN-23
APPLY FOR TUITION FEES PAYMENT DEFERRAL	Incomplete - Returned to student	31- MAY-22	12- JAN-23
COMPUTER LAPTOP LOAN	Apply Application - NEW/RENEW	31- MAY-22	12- JAN-23
	Incomplete - Returned	24-	12-

Notification

26-OCT-22
Your MONTHLY AIDRequest is ELIGIBLE

Your Requested Application

1 MONTHLY AID
From : Spring 2019 TO : Fall 2020

The financial aid service that you applied to get it

Application duration (Form-To) appears in green color below the financial aid service you for it

Status / حالة الطلب	Support Amount / مقدار المساعدة	Percentage / النسبة	Reason of Rejection or Suspension / سبب الرفض او الايقاف
ELIGIBLE	500	-	Exceed Period

This table shows all application related details: status – support amount in case of QU fees aids and monthly aid – percentage of tuition/housing aids that are financed by QU – reason or rejection/suspension (the support amount and percentage will NOT be shown for the external funding financial aid applications)