

**KING FAHD UNIVERSITY OF PETROLEUM & MINERALS**

**DEANSHIP OF GRADUATE STUDIES**

# **ONLINE ADMISSION SYSTEM**

**MANUAL / TUTORIAL FOR GRADUATE APPLICANTS**

**KING FAHD UNIVERSITY OF PETROLEUM & MINERALS**

**DEANSHIP OF GRADUATE STUDIES**

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# KING FAHD UNIVERSITY OF PETROLEUM & MINERALS

## DEANSHIP OF GRADUATE STUDIES

### 1. Introduction

The online admission system is a web based application for admission to graduate studies at KFUPM. Before applicants proceed with the online application, it is strongly recommended that they read the guidelines carefully mentioned in this document

There are compatibility issues in the online application with Internet Explorer 11. We recommend that applicants use Google Chrome OR Mozilla Firefox.

### 2. Eligibility

Applicants should ensure eligibility before application and check if they satisfy the following:

#### **Basic application requirements for Master Programs in Science and Engineering:**

- A four-year Bachelor's Degree in engineering or science from a recognized institution with a major in the proposed field or evidence of suitable background for entering the proposed field.
- A Grade-Point Average (GPA) of 3.00 or higher on a scale of 4.00 or equivalent, and a GPA of 3.00 in the subject of the major field.

#### **Basic Application Requirement for Ph.D. Programs:**

- An M.S. degree in engineering or science (after a four-year B.S. degree) from an institution whose graduate programs are equivalent to those of KFUPM, with a major in the proposed field or evidence of suitable background for entering the proposed field.
- A minimum GPA of 3.00 on a scale of 4.00 or equivalent in both B.S. and M.S. degrees.

#### **Basic Application Requirements for M.B.A.:**

- A four-year Bachelor's Degree from a recognized institution.
- A Grade-Point Average (GPA) of at least 3.00 on a scale of 4.00 or equivalent.
- At least one course in college level calculus which covers both differentiation and integration.
- A working knowledge of computers as evidenced by at least one course in that area (e.g. data processing, programming, information systems, etc.)

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- At least one-year of full-time work experience. This requirement may be waived for graduate assistants, research assistants, and applicants with exceptional academic records.

### 3. MS and PhD Programs

Below is a comprehensive list of all Master and PhD programs offered at KFUPM.

International applicants can apply only to Ph.D., M.Sc., and M.B.A. Program with the exception of City & Regional Planning and Medical Physics.

No	Major	Degree
1	Aerospace Engineering	M.Sc.
2	Applied Statistics	M.Sc.
3	Architectural Engineering	M.Sc., M.Engg.
4	Business Administration	M.B.A., Exec. M.B.A.**
5	Chemical Engineering	M.Sc., Ph.D.
6	Chemistry	M.Sc., Ph.D.
7	City & Regional Planning	Master.
8	Civil Engineering	M.Sc., M.Engg., Ph.D.
9	Computer Engineering	M.Sc., Ph.D.
10	Computer Networks	M.Sc.
11	Computer Science	M.Sc.
12	Construction Engineering & Management	M.Sc., M.Engg.
13	Electrical Engineering	M.Sc., Ph.D.
14	Engineering Management	Master
15	Environmental Science	M.Sc.
16	Geology	M.Sc., Master, Ph.D.
17	Geophysics	M.Sc., Master
18	Industrial & Systems Engineering	M.Sc., Ph.D.
19	Life Sciences	M.Sc.
20	Material Science & Engineering	M.Sc.
21	Mathematics	M.Sc., Ph.D.

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22	Mechanical Engineering	M.Sc., Ph.D.
23	Medical Physics	Master
24	Oil & Gas Surface Facilities	Master**
25	Petroleum Engineering	M.Sc., Ph.D.
26	Physics	M.Sc., Ph.D.
27	Supply Chain Management	Master**
28	System & Control Engineering	M.Sc., Ph.D.
29	Telecommunication Engineering	M.Sc.
30	Software Engineering	M.Sc.
31	Security & Information Assurance	M.Sc.

### Degree Descriptions

- Doctor of Philosophy (Ph.D.) [Dissertation-Based]
- Master of Science (M.Sc.) [Thesis-Based]
- Master of Engineering (M. Engg.) [Non-Thesis]
- Master of Business Administration (M.B.A) [Non-Thesis]
- Master - Non-Thesis Master Program

*\*\*Exec. MBA, Supply Chain Management and Oil & Gas Surface Facilities are corporate sponsored programs only for local students. These are not included in online application and require special funding from applicant's corporates. Interested applicants may contact respective department chairmen for application directly.*

### **4. Minimum requirements**

The applicants should ensure that they have scanned copies of the following mandatory documents in PDF.

Each file size can be a maximum of 2 MB.

Each document should be stored in the correct folder in the upload system. Documents stored in the wrong folders will be deleted or ignored.

Along with the mandatory documents, be sure that NAMES and EMAIL ADDRESSES of three referees. It will be asked during the online application in “*Employment & Recommenders Info*”

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### **Mandatory Documents to be submitted during an online application:**

- Copy of identification (National ID – Saudi nationals /Passport – Applicants from outside Saudi Arabia/ Iqama – Residents of KSA)
- Complete official transcripts [For PhD Applicants – MS & BS Transcript / For Master Applicants– BS Transcript] (*The transcript should contain names and grades of all courses taken and should be an official transcript*)
- Three (3) Recommendation Letters from academic referees submitted through the online recommendation system after submission of online application.
- Statement-of-Purpose (*A one-page essay focusing on your career and research goals at KFUPM*)
- GMAT (*For International MBA Applicants*)

*Note: Application will not be processed at all without the above mandatory documents.*

### **Non-mandatory Documents for Online Application but needed before final admission:**

- TOEFL or IELTS score sheet [IF AVAILABLE]
- GRE (General) score sheet (Required for Engineering & Science programs) [IF AVAILABLE]
- Degree(s) Certificates [If a degree was awarded]

### **Note the following carefully:**

*Documents which are not mandatory for submitting the application DO NOT imply that they are not required before admission. It simply means that we can process the application without such documents. The university can ask for these documents at any stage of processing the application.*

*In order to upload the above documents, please prepare clear & legible scanned copies in PDF format.*

### 5. Filling out online application

- As shown in the screenshot below, click "**First Time User Account Creation**"
- If you have created a Login ID for one application in this semester or in previous semesters, do **NOT** use the same one again. Please create a new login ID.
- Create the Login ID and the PIN according to the rules mentioned.
- If the Login ID has been taken you will be notified and asked to select a different one.

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HELP EXIT

## Admissions Login

**Your Login ID is your reference number, always quote this during all correspondences**

Use this Login and PIN at all times in the future to access or update your online Admissions Application and to check the status of your application.

If you are a returning user enter your Login ID and PIN and then select Login.

If you have forgotten your password please send an email to [gs-admissions@kfupm.edu.sa](mailto:gs-admissions@kfupm.edu.sa) from the same email address which was mentioned in the application. Please put your Login ID in the Subject

Login ID:

PIN:

Login

[First time user account creation](#)

RELEASE: 7.4

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HELP EXIT

## Admissions Login - New User

Please create a Login ID and PIN. Your Login ID can be up to nine alphanumeric characters. Your PIN must be six numbers. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a Login ID:

Create a PIN:

Verify PIN:

Login

[Return to Homepage](#)

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### CHOOSING YOUR APPLICATION TYPE

In total there are eight application types. Four for PhD and four for Master.

- If you are applying for PhD, then choose from type 1,2, 3 or 4.
- If you are applying for Master, then choose from 5,6 ,7 or 8.

### Select an Application Type

To help you in selecting the appropriate application type, please use the following guide:

#### PhD Applicants

1. **Lecturer-B (Ph.D.):** Open to **international & local** applicants of all nationalities.
2. **Part-Time (Ph.D.):** Open to **Saudi Nationals** and **foreigners** having a Saudi Residence Permit (Iqama).
3. **Full-Time (Ph.D.):** Open to **Saudi Nationals** and **Non-Saudis** having a scholarship from the Ministry of Higher Education.
4. **Lecturer- Faculty (Ph.D.):** Open only to **Saudi Nationals** appointed as a Faculty member at KFUPM.

#### Master Applicants

5. **Research Assistant (Master):** Open to **international & local applicants** of all nationalities.
6. **Part-Time (Master):** Open to **Saudi Nationals** and **foreigners** having a Saudi Residence Permit (Iqama).
7. **Full-Time (Master):** Open to **Saudi Nationals** and **Non-Saudis** having a scholarship from the Ministry of Higher Education.
8. **Graduate Assistant (Master):** Open only to **Saudi Nationals** appointed as a Faculty member at KFUPM.

Application Type:



## SELECTING THE TERM AND ENTERING YOUR NAME

- Choose the admission term you intend to enroll.
- Enter your First Name, Middle Name and Last Name in CAPITALS. (*Last Name is same as Family Name*)
- Click the button "Fill out application"

The screenshot shows the 'Apply for Admissions' page of the King Fahd University of Petroleum & Minerals. The header includes the university's name in English and Arabic, along with a logo and navigation links for 'HELP' and 'EXIT'. The main heading is 'Apply for Admissions'. Below this, there is an information icon and text stating: 'First Semester (Fall), Application Deadline - April 30 of every calendar year. Second Semester (Spring), Application Deadline - November 15 of every calendar year.' A note indicates that an asterisk (\*) denotes a required field. The form fields are: 'Application Type' (set to '5. Research Assistant (Master)'), 'Admission Term' (a dropdown menu set to 'Second Semester 2009-10'), 'First Name' (text box with 'AHMAD'), 'Middle Name' (text box with 'ALI'), and 'Last Name' (text box with 'KHALID'). A 'Fill Out Application' button is located below the fields. At the bottom, there is a link to 'Return to Application Menu', the version number 'RELEASE: 7.4', and a logo for 'SUNGARD SCT HIGHER EDUCATION'.

## FILLING VARIOUS SECTIONS IN THE APPLICATION

There are 10 sections in the application where you have to enter various kinds of information.

Note: *It is entirely the applicant's responsibility to enter accurate data. If any mismatch is found inbiographical or educational or any other sort of data, the application will be rejected without any further review.*

- After completing each and every section, we recommend you to click “Checklist” so that you are aware of the progress of your application.
- The Mandatory documents need to be uploaded in the Document Upload section
- Finally after completing all the sections, please click the button “Application is Complete” before the deadline.

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## Application Checklist

Home

Fill out the application. A checklist is provided to help you complete it. You can complete each section in any order you wish.  
Select **Application is Complete** when you have completed the application. Select **Finish Later** if you would like to finish your application later.

Name	Program of Study
Email & Personal Information	Previous College
Current Address & Phone	Test Scores
Permanent Address & Phone	Employment & Recommenders Info
International Information	Document Upload

**Application is Complete** **Finish Later**

[Send an email to Graduate Studies Admissions](#)

RELEASE: 8.5.4

## 6. Starting with your online application

- Please follow the link for online application  
<http://www.kfupm.edu.sa/deanships/dgs/Pages/online.aspx>
- Once you select “**Application is Complete**” you cannot make any changes to the application. Thus, be sure before you select this button.
- You must fill all the sections, upload mandatory documents in the 'Document Upload' section and click “Application is Complete” before the deadline.
- Your three academic referees should submit online recommendation

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- You can always come back in the same area, login with the same Login ID and PIN and check the status of your recommendation letters and application.
- You should NOT create more than one application using the same Login ID. Doing so will result in deletion of the latter applications.
- If you need to make some changes after you have submitted the application, please inform us on [gs-admissions@kfupm.edu.sa](mailto:gs-admissions@kfupm.edu.sa) and the changes will be made accordingly.
- Note that many changes requested for your application will not be accepted by the Admission Office.
- To ensure smooth receipt of instructions/messages, it is strongly recommended to add [gs-admissions@kfupm.edu.sa](mailto:gs-admissions@kfupm.edu.sa) to your trusted list of senders