

KING FAHD UNIVERSITY OF PETROLEUM & MINERALS

DEANSHIP OF GRADUATE STUDIES

ONLINE ADMISSION SYSTEM

MANUAL / TUTORIAL FOR GRADUATE APPLICANTS

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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.)
- 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.

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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.

| No | Major | Degree |
|----|---------------------------------------|----------------------------|
| 1 | Aerospace Engineering | M.Sc. |
| 2 | Applied Statistics | M.Sc. |
| 3 | Architecture | M.Sc. , M.Sc. (Non-Thesis) |
| 4 | Architectural Engineering | M.Sc., M.Engg. |
| 5 | Business Administration | M.B.A., Exec. M.B.A.** |
| 6 | Chemical Engineering | M.Sc., Ph.D. |
| 7 | Chemistry | M.Sc., Ph.D. |
| 8 | City & Regional Planning | Master. |
| 9 | Civil Engineering | M.Sc., M.Engg., Ph.D. |
| 10 | Computer Engineering | M.Sc., Ph.D. |
| 11 | Computer Networks | M.Sc. |
| 12 | Computer Science | M.Sc. |
| 13 | Construction Engineering & Management | M.Sc., M.Engg. |
| 14 | Electrical Engineering | M.Sc., M.Engg., Ph.D. |
| 15 | Engineering Management | Master |
| 16 | Environmental Science | M.Sc., Master |
| 17 | Geology | M.Sc., Master, Ph.D. |
| 18 | Geophysics | M.Sc., Master, Ph.D. |
| 19 | Industrial & Systems Engineering | M.Sc., M.Engg., Ph.D. |
| 20 | Life Sciences | M.Sc. |
| 21 | Material Science & Engineering | M.Sc. |
| 22 | Mathematics | M.Sc., Ph.D. |
| 23 | Mechanical Engineering | M.Sc., Ph.D. |
| 24 | Petroleum Engineering | M.Sc., M.Engg., Ph.D. |

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| | | |
|----|----------------------------------|--------------|
| 25 | Physics | M.Sc., Ph.D. |
| 26 | Systems & Control Engineering | M.Sc., Ph.D. |
| 27 | Telecommunication Engineering | M.Sc. |
| 28 | Software Engineering | M.Sc. |
| 29 | Security & Information Assurance | M.Sc. |
| 30 | Sustainable Energy | M.Engg. |

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 and Sustainable Energy 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 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*”

Mandatory Documents to be submitted during an online application:

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- 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*)
- Color Photograph (*Optional for females*)
- Thesis Abstract (*For PhD 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 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

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INITIAL FORM FOR ELIGIBILITY CHECK

The screenshot shows the 'Initial Form for Eligibility Check' page. At the top, there is a green header with the university logo and 'Deanship of Graduate Studies'. Below the header, a green button labeled 'Initial Form for Eligibility Check' is visible. The main content area is titled 'Check your eligibility:' and contains four dropdown menus: 'Gender' (set to 'Female'), 'Nationality' (set to 'Saudi Arabia'), 'Level of Interest' (set to 'Masters Program'), and 'Intended Mode of Study' (set to 'Full-Time'). A 'Return Page' link is in the top right corner. At the bottom, another green button labeled 'Initial Form for Eligibility Check' is present.

CHOOSE THE PROGRAM YOU WISH TO APPLY FOR

The screenshot shows the 'Choose the program you wish to apply for' page. It features the same eligibility filters as the previous page, now populated with 'Female', 'Saudi Arabia', 'Masters Program', and 'Full-Time'. Below these filters, the category is displayed as 'Category: Female - Saudi - Master - Full-Time'. A message says 'Click on the program you wish to apply for'. Under the heading 'THEIS BASED MASTER PROGRAMS', there are three program options: 'Applied Statistics' (Master of Science in Applied Statistics), 'Mathematics' (Master of Science in Mathematics), and 'Computer Networks' (Master of Science in Computer Networks).

CREATE USERNAME AND PASSWORD

The screenshot displays two side-by-side forms. The left form is titled 'Sign In' and has fields for 'Username' and 'Password', with a 'Sign In' button and a link for 'Forgot Username/Password?'. The right form is titled 'Create Account' and has fields for 'Username' (with a note '6-30 characters'), 'First Name', 'Last Name', 'Email', 'Password' (with a note 'Minimum 6 characters'), and 'Re-enter Password' (with a note 'Minimum 6 characters'). A 'Create Account' button is at the bottom.

VERIFY YOUR EMAIL

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Dear Applicant,

Name: XYZ.XYZ.
Username: POIJTYT

This is an email address verification message for your online graduate application at KFUPM.

Please click the link below to verify your e-mail. This link will expire in 24 hours.

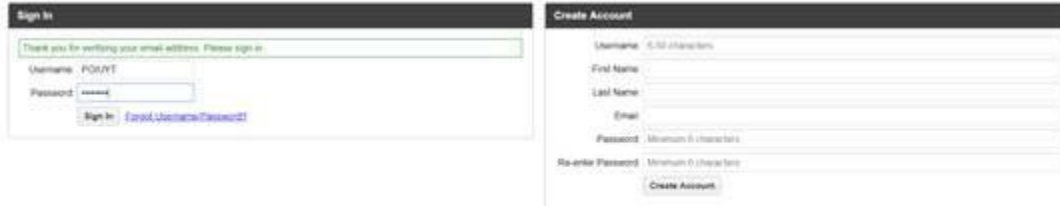
Please verify your email by [CLICKING HERE](#).

Admissions Office
Deanship of Graduate Studies
King Fahd University of Petroleum & Minerals
Dhahran, Saudi Arabia
Tel: +966 (13) 860 2809 - Fax: +966 (13) 860 2829
E-mail: gs-admissions@kfupm.edu.sa
Website: <http://www.kfupm.edu.sa/deanships/dgs>

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LOGIN WITH YOUR CREDENTIALS



The screenshot shows two side-by-side forms. The left form is titled "Sign In" and contains a text input for "Username" with the value "PQJNYT" and a password input field. Below these is a "Sign In" button and a link for "Forgot Username/Password?". The right form is titled "Create Account" and contains fields for "Username" (with a character count of 6/32), "First Name", "Last Name", "Email", "Password" (with a character count of 6/32), and "Re-enter Password" (with a character count of 6/32). A "Create Account" button is at the bottom.

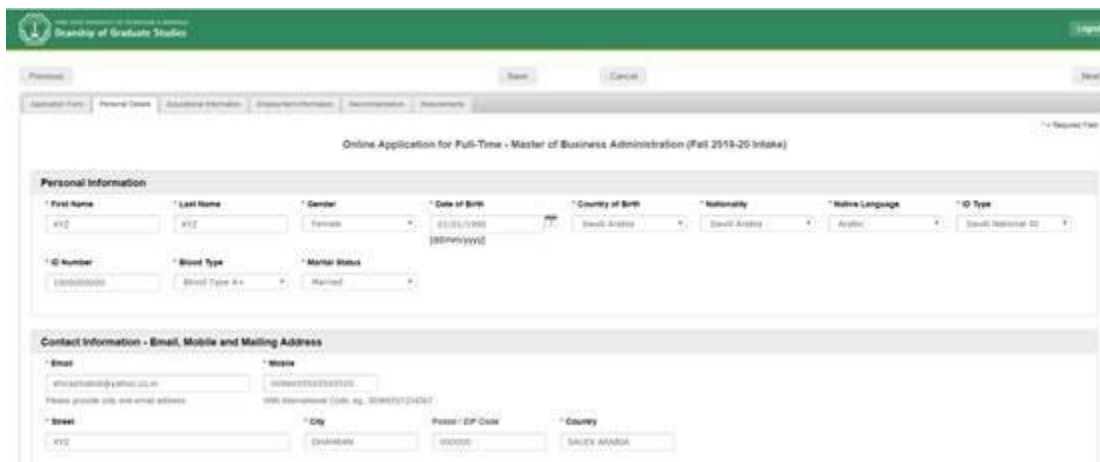
CHOOSE THE SEMESTER



The screenshot shows a web application interface for "Online Application for Full-Time - Master of Business Administration (Fall 2019-20 Intake)". A "Select Semester" section is highlighted, featuring a dropdown menu with "First Semester (2019-20)" selected. Navigation buttons for "Save", "Cancel", and "Next" are visible at the top and bottom of the form.

- Click **SAVE** after entering the information
- Click **NEXT** to go to the next section or click on the tab you wish to fill first. We recommend you follow the order from left to right.
- If you wish to leave at some point and come back later to fill-in the rest of the application, please **SAVE** your information and click **LOGOUT**.

FILL-IN THE PERSONAL INFORMATION SECTION



The screenshot shows the "Personal Information" section of the application form. It includes fields for "First Name", "Last Name", "Gender" (Female), "Date of Birth" (21/01/1990), "Country of Birth" (Saudi Arabia), "Nationality" (Saudi Arabia), "Native Language" (Arabic), "ID Type" (Saudi National ID), "ID Number" (1234567890), "Blood Type" (Blood Type B+), and "Marital Status" (Married). Below this is the "Contact Information - Email, Mobile and Mailing Address" section, which includes fields for "Email" (pkh@kfu.edu.sa), "Mobile" (9953333333333333), "Street" (VTC), "City" (Dhahran), "Post / ZIP Code" (30532), and "Country" (SAUDI ARABIA).

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ENTER PREVIOUS EDUCATION AND TEST SCORE INFORMATION

The screenshot shows the 'Education History' section of an online application form. The form is titled 'Online Application for Full-Time - Master of Business Administration (Fall 2019-20 Intake)'. It includes a 'Previous Institution Name' field with a dropdown menu showing 'KFUPM' and a 'Country' dropdown menu showing 'Saudi Arabia'. There are also fields for 'City' and 'Country'. Below this, there is a section for 'Obtained GPA' with a dropdown menu showing '3.5'. There is a note: 'If your institution does not provide a numeric GPA, we suggest you use High School/GRE score to calculate your GPA. Also, please upload the GRE results being with transcript'. There is a 'GPA Scale' dropdown menu showing '4 Scale'. There is a 'Previous Major' dropdown menu showing 'Applied Chemistry' and a 'Major (if not found in list)' field. There is a 'Degree Type' dropdown menu showing 'Bachelor - Regular Full-Time' and a 'Degree Award Year' field showing '2018'.

RECOMMENDATION SECTION

The screenshot shows the 'Recommenders Information - Teacher' section of an online application form. The form is titled 'Online Application for Full-Time - Master of Business Administration (Fall 2019-20 Intake)'. It includes a 'First Name' field with a dropdown menu showing 'ABC', a 'Last Name' field with a dropdown menu showing 'XYZ', and an 'Email' field with a dropdown menu showing 'xyz@kfu.com'. There is a 'Send Invitation' button.

- Three recommendations are required for an applicant.
- Enter **First Name**, **Last Name** and **Email** of Referee and click **Send Invitation**.
- This will generate an automated email to your referee on your behalf.
- The referee should fill-in an online form before the deadline of **6 Feb 2019**.
- If you already have a copy of the recommendation from a referee, enter his/her details and upload that as a PDF file by choosing "Upload my Recommendation".
- If you wish to change a recommender, choose the "**Clear**" which will appear after sending a recommendation invitation to a particular referee.
- Even though we have provided an option to upload a hardcopy of the recommendation, we strongly recommend that you opt for an online recommendation since it is coming directly from the referee and confidential.

UPLOAD SECTION

AFTER SUBMISSION UPDATING UPLOADED DOCUMENTS & TRACKING RECOMMENDATIONS

| Summary - KFUPM Master - Full Time - Master of Business Administration (Fall 2019-20) (Male) | | | | | | |
|--|-----------------------------|--|--------------|----------------------|-----------------------------|--|
| Submitted On: 4/10/19 3:20 PM AST | | | | | | |
| Requirements | | | | | | |
| Type | Name | Description | Status | Deadline | Action | |
| Upload | Bachelor Transcript | | Uploaded | 4/30/19 12:00 PM AST | Upload | |
| Upload | Identification | National ID for Saudis - Passport for Non-Saudis - Passport Plus Stamp for KSA Residents | Uploaded | 4/30/19 12:00 PM AST | Upload | |
| Upload | CV | | Uploaded | 4/30/19 12:00 PM AST | Upload | |
| Upload | Statement of Purpose | One page essay focusing on career and research goals at KFUPM | Uploaded | 4/30/19 12:00 PM AST | Upload | |
| Upload | Color Photo | Passport Size 4x6 White Background | Uploaded | 4/30/19 12:00 PM AST | Upload | |
| Upload | Bachelor Degree Certificate | | Not Uploaded | 4/30/19 12:00 PM AST | Upload | |
| Upload | Master Transcript | | Not Uploaded | 4/30/19 12:00 PM AST | Upload | |
| Upload | Master Degree Certificate | | Not Uploaded | 4/30/19 12:00 PM AST | Upload | |
| Upload | TOEFL - IELTS | | Not Uploaded | 4/30/19 12:00 PM AST | Upload | |
| Upload | GRE General | | Not Uploaded | 4/30/19 12:00 PM AST | Upload | |
| Upload | GMAT | | Not Uploaded | 4/30/19 12:00 PM AST | Upload | |
| Upload | Mandatory | | Not Uploaded | 4/30/19 12:00 PM AST | Upload | |
| Recommendation | | | | | | |
| Recommendation | Type | Email | Status | Deadline | Action | |
| ABC XYZ | Teacher | abc@kfupm.com | Pending | | Request Invitation Cancel | |
| ABC ABC | Teacher | abc@kfupm.com | Pending | | Request Invitation Cancel | |
| XYZYX ZYXZY | Teacher | xyz@kfupm.com | Pending | | Request Invitation Cancel | |

6. Starting with your online application

- Please follow the link for online application
<http://www.kfupm.edu.sa/deanships/dgs/Pages/en/StartApplications.aspx>
- Once you select “**Submit**” 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 “**Submit**” 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 Username and Password and check the status of your recommendation letters and application.
- You should NOT create more than one application for the same semester. 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 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 to your trusted list of senders