

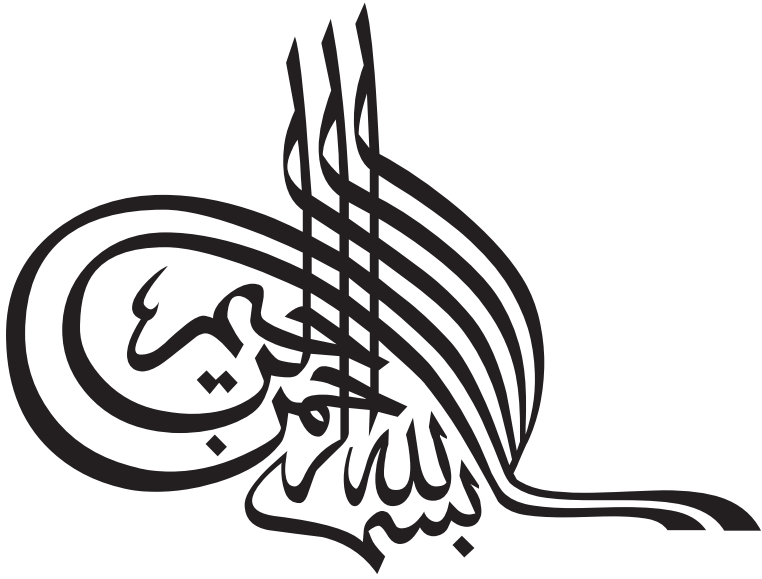


Induction Guide

Vice Deanship of Students Affairs for Girls' Scholarships



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Index

Introduction	1
Our Vision, Message, and Objectives	2
What Are Academic Scholarships?	3
Types of Academic Scholarships	3
Admission Requirements for Internal Scholarship Students	4
Admission Process of Internal Scholarship Students	4
Admission Requirements for External Scholarship Students	5
Admission Process of External Scholarship Students	6
Admission Procedures of External Scholarship Students	6
General External Scholarships Regulations	7
Privileges Offered to External Scholarship Students	8
Regulations for Ending External Scholarship	8
Services Provided by the Vice Deanship of Student Affairs for Girls' Scholarships	9
Vice Deanship of Students Affairs for Girls' Scholarships - Administrative Units	11
Contacts	11

Introduction

The Kingdom of Saudi Arabia is considered as the leading Islamic country and the protector of the Holy Sunnah (prophetic tradition). One of the wise decisions made to fulfil such a role is the expansion of acceptance and sponsorship of non-Saudi students in scholarship programs in higher education institutions. Following this decision, King Abdulaziz University thrives on attracting non-Saudi students, both males and females, to join its scholarship programs. By establishing Vice Deanship of Student Affairs for Scholarship Students, King Abdulaziz University has committed to constantly organize, facilitate and support the affairs of scholarship students.

Vice Deanship of Student Affairs for Girls' Scholarships in King Abdulaziz University was established in 25 of Jumada II, 1437 AH. It strives to achieve more efficient performance in the different academic and social aspects of internal and external scholarship students enrolled at King Abdulaziz University from different parts of the world. It also provides special services for external scholarship students to help them benefit from the different programs and services provided by the university and achieve success and academic excellence. These services start from awarding the scholarship until scholarship students return to their countries with the highest of academic degrees.

Our Vision, Message, and Objectives

Our Vision:

To lead and excel in providing the best programs and services for scholarship students at local and international levels.

Our Message:

Providing an educational environment that is suitable for scholarship students by improving the level of our programs and services to achieve quality and professionalism in the different administrative, cultural, and social services given to scholarship students.

Our Objectives:

- To support and meet the needs of scholarship students.
- To provide an educational environment that is suitable to scholarship students.
- To build a bridge of trust between the Vice Deanship and scholarship students.
- To accomplish high excellence in serving scholarship students.
- To connect with scholarship graduates after they return home.

What Are Academic Scholarships?

Definition:

An Academic scholarship is an academic seat provided to non-Saudi applicants, both males and females, to pursue their education in Saudi higher education institutions.

Types:

- **Internal Academic Scholarships:**

Under a Ministerial Decree, this type of scholarships was issued for non-Saudi applicants of all nationalities who are regular residents in Saudi Arabia. It includes tuition exemption and excludes monthly allowance and travelling tickets.

- **External Academic Scholarships:**

This type of scholarship is for non-Saudi applicants who come from countries that have established Islamic, Arabic, or cultural relations with Saudi Arabia.

Admission Requirements for Internal Scholarship Students:

A non-Saudi applicant must fulfill the following requirements to be eligible for the Internal Scholarship Program:

- Applicant must meet all the admission requirements of King Abdulaziz University.
- Applicant must be a legal resident of Saudi Arabia, and they must have a valid Iqama before the start of the academic year.
- For a Bachelor degree, applicant must be between 17 and 25 years. They cannot be older than 30 years for a Master's degree and 35 years for a Doctoral degree.
- Applicant's certificates and identity documents must be officially certified by designated educational authorities.
- Applicant must not be authorized for work during the time of their study.
- Applicant must not be admitted to any other educational institutions in Saudi Arabia.
- Applicant must not have been granted a scholarship by any other educational institutions in Saudi Arabia.

Admission Process of Internal Scholarship Students:

Applicant needs to adhere by the following procedures when applying:

- Applicant needs to register online via the university's registration portal (Aziz).
- Applicant's official documents will be checked and verified to make sure all information are accurate.
- Applicant will upload all relevant data to the governmental scholarship for non-Saudis portal.
- Upon acceptance, applicant will receive an official email or a text message through their contact information provided in Aziz portal.
- Accepted scholarship students will be contacted via email to continue with the admission procedures.

Admission Requirements for External Scholarship Students:

A non-Saudi applicant must fulfill the following requirements to be eligible for the External Scholarship Program:

- Applicant must be medically fit.
- Applicant must have good conduct and behavior.
- Applicant must meet all admission requirements of King Abdulaziz University.
- Applicant must abide by the university's rules and regulations.
- Applicant must have a male guardian (mahram) who is also enrolled in a scholarship program or is a legal resident in Saudi Arabia with a valid Iqama.
- Applicant must have a high school certificate or its equivalent from Saudi Arabia or other countries.
- The date of high school certificate must not exceed three years.
- Applicant must be committed for full-time study as they will be regular students in morning classes.
- For a Bachelor degree, applicant must be between 17 and 25 years. They cannot be older than 30 years for a Master's degree and 35 years for a Doctoral degree.
- Applicant must not have been expelled from any university for any reason.
- Applicant must not have been granted a scholarship by any other educational institutions in Saudi Arabia.

Admission Process of External Scholarship Students:

Applicant needs to adhere by the following procedures when applying:

- Applicant needs to register online via the university's registration portal (Aziz).
- Applicant's official documents will be checked and verified to make sure all information are accurate.
- Applicant will upload all relevant data to the governmental scholarship for non-Saudis portal.
- Upon acceptance, applicant will receive an official email or text message through their contact information provided in Aziz portal.
- Accepted scholarship students will be notified to follow up with the Saudi embassy to have their documents approved and certified.
- Accepted scholarship student will be issued with the the required visa to complete travel procedures to Saudi Arabia.

Admission Procedures of External Scholarship Students:

- Saudi embassies and their worldwide representatives receive academic scholarship applications submitted by interested applicants in accordance with rules approved by the Ministry of Higher Education.
- After higher education institutions check that all requirements had been met, The Ministry of Higher Education sends names of candidates to the designated bodies. The Ministry of Higher Education then continues with the admission procedures.
- The Ministry of Higher Education refers names of accepted candidates to the Ministry of Foreign Affairs to issue their visas. Accepted scholarship students will be notified to continue their visa and admission procedures.

General External Scholarships Regulations:

- The scholarship holder must not engage in any form of extremism or terrorist activities that are forbidden by Saudi regulations.
- The student must abide by existing residence regulations.
- The student will be sponsored by the university during the period of her scholarship. The university is also responsible for the student's well-being during her residence.
- The student can be joined by her family in accordance with the regulations and instructions applicable in the Kingdom of Saudi Arabia.
- The student's travel document is required to allow her to return to the country that issued it without any conditions nor restrictions.
- The scholarship holder cannot transfer from one university to another.
- The scholarship holder is not allowed to work for companies, corporations or individuals.

Privileges Offered to External Scholarship Students:

- Scholarship student enjoys all extracurricular activities organized by the King Abdulaziz University such as sport activities, college tours, cultural and social tours.
- Scholarship student is entitled for accommodation and appropriate academic, social and cultural support.
- Scholarship student receives discounted prices on the university central restaurant's meals.
- Scholarship student is issued an annual travel ticket at the end of the academic year in accordance with university rules.
- Scholarship student benefits from the university's sports' facilities.
- Scholarship student has access to health care.
- The scholarship student receives a regular monthly allowance.
- Upon arrival to Saudi Arabia, the scholarship student is paid a two-month allowance to help her settle in.
- Outstanding scholarship students will be awarded with an excellence allowance.
- Scholarship student receives a three-month allowance after graduation which cover shipping costs for study books.

Regulations for Ending External Scholarship:

- After completing her studies, external scholarship student must leave the country no later than three months after the end of the scholarship.
- External scholarship student who wants to pursue a postgraduate degree must contact the Deanship of Admission and Registration one semester before graduating.
- If the original duration of the program has ended, it cannot be extended for more than half of the duration.

Services Provided by the Vice Deanship of Student Affairs for Girls' Scholarships:

The Vice Deanship of Student Affairs for Girls' Scholarships provides the following services to External and Internal scholarship students:

Passport Services:

- Issuing new Iqama and renewing it as well as issuing replacements for lost or damaged Iqama.
- Issuing exit-re-entry and final visas and cancelling visas.
- Offering services to bring the student's family in if she wishes for them to join her.
- Assisting with information transfer after passport renewal.

Healthcare:

- Providing initial medical examinations for scholarship students through the university's medical services.
- Offering health care for the scholarship student and her family, in case they join her, in coordination with medical institutions that are compliant with the university.

Social Support:

- Paying the costs for preparation and travel for new scholarship students.
- Providing travel compensations for new scholarship students.
- Issuing annual travelling tickets for scholarship students at the end of the academic year.
- Providing appropriate accommodation for scholarship students in coordination with Female Student Housing and checking on the accommodation conditions with the student to help her resolve any issues that may occur during her stay.

Academic Monitoring:

- Monitoring the learning progress of scholarship students in coordination with relevant academic bodies especially students who may be falling behind academically.
- Honoring outstanding scholarship students to encourage them maintain their excellence.

Activities and Events:

- Participating in the guidance program for newly joined students.
- Holding an annual introductory meeting with the vice dean and deanship staff members at the start of the academic year.
- Preparing and implementing special programs for scholarship students.
- Offering scientific and cultural workshops to develop the skills of scholarship students.

Support for Graduates:

- Honoring female graduates.
- Providing help to female graduates to finish their scholarship procedures.
- Communicating with graduates through email
- Inviting outstanding graduates to participate at the university's conferences and forums.

Vice Deanship of Students Affairs for Girls' Scholarships - Administrative Units:

- Administrative and Financial Affairs Unit.
- Social Support Unit.
- Public Relations Unit.
- Student Activities Unit.
- Supportive Services Unit.
- Graduates Unit.

Contacts:



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