



## Attestation User Guide

Application for Registration in higher education institutions in the UAE and scholarships to study abroad for the current Grade 12 students

1. In EServices Gallery page, click on “Registration”, then select “Application for Registration in higher education institutions in the UAE and scholarships to study abroad for the current Grade 12 students”, then click on “Service Details”.

The screenshot shows the EServices Gallery page. At the top, there is a navigation bar with 'Log In', 'Search in website', and 'Listen to page'. Below that is a menu with 'About The Ministry', 'Legislation', 'Media Center', 'EServices', 'Open Data', 'Digital Participation', 'Important Links', 'Jobs', and 'Contact Us'. The 'EServices' section is active, and a search bar is present. The main content area displays a grid of service categories: 'All', 'Important Services', 'Services for Corporates', and 'Services for Individuals'. Under 'Services for Individuals', the 'Registration' service is highlighted. Below the grid, there are two service cards. The first card is for 'Application for Registration in higher education institutions in the UAE and scholarships to study abroad for the current Grade 12 students' and has a 'Start Service' button and a 'Service Details' link. The second card is for 'Request for Registration to institutions of higher education in the UAE for students who graduated from high school in the year prior to the current academic year' and also has a 'Start Service' button and a 'Service Details' link. At the bottom, there are 'Previous', 'Next', and '1 / 1' navigation options.

2. View "Service Details" of Application for Registration to higher education institutions in the UAE and scholarship to study abroad for the current Grade 12 students.

The screenshot shows the 'Service Details' page for the application for registration. At the top, there is a navigation bar with 'Log In', 'Search in website', and 'Listen to page'. Below that is a menu with 'About The Ministry', 'Legislation', 'Media Center', 'EServices', 'Open Data', 'Digital Participation', 'Important Links', 'Jobs', and 'Contact Us'. The 'EServices' section is active, and a search bar is present. The main content area displays the title 'Application for Registration in higher education institutions in the UAE and scholarships to study abroad for the current Grade 12 students'. Below the title, there is a yellow banner with the text: 'Grade 12 student of the current school year 2022-2023. We would like to inform you that the registration for the first semester of the academic year 2023-2024 is now open from November 14<sup>th</sup> 2022 until March 31<sup>st</sup>, 2023.' Below the banner, there is a green 'Start service' button, a QR code, a 'video' icon, and a 'User Guide' icon. Below these, there is a 'Rate this service' section with a star rating. The 'Service Steps' section is visible, showing a list of steps: 'Registration/Login', 'Filling the application electronically', 'Review Application', and 'Receive the result'. To the right of the steps, there are three expandable sections: 'About the service', 'Steps', and 'Conditions'.



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### Application for Registration in higher education institutions in the UAE and scholarships to study abroad for the current Grade 12 students

The screenshot shows the website interface for the registration application. The header includes the Ministry of Education logo and navigation links. The main content area is titled 'Conditions' and lists the following requirements:

- The applicant must be grade 12 a UAE National or their mother must hold UAE citizenship academic year 2022 / 2023
- The applicant must be enrolled in Grade 12 during the registration period
- The applicant must fill in all the stages of the application
- The applicant must upload all the required documents before the deadline assigned for each semester in the academic year.
- The applicant must sit for the Emirates Standardized Test (EmSAT) and achieve the score in the specified EMSAT subjects that meets the eligibility criteria in the desired institution prior to the final admission stage.
- The applicant must fulfill all Scholarship requirements upon applying for scholarship (To view Scholarship requirements click here) – Only for UAE national students
- The applicant must fulfill all the academic and admission requirements set by the higher education institutions listed below:

1. United Arab Emirates University (UAEU)
2. Higher Colleges of Technology (HCT)
3. Zayed University (ZU)
4. Abu Dhabi Polytechnic (ADPOLY)
5. Abu Dhabi Vocational Education and Training Institute (ADVETI)
6. Fatima College of Health Sciences (FCHS)
7. Mohammed Bin Zayed University for Humanities (MBZUH)
8. Khalifa University (KU)
9. Sorbonne University (SU)
10. American University of Ras Al Khaimah (AURAK)
11. Rochester Institute of Technology (RIT)
12. American University in Dubai (AUD)

3. after reviewing the service details and ensuring that the required documents are available with you as a soft copy, click "Start Service".

The screenshot shows the website interface for the registration application. The header includes the Ministry of Education logo and navigation links. The main content area is titled 'Application for Registration in higher education institutions in the UAE and scholarships to study abroad for the current Grade 12 students'. Below the title, there is a yellow banner with the following text:

Grade 12 student of the current school year 2022-2023  
We would like to inform you that the registration for the first semester of the academic year 2023-2024 is now open from November 14<sup>th</sup> 2022 until March 31<sup>st</sup>, 2023.

Below the banner, there is a green 'Start service' button, a QR code, a video icon, and a 'User Guide' icon. Below these, there is a 'Rate this service' section with five stars and a 'Service Steps' section with the following steps:

1. Registration/Login
2. Filling the application electronically
3. Review Application
4. Receive the result



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### 4. Click Application for Registration in higher education institutions in the UAE and scholarships to study abroad for the current Grade 12 students.

The screenshot shows the 'Eservices' section of the Ministry of Education website. It features three application options for Grade 12 students:

- Application for September / First semester 2023-2024:** For students currently studying in Grade 12 (School year 2022-2023) and expected to graduate in 2023. The application is available from November 14, 2022, to March 31, 2023.
- Application for January / Second semester 2022-2023:** For National Service students. Application and transfer options for the second semester of 2022-2023 are closed. Registration for the first semester of 2023-2024 begins in May 2023.
- Application for January / Second semester 2022-2023:** For students who have completed Grade 12 in the year 2022 (School year 2021-2022). Application and transfer options for the second semester of 2022-2023 are closed. Registration for the first semester of 2023-2024 begins in May 2023.

Each option includes a 'Continue' button and a note to visit the Ministry of Education's website for updated information.

### 5. Fill out the application form accurately. Click 'Next Step' after you complete each stage. Step 1: General Information

The screenshot shows the 'Request form' stage of the application process. The progress bar indicates 0% completion. The form includes the following sections:

- Progress Bar:** 0% (1 of 3 steps completed).
- General Information:** A sidebar menu with steps: 1. General, 2. Address, 3. School, 4. Health, 5. Study Preference.
- Help:** Links for Service Card, FAQs, and Contact us.
- Applicant personal details:**
  - Full Name, Emirates ID, Phone number, Email address (with a note to update details).
  - Nationality Category (Please Select).
  - Name in Arabic (with a note to provide the full name as on the passport).
  - Name in English.



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1 General

2 Address

3 School

4 Health

5 Study Preference

Help

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**Date of birth \***

Provide a full name in English as it appears on the passport.  
Please enter a minimum of three words

**Gender \***

Male

**Marital Status \***

Please Select

**Student's Emirates ID \***

784-1999-0684287-9

**Student's Emirates ID Expiry Date \***

Student's Emirates ID Expiry Date

**Family Book Number \***

Family Book Number

**Family ID \***

Family ID

**Town ID \***

Town ID

**Student's Passport Number \***

Student's Passport Number

1 General

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4 Health

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**Passport Type \***

Please Select

**Student's Passport Unified Number \***

-

**AI Ehbars**

AI Ehbars

**Passport Place of issue \***

Passport Place of issue

Please enter only English characters

**Passport Date of issue \***

Passport Date of issue

**Student's Passport Date of Expiry \***

Student's Passport Date of Expiry

**Place of Birth \***

Place of Birth

Please enter only English characters

**Mother's Name in English \***

Mother's Name in English

Provide a full name in English as it appears on the passport  
Please enter a minimum of three words

**Mother's Name in Arabic \***

Mother's Name in Arabic



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The screenshot shows a web form for registration. On the left, there is a navigation menu with a 'Help' section containing links for Service Card, FAQs, Contact us, 80051115, Email, and Customer Charter. The main form area contains three sections:

- Mother's Name in English \***: A text input field with a placeholder 'Mother's Name in English'. Below it, instructions state: 'Please enter only English characters', 'Provide a full name in English as it appears on the passport', and 'Please enter a minimum of three words'.
- Mother's Name in Arabic \***: A text input field with a placeholder 'Mother's Name in Arabic'. Below it, instructions state: 'Provide a full name in Arabic as it appears on the passport' and 'Please enter a minimum of three words'.
- Mother's Nationality \***: A dropdown menu with the option 'Please Select'.

At the bottom right of the form, there are two buttons: 'Save as draft' and 'Next Step'.

## Step 2: Address

The screenshot shows the 'Step 2: Address' page of the registration process. The page title is 'Registration for Higher Education Institutions and External Scholarships for Current 12th Grade Students Request'. The progress bar shows three steps: 1. Request form (0%), 2. Documents, and 3. Summary.

The main form area is titled 'Address Details' and includes the following fields:

- Mobile number \***: A dropdown menu for the country code (currently showing '050') and a text input field for the number.
- Alternative Mobile Number \***: A dropdown menu for the country code (currently showing 'Please Select') and a text input field for the number.
- Email \***: A text input field for the email address.

Below the email field, there are two notes:

- Only public domains are allowed: @gmail.com, @hotmail.com, @icloud.com, @live.com, @outlook.com, @windowlive.com, @yahoo.com
- This email will be used for all communications

A red error message is displayed below the notes: 'Please enter a valid email'.

On the left side of the page, there is a navigation menu with a 'Help' section containing links for Service Card, FAQs, and Contact us. The main navigation menu at the top includes: Service catalog, My Applications, My Financial Transactions, My drafts, Applications ready to pay, Cases, My Documents, العربية, and Setting.



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Please Enter Residence Emirate

Area of Residence \*

Please Enter Area of Residence

Residence Phone \*

Legal Guardian's Name \*

Please enter the name with minimum three words in English

Guardian's Relationship \*

Please Enter Guardian's Relationship

Guardian's Education \*

Please Enter Guardian's Education

Guardian's Occupation \*

Please Enter Guardian's Occupation

Guardian's Contact Number \*

Guardian's Email \*

Only public domains are allowed: @gmail.com, @hotmail.com, @icloud.com, @live.com,

- 1 General
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Help

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Legal Guardian's Name \*

Please enter the name with minimum three words in English

Guardian's Relationship \*

Please Enter Guardian's Relationship

Guardian's Education \*

Please Enter Guardian's Education

Guardian's Occupation \*

Please Enter Guardian's Occupation

Guardian's Contact Number \*

Guardian's Email \*

Only public domains are allowed: @gmail.com, @hotmail.com, @icloud.com, @live.com, @outlook.com, @windowslive.com, @yahoo.com

[Save as draft](#) [Previous Step](#) [Next Step](#)



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### Step 3: School Information

**Private school students: Please fill in your Grade 10 and 11 details.**

Service catalog My Applications My Financial Transactions My drafts Applications ready to pay Cases My Documents العربية Setting

Service catalog / Service details /

### Registration for Higher Education Institutions and External Scholarships for Current 12th Grade Students Request

1 Request form 2 Documents 3 Summary

0%

1 General  
2 Address  
3 School  
4 Health  
5 Study Preference

Help

Please review all pre-filled field(s) and ensure that the information is correct, and then amend it in case there is wrong / missing information.

#### Grade 12 School Details

School Type \* Please Select  
Please Enter School Type

School Zone \* Please Select  
Please Enter School Zone

School Name \* School Name  
Please Enter School Name

Study Certificate \* Please Select  
Please Enter Study Certificate

Study Type \* Please Select  
Please Enter Study Type

SIS Student Number  
Please Enter SIS Student Number

#### Grade 11 School Details

School Type \* Please Select  
Please Enter School Type

School Zone \* Please Select  
Please Enter School Zone

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School Zone \*

Please Select

Please Enter School Zone

School \*

Please Select

Please Enter School

Study Certificate \*

Please Select

Please Enter Study Certificate

Study Type \*

Please Select

Please Enter Study Type

SIS Student Number

Please Enter SIS Student Number

Grade 10 School Details

School Type \*

Please Select

Please Enter School Type

- 1 General
- 2 Address
- 3 School
- 4 Health
- 5 Study Preference

Help

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School Type \*

Please Select

Please Enter School Type

School Zone \*

Please Select

Please Enter School Zone

School \*

Please Select

Please Enter School

Study Certificate \*

Please Select

Please Enter Study Certificate

Study Type \*

Please Select

Please Enter Study Type

SIS Student Number

Please Enter SIS Student Number

[Remove Grade 10 School Details](#) [Remove Grade 11 School Details](#)

[Save as draft](#) [Previous Step](#) [Next Step](#)



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### Step 4: Health details

Please choose your health status carefully.

The screenshot shows the 'Request form' step (0%) with a progress bar. The left sidebar lists steps: 1 General, 2 Address, 3 School, 4 Health (active), and 5 Study Preference. A 'Help' button is at the bottom left. The main content area has a yellow warning box: 'Please review all pre-filled field(s) and ensure that the information is correct, and then amend it in case there is wrong / missing information.' Below is the 'Health Details' section with the label 'Please choose your health status \*' and a dropdown menu showing 'No Health Problems'. A red error message below the dropdown says 'Please choose your health status'. At the bottom right are buttons for 'Save as draft', 'Previous Step', and 'Next Step'.

### Step 5: Higher education institutions

Choose three main preferences of institutions based on your priority (two higher education institution in the UAE and/or scholarship to study abroad OR three higher education institutions in the UAE) and the respective programs/sub-majors. Read all the information about the institutions and the admission requirements before making a choice and especially about the institutions who require the students to pay tuition fees.

The screenshot shows the 'Request form' step (0%) with a progress bar. The left sidebar lists steps: 1 General, 2 Address, 3 School, 4 Health, and 5 Study Preference (active). A 'Help' button is at the bottom left. The main content area has a yellow warning box: 'Please review all pre-filled field(s) and ensure that the information is correct, and then amend it in case there is wrong / missing information.' Below is the 'Higher Education Study Preferences' section. It includes 'Application Term \*' with a dropdown set to 'Fall Admission 2023-2024' and a red error message 'Please Enter Application Term'. Below are 'First Preference \*', 'Second Preference \*', and 'Third Preference \*', each with a dropdown menu and a red error message 'Please Enter [First/Second/Third] Preference'. At the bottom right are buttons for 'Save as draft', 'Previous Step', and 'Next Step'.



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### Step 6: Upload documents

**All mandatory documents must be uploaded. Private school students must upload additional documents like accredited Grade 10 and 11 transcripts.**

Registration for Higher Education Institutions and External Scholarships for Current 12th Grade Students Request

1 Request form 2 Documents 3 Summary

34%

Help

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Please provide the following documentary evidence to support your application

Required documents:

Photo +    
Format: .JPG, .JPEG Max file size: 1MB

Passport Copy 1st Page +    
Format: .PDF, .JPG, .JPEG Max file size: 1MB

Passport Copy Unified Page +    
Format: .PDF, .JPG, .JPEG Max file size: 1MB

Family Book - Father Page +    
Format: .PDF, .JPG, .JPEG Max file size: 1MB

Family Book - Student Page +    
Format: .PDF, .JPG, .JPEG Max file size: 1MB

Emirates ID - front side +    
Format: .PDF, .JPG, .JPEG Max file size: 1MB

Medical report: ONLY for applicants with any disabilities/specials needs or major illness    
Format: .PDF, .JPG, .JPEG Max file size: 1MB

Covid-19 Vaccination Card    
Format: .PDF, .JPG, .JPEG Max file size: 1MB

IELTS certificate    
Format: .PDF, .JPG, .JPEG Max file size: 1MB

TOEFL certificate    
Format: .PDF, .JPG, .JPEG Max file size: 1MB

SAT Math Certificate    
Format: .PDF, .JPG, .JPEG Max file size: 1MB

University Approved Document    
Format: .PDF, .JPG, .JPEG Max file size: 1MB

Parent consent Letter    
Format: .PDF, .JPG, .JPEG Max file size: 1MB

Other supporting documents, if any    
Format: .PDF, .JPG, .JPEG Max file size: 1MB



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### Step 7. Summary

This page will display all the information the student has entered in the 5 fields. Review the summary page and click Submit if all the information is correct. If you wish to edit any information or uploaded documents, please click the 'Edit' button. After ensuring all the information is correct, complete the next steps to obtain an application number.

Registration for Higher Education Institutions and External Scholarships for Current 12th Grade Students Request

1 Request form 2 Documents 3 Summary

67%

**Help**

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**Service details**

Service name: Registration for Higher Education Institutions and External Scholarships for Current 12th Grade Students Request

**Applicant personal details**

Full Name	Emirates ID	Phone number	Email address

To update or see all your personal details please [Click here](#)

**Applicant personal details**

Nationality Category: UAE National

Name in Arabic: محمد بن محمد بن محمد

Name in English: Mohamed bin Mohamed bin Mohamed

Date of birth: 15/05/2002

Gender: Female

Marital Status: Single

Student's Emirates ID: 9876543210

**Address Details**

Family Book Number: 1234567890

Student's Passport Number: 1234567890

Passport Type: NORMAL

Student's Passport Unified Number: 1234567890

Al Ethbara: 1234567890

Passport Place of issue: ABU DHABI

Student's Passport Date of Expiry: 15/05/2025

Place of Birth: ABU DHABI

Mother's Name in English: Mrs. Maryam bin Mohamed

Mother's Name in Arabic: السيدة مريم بن محمد

Mother's Nationality: United Arab Emirates

**Address Details**

Mobile number: 050 1234567890

Alternative Mobile Number: 050 9876543210

Email: mohamed@ministry.gov.ae

Residence Emirate: Abu Dhabi

Area of Residence: Samha

Residence Phone: 02 1234567890

Legal Guardian's Name: Mr. Mohamed bin Mohamed

Guardian's Relationship: Father

Guardian's Education: High School

Guardian's Occupation: Teacher

Guardian's Contact Number: 050 1234567890

Guardian's Email: mohamed@ministry.gov.ae



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Guardian's Contact Number:

Guardian's Email:

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**Grade 12 School Details**

School Type: Government

School Zone: Abu Dhabi

School:

Study Certificate: Ministry of Education curriculum

Study Type: General

SIS Student Number:

---

**Grade 10 School Details**

School Type: Government

School Zone: Abu Dhabi

School:

Study Certificate: Ministry of Education curriculum

Study Type: General

SIS Student Number:

---

**Health Details**

Please choose your health status:  No Health Problems

---

**Higher Education Study Preferences**

Application Term: Fall Admission 2023-2024

**First Preference:** Abu Dhabi Polytechnic

ADPOLY Campus: ABU DHABI POLYTECHNIC - ABU DHABI

**Help**

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**Optional documents:**

Regarding additional documents:  
We recommend you to please upload the additional documents to support your application before March 31, 2023 through the student portal, to ensure that you complete the application and obtain an early conditional admission offer.

- Private school students must upload a copy of their Grade 10, 11 and 12 first term and final transcripts and equivalency certificate issued by the Ministry of Education.
- Students who choose Scholarship must upload the acceptance letter from the university and an approval from the parent/guardian by April 7, 2023.

Please ensure that all additional documents must be uploaded latest by May 2023 to receive a final admission acceptance. All documents will be verified by the Student Registration department and the higher education institution.

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Birth Certificate

Grade 10 final transcript

Grade 11 final transcript

Grade 12 final transcript

Grade 12 first semester transcript (for private school students ONLY)

Grade 12 Final Equivalency Certificate

National Service Letter of Completion

National Service Letter of Enrollment

Medical report: ONLY for applicants with any disabilities/specials needs or major illness

Covid-19 Vaccination Card

IELTS certificate



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Medical report: ONLY for applicants with any disabilities/specials needs or major illness

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Covid-19 Vaccination Card

---

IELTS certificate

---

TOEFL certificate

---

SAT Math Certificate

---

University Approved Document

---

Parent consent Letter

---

Other supporting documents, if any

---

Edit application Submit application

### Step 12. Receive Application ID 2023XXXXX

After completing the application form, the student will receive a notification on the email or on the registered phone number with the application number.

- [Service catalog](#)
- [My Applications](#)
- [My Financial Transactions](#)
- [My drafts](#)
- [Applications ready to pay](#)
- [Cases](#)
- [My Documents](#)

العربية Setting

Registration for Higher Education Institutions and External Scholarships for Current 12th Grade Students Request

1 Request form
2 Documents
3 Summary

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Application status
View application details

You will receive the notifications on this email aa5er7bbh@hotmail.com and on this mobile number 0505667446

Dear student,

Your application for admission to the first semester of AY 2023-2024 has been received. Your application number is [REDACTED]. Please be informed that the service to change your choice of institutions will be activated starting November [REDACTED]. Please visit your student portal regularly for updated information and important deadlines.

To find the status of your application, please visit [Student Portal](#)

Best wishes,  
Student Registration Department

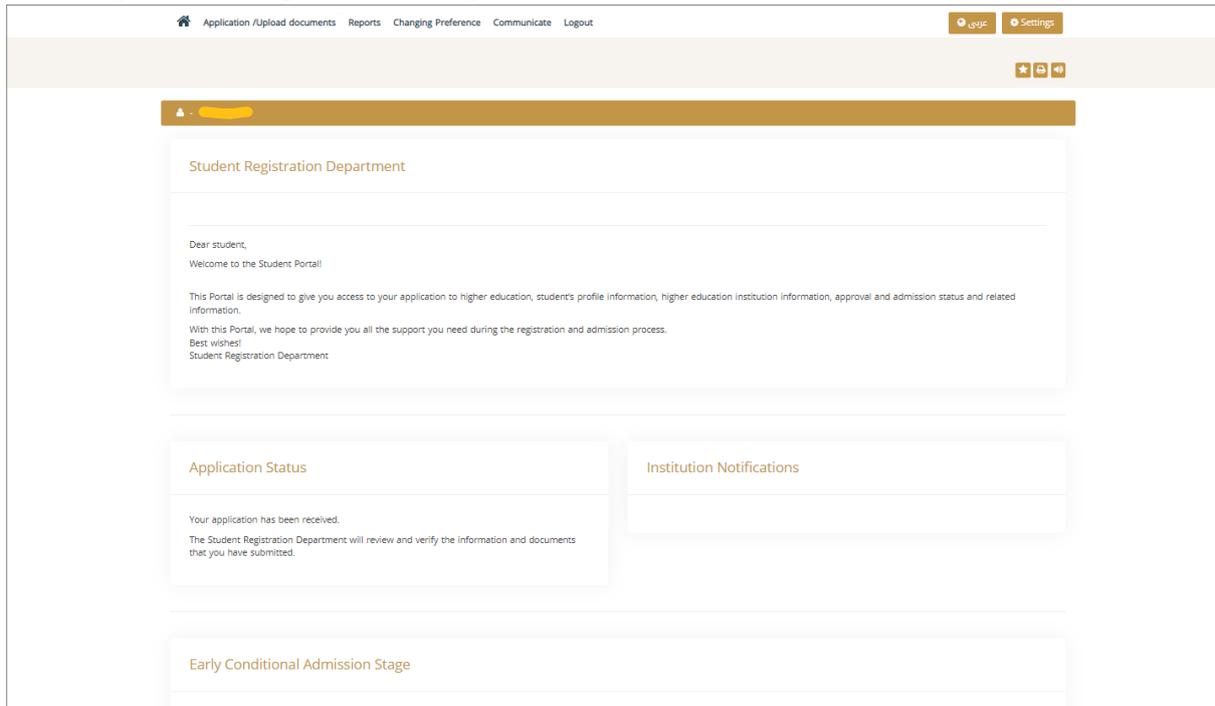
Status	Submitted
Application ID	-----
Application date	16-Jan-2023



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**To check the status of the application and/or other services, important notifications or to contact the registration team, the student must use the login credentials to login to the student portal through the Ministry's website.**



## Evaluate your experience!

