



# Student Information System (SIS) User Guide

## For Postgraduate Studies Applicants Submitting Admission Request and Post-Admission Services



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# Overview

The system provides an electronic portal dedicated to new applicants to undergraduate and postgraduate programs at the University of Bahrain. This portal allows postgraduate studies applicants to:

- Submit a new admission application.
- Benefit from post-submission services, which include:
  - Modifying uploaded documents.
- Follow admission procedures.

All these services are explained in detail in the following sections of this guide.

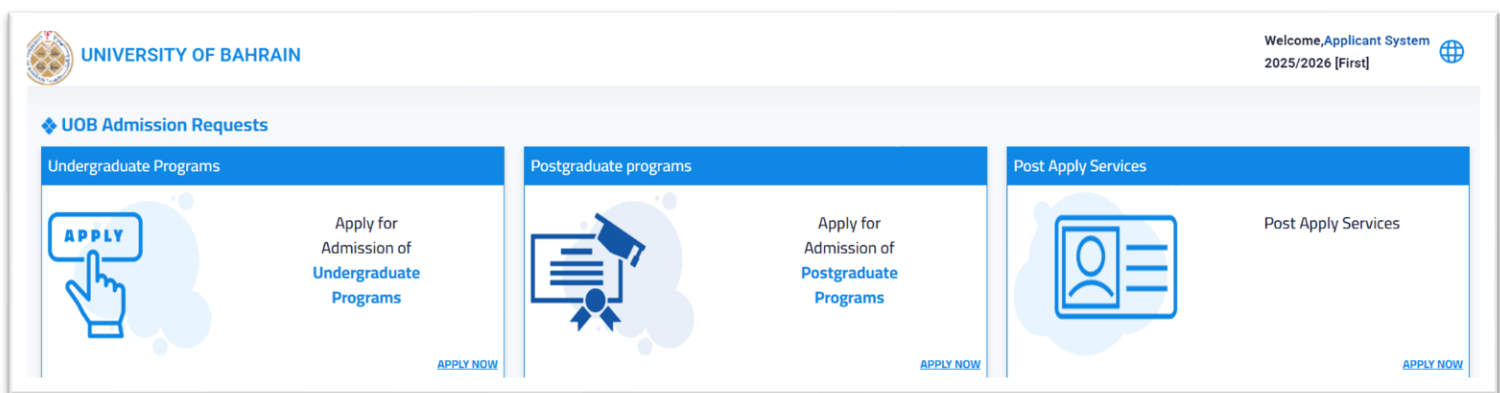


Figure 1 – Landing page



## First: Steps to Access the Portal

1. Log in to the Student Information System website [sis.uob.edu.bh](https://sis.uob.edu.bh).
2. Select the link "UOB Admission Requests".
3. Select "Apply for Postgraduate Programs".
4. Select the desired program from the "Request Type" drop-down list. Select up to 12 choices based on your secondary school track. like (Admission for Postgraduate Programs), as shown below.

The screenshot displays the 'UOB Admission Requests' portal. At the top left is the University of Bahrain logo and name. At the top right, it says 'Welcome, Applicant System' and '2025/2026 [First]'. Below the header, there's a section titled 'UOB Admission Requests'. Inside this section, there's a 'Request Type' dropdown menu. The dropdown is currently open, showing a list of options. The first option is 'Select'. Below it, there's a blue bar with the text 'Select'. At the bottom of the dropdown, there's a line of text: 'Apply for Admission of Postgraduate Programs - Date: 17.03.2025 - 10.07.2025 - Time: 12:01AM - 11:59PM'.

Figure 2 – Select the Request Type



5. Review the terms and conditions and click "I Agree" to continue the application process.
6. Enter the Personal ID number, then click on the Submit button.

The system will check whether the number entered is a first time or not, as shown below:

The screenshot displays the University of Bahrain's admission system interface. At the top, the university's logo and name are visible. The main content area is titled "UOB Admission Requests" and shows a "Request Type" dropdown menu set to "Apply for Admission of Postgraduate Programs - Date: 17.03.2025 - 10.07.2025". Below this, a "Terms & Conditions" section is expanded, showing a list of bullet points regarding postgraduate programs and academic requirements. A red text block at the bottom of the terms section states: "I hereby solemnly declare and undertake that I have reviewed the admission conditions and that the information and documentation submitted in support of my application are correct, and that any deficiency in the required documents or failure to meet the admission conditions will lead to the application being automatically rejected." At the bottom of the terms section are two buttons: "I Agree" and "I Don't Agree". Overlaid on the center of the screen is a white modal box with the University of Bahrain logo and the text "Please type your CPR number to check you application status". Below this text is a text input field labeled "CPR Number" and a blue "Submit" button.

Figure 3 – Terms & Conditions and CPR



## Second: Filling out the Admission Application Form

After selecting the appropriate request type, the application form will open. Please enter the required information accurately into the wizard tabs, as explained below:

- Enter the personal data in the “Basic Data” tab, then press Next.

UNIVERSITY OF BAHRAIN

Welcome, Applicant System  
2025/2026 [First]

UOB Admission Requests

Request Type: Apply for Admission of Undergraduate Programs

CPR: [Redacted]

Application Status: New Application - Under Admission Officer Revision

**Basic Data**

You will take applicant id after saving your data and pay the admission fees

Full Name (EN): [Redacted]

Full Name (AR): [Redacted]

Birth Date: 2005-07-01

Birth Place: SAHRAH

Nationality: SAHRAH

Religion: Muslim

Gender: Male

Next >

Figure 4 - Basic Data tab

- Select the desired preferences in the “Applicant Preference” tab, as shown in the figure below, then press Next.

UNIVERSITY OF BAHRAIN

Welcome, Applicant System  
2025/2026 [First]

UOB Admission Requests

Request Type: Apply for Admission of Postgraduate Programs

CPR: 123456

Application Status: PG New Application

**Applicant Preference**

Applicant Preference

Number	College	Program	Actions
	College of Business Administration	Master in Islamic Banking and Finance	


Previous

Next

Figure 5 – Applicant Preferences tab



- c) Enter the B.Sc. certificate information in the “B.Sc. Qualification” tab, such as the specialization, grade type, CGPA, Qualification date, language of Study, as shown below, then press Next.

 UNIVERSITY OF BAHRAIN

Welcome, Applicant System  
2025/2026 [First]

UOB Admission Requests

Request Type  
Apply for Admission of Postgraduate Programs

CPR  
123456

Application Status  
PG New Application

**Bsc Qualification**

☒ Basic Data

☒ Applicant Preference

☐ Bsc Qualification

☐ Master Qualification

☐ Contact Data

☐ English Proficiency

☐ Documents

☐ Fees

You will take applicant Id after saving your data and pay the admission fees

Qualification Type	Qualification Name	Specialization
University Certificates	B.Sc	BA in Accounting
Country	University Name	University Category
BAHRAIN	University of Bahrain	Graduate from the University of Bahrain
Grade Type	CGPA	Qualification Date
CGPA From 4	3.2	2021-06-30
Language Of Study		
English		

< previous

Next >

Figure 6 – B.Sc. Qualification tab



- d) Enter the Master certificate information in the “Master Qualification” tab, only if applying to the PhD certificate; otherwise, skip this tab, then press Next.

UNIVERSITY OF BAHRAIN

Welcome, Applicant System  
2025/2026 [First]

UOB Admission Requests

Request Type  
Apply for Admission of Postgraduate Programs

CPR  
123456

Application Status  
PG New Application

Master Qualification

Basic Data

Applicant Preference

Bsc Qualification

Master Qualification

Contact Data

English Proficiency

Documents

Fees

You will take applicant id after saving your data and pay the admission fees

Notice: If you have selected a Master's or Diploma program, you may skip this screen and proceed to the next steps.

Qualification Type Post Graduates Certificates	Qualification Name Please select	Specialization Please select
Country Please select	University Name Please select	University Category Please select
Grade Type Please select	CGPA Accum Grade Percent	Qualification Date yyyy-mm-dd
Language Of Study Select		

< previous

Next >

Figure 7 – Master Qualification tab





e) Enter the Contact data in the “Contact Data” tab, then press Next

- Enter the email, which will be verified by the code sent to the email.
- Enter your mobile number, which will be verified by the OTP sent by SMS,
- Then enter the Password that will be used later for other services after applying.

Complete the other required contact info, then press Next.

**UOB Admission Requests**

Request Type: Apply for Admission of Postgraduate Programs | CPR: 123456 | Application Status: PG New Application

**Contact Data**

Provide your contact information

**Email**  
xyz@gmail.com | Write code in 32 | Verification Code | Verify

**Mobile Number**  
+973 1234 5633 | Write code in 57 | Verification Code | Verify

**Password**  
Password | Confirm Password | Confirm Password

**Address**  
Address

< previous | Next >

Figure 8 – Contact Data tab



- f) Enter the English language proficiency in the “English Proficiency” tab, as shown in the figure below, then press Next.

The screenshot shows the 'English Proficiency' tab in the 'UOB Admission Requests' system. A modal dialog titled 'Add English Proficiency' is open, allowing the user to enter test details. The dialog contains the following fields:

- Test Type: TOEFL (dropdown)
- Score: 645
- Date: 2025-04-30 (calendar icon)

Buttons at the bottom of the dialog: Close, Save Changes.

Background interface elements:

- Request Type: Apply for Admission of Postgraduate Programs
- CPR: 123456
- Application Status: PG New Application
- Left sidebar: Basic Data, Applicant Preference, Bsc Qualification, Master Qualification, Contact Data, English Proficiency (selected), Documents, Fees.
- Right sidebar: English Proficiency table with columns: Number, Test, Date, Actions. A '+', '< previous', and 'Next >' button are also visible.

Figure 9 – English Proficiency tab

- g) Upload the required documents from the “Documents” tab, press the upload icon for the Mandatory / Optional documents. The system displays a dialog to select the files to be uploaded, as shown in the figure below. Then, press Submit.

The screenshot shows the 'Documents' tab in the 'UOB Admission Requests' system. A message states: 'You have to upload the following documents'. Below this is a table listing the required documents:

Documents	Type	Action
Personal photo	Mandatory	
Completion of (TOEFL or IELTS)	Optional	
Bachelor's degree (for graduates of other universities)	Optional	
A copy of the valid Passport	Mandatory	
A copy of the valid ID card (for non-Bahrainis)	Optional	
Academic Transcript for the Bachelor's Degree (for graduates of other universities)	Optional	
Validation report of academic qualifications issued from outside Bahrain by QuadraBay or DataFlow	Optional	
A statement of work experience or a letter of scholarship (for the average between 2.00 to 2.32)	Optional	
A statement stating (no objection) from the cultural office from Kuwait or Oman in Bahrain	Optional	

Buttons at the bottom: < previous, Submit.

Background interface elements:

- Request Type: Apply for Admission of Postgraduate Programs
- CPR: 123456
- Application Status: PG New Application
- Left sidebar: Basic Data, Applicant Preference, Bsc Qualification, Master Qualification, Contact Data, English Proficiency, Documents (selected), Fees.

Figure 10 – Documents tab



#### h) Application fees payment

- After you are redirected to the e-Payment gateway,
- Pay Application Fees: non-refundable BD 10. After successful payment, the system sends the receipt to the email entered.
- The university ID will appear on the receipt.


**Instructions**


- To continue with the payment process, please select the "Payment Method" then click on "Pay".
- You will be redirected to the payment gateway in a few seconds, where you can complete the payment process.
- Please don't refresh the page or click the back button in the browser until you finish the transaction.


**Payment Information**

Service Name  
Reference Number  
Personal Number  
Total Amount

**Select Payment Method**

☐ BenefitPay 

☐ Debit Card 

☒ Credit Card 

**Pay**

**Cancel**

Figure 11 – ePayment tab



### Third: Editing Documents

The applicant can edit their information during the application period or upload the required documents after the admission results are released and confirmed.

Services that are not yet available will appear as disabled cards, while services that are open according to the admission timeline will appear as active cards.

This can be done by following the steps below:

1. Go to the Student Information System (SIS) at [sis.uob.edu.bh](https://sis.uob.edu.bh)
2. Select the link "University of Bahrain Admission Application"
3. Choose "Post-Application Services"
4. Log in to the system:

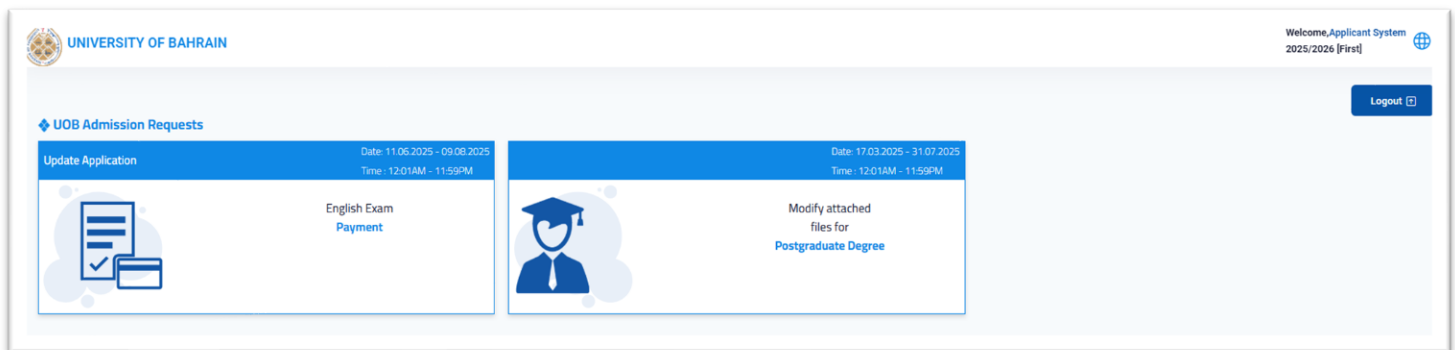


Figure 12 – Available Services



- Enter your username (University ID number)
- Enter the password you created when submitting your application  
(Note: You can reset your password by clicking the "Forgot Password?" link and following the standard steps to reset it. A new password will be sent to your registered mobile number.)

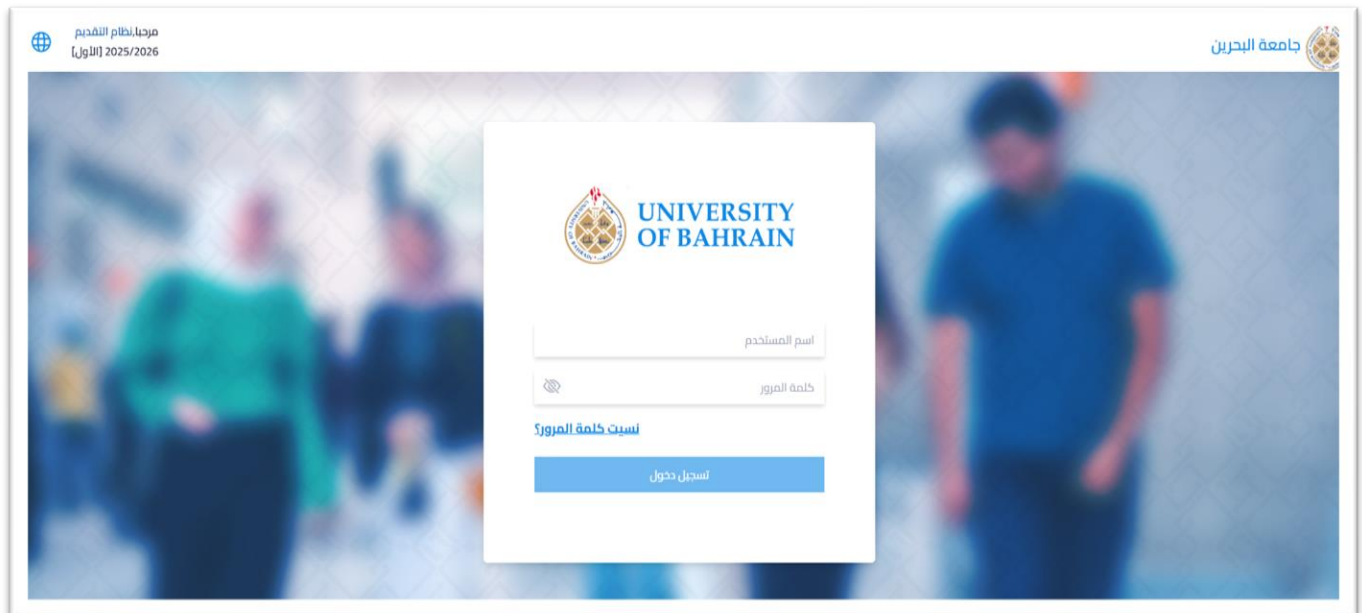



Figure 13 - Login screen

Once logged in, applicants can update their information during the application period or modify their data and upload the required documents after the admission results are announced and confirmed, through the links available on the application screen listed below:

#### A. Update Uploaded Documents

1. Click on the "Modify Attached files", the system opens the documents screen as follows (Figure 12):



 UNIVERSITY OF BAHRAIN

Welcome Applicant System  
2025/2026 [First]

Logout

◆ Admission Procedures

Applicant Name  
DOAA DOAA DOAA DOAA

CPR  
30669025

Applicant ID  
202500299

















Documents	Type	Approved	Action
A colored photograph	Mandatory / Original		 
Completion of (TOEFL or IELTS)	Optional / Original		
Two letters of recommendation, one of which must be academic	Optional / Original		
Bachelor's degree (for graduates of other universities)	Optional / Original		
Master's degree (for graduates of other universities)	Optional / Original		
A copy of the valid Passport	Mandatory / Original		 
A copy of the valid ID card (for non-Bahrainis)	Optional / Original		
Academic Transcript for the Bachelor's Degree (for graduates of other universities)	Optional / Original		
Academic Transcript for the Master's Degree (for graduates of other universities)	Optional / Original		
Validation report of academic qualifications issued from outside Bahrain by QuadraBay or DataFlow	Optional / Original		
A statement of work experience or a letter of scholarship (for the average between 2.00 to 2.32)	Optional / Original		
A statement stating (no objection) from the cultural office from Kuwait or Oman in Bahrain	Optional / Original		
Updated version of CV	Optional / Original		 

Figure 14 – Documents screen

- The applicant can view the uploaded files while filling out the application.
- The applicant can delete these files and re-upload them.
- or upload optional files.
- Then click on the "Log Out" button at the top to exit.