



# Student Information System (SIS) User Guide

For Undergraduate 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 undergraduate applicants to:

- Submit a new admission application.
- Benefit from post-submission services, which include:
  - Modifying uploaded documents.
  - Editing applicant information.
  - Updating nationality (available after the announcement of admission results).
- Follow admission procedures.

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

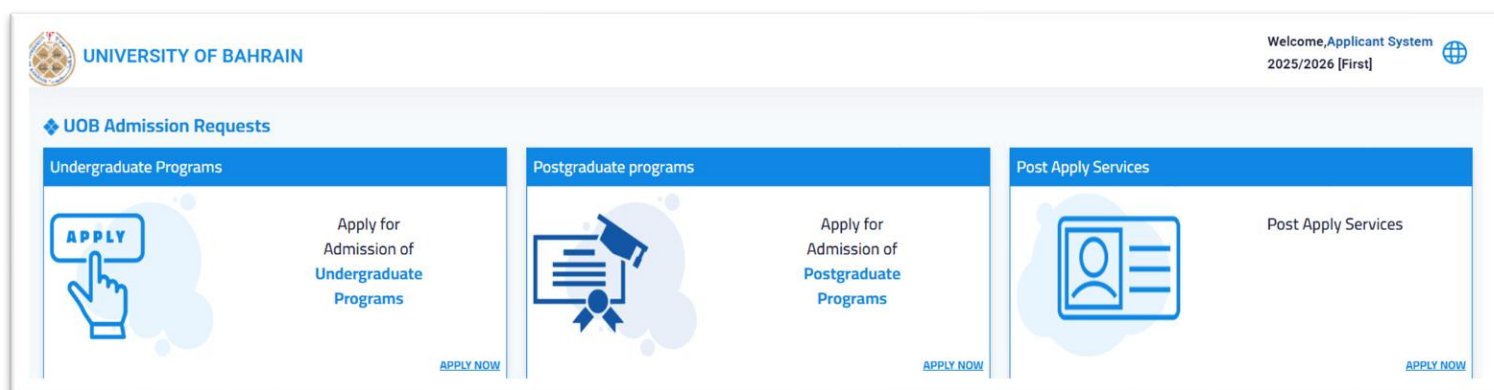


Figure 1 – Landing page



## 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. Log in to the system:
  - 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.)
4. Select "Undergraduate Applications".
5. Select the desired program from the "Request Type" drop-down list. Select up to 12 choices based on your secondary school track. Such as (Admission for Undergraduate Programs, Second Period Programs, Completion Programs, College of Applied Studies, External Transfer, etc.), 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]' with a globe icon. Below the header, there's a section titled 'UOB Admission Requests'. A 'Request Type' dropdown menu is open, showing a list of options. The first option, 'Apply for Admission of Undergraduate Programs - Date: 25.05.2025 - 05.07.2025 - Time: 12:01AM - 11:59PM', is highlighted in blue. Other options include 'Second Period Programs', 'Completion Program', 'College of Health and Sport Sciences', 'College of Applied Studies Graduates', 'External Transfer', and 'Visitor student', each with specific dates and times.

Request Type
Select
Apply for Admission of Undergraduate Programs - Date: 25.05.2025 - 05.07.2025 - Time: 12:01AM - 11:59PM
Apply for Admission of Undergraduate Programs - Second Period Programs - Date: 25.05.2025 - 05.07.2025 - Time: 12:01AM - 11:59PM
Apply for Admission of Undergraduate Programs - Completion Program - Date: 25.05.2025 - 05.07.2025 - Time: 12:01AM - 11:59PM
Apply for Diploma Programs - College of Health and Sport Sciences - Date: 25.05.2025 - 05.07.2025 - Time: 12:01AM - 11:59PM
Apply for Undergraduate Programs - College of Applied Studies Graduates - Date: 16.06.2025 - 23.06.2025 - Time: 12:01AM - 11:59PM
Apply for Admission of Undergraduate Programs - External Transfer - Date: 25.05.2025 - 05.07.2025 - Time: 12:01AM - 11:59PM
Apply for Admission of Undergraduate Programs - Visitor student - Date: 25.05.2025 - 05.07.2025 - Time: 12:01AM - 11:59PM

Figure 2 – Select the Request Type



6. Review the terms and conditions and click "I Agree" to continue the application process.
7. 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:

A screenshot of the University of Bahrain's admission system interface. The main window displays the 'UOB Admission Requests' section. Under 'Request Type', it says 'Apply for Admission of Undergraduate Programs - Date: 25.05.2025 - 05.07.2025 - Time: 10:00 AM - 12:00 PM'. The 'Terms & Conditions' section is active, showing a list of bullet points regarding application fees, data modification, and important notes. A modal window is overlaid on top of the main content, titled 'UNIVERSITY OF BAHRAIN'. It contains the text 'Please type your CPR number to check you application status' and a 'Submit' button. At the bottom of the modal, there are two buttons: 'I Agree' (blue) and 'I Don't Agree' (red). The background of the main window is slightly dimmed.

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:

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

The screenshot shows the 'UOB Admission Requests' form with the 'Basic Data' tab selected. The form includes a sidebar with navigation links: Basic Data, Secondary School Qualification, Contact Data, Applicant Preference, Documents, and Fees. The main content area contains a message: 'You will take applicant id after saving your data and pay the admission fees'. Below this, there are several input fields for personal data: Full Name (EN), Full Name (AR), Birth Date (2005-07-01), Birth Place (BAHRAIN), Nationality (BAHRAIN), Religion (Muslim), and Gender (Male). There are 'previous' and 'Next' buttons at the bottom.

Figure 4 - Basic Data tab

- b) Enter the secondary certificate data in the “Secondary School Qualification” tab, then press Next.

The screenshot shows the 'UOB Admission Requests' form with the 'Secondary School Qualification' tab selected. The sidebar navigation links are the same as in Figure 4. The main content area contains a message: 'You will take applicant id after saving your data and pay the admission fees'. Below this, there are several input fields for secondary school qualification data: Qualification Type (Secondary Certificates & Equivalents), Qualification Name (Secondary Certificate (Public)), Specialization (Unified Tracks Scientific), Country (BAHRAIN), School Name (ALHEDAYA ALKHALIFIA BOYS), Qualification Date (2025-07-01), Accum Grade Percent (85), and English Percent (90). There are 'previous' and 'Next' buttons at the bottom.

Figure 5 – Secondary School Qualification tab



- c) 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.

Figure 6 – Contact Data tab

- d) Select the desired preferences in the “Applicant Preference” tab, (Preference appears according to your high school track), then press Next.
- The applicant can re-arrange their selected preferences up/down (as shown in the figure 7), then press Next



Figure 7 – Applicant Preferences tab

e) Upload the required "Documents":

press the upload icon for the Mandatory / Optional required documents. The system will show a dialog to select the files to be uploaded as shown in the figure below:

- Secondary school certificate.
- A valid ID card or proof of renewal in case of expiry (non- Bahraini).
- A copy of a valid passport or proof of renewal in case of expiry.
- A colored photograph.
- Transcript (6 semesters).
- Educational Qualification attested by the Ministry of Education (Private School Student).
- A statement of good conduct issued by the school.
- Foreign applicants residing in Bahrain, provide a copy of a valid residence permit or proof of its renewal.
- Graduation certificate and transcript from a secondary school or its equivalent.
- Private school students: A statement, graduation certificate, and transcript issued by the Ministry of Education must be attached when submitting the application, along with a statement and graduation certificate and transcript of grades from the school. Also, documents can be uploaded, and data can be edited after the completion of the application process during the application period.
- Secondary school graduates from outside the Kingdom of Bahrain for Bahrainis and Gulf



nationals: please obtain the graduation certificate accreditation from the Ministry of Education.  
then press Submit.

UNIVERSITY OF BAHRAIN

Welcome, Applicant System  
2025/2026 [First]

UOB Admission Requests

Request Type  
Apply for Admission of Undergraduate Programs

CPR

Application Status  
New Application - Under Admission Officer Revision

Documents

Basic Data

Secondary School Qualification

Contact Data

Applicant Preference

Documents

Fees

You have to upload the following documents

Documents	Type	Action
Secondary School Certificate	Mandatory	
A valid ID card or proof of renewal in case of expiry (Non-Bahraini).	Optional	
A copy of a valid passport or proof of renewal in case of expiry.	Mandatory	
A colored photograph	Mandatory	
Transcript (6 semesters)	Mandatory	
Educational Qualification attested by the Ministry of Education (Private School Student)	Optional	
A statement of good conduct issued by the school	Mandatory	
Foreign applicants residing in Bahrain copy of a valid residence permit or proof of its renewal	Optional	

< previous

Submit

Figure 8 – Documents tab



f) 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.

The screenshot displays the e-Payment interface. At the top, it features the Government of Bahrain logo and the Bahrain Pay logo, which is labeled 'The National ePayment Platform'. Below this is an 'Instructions' section with a downward arrow icon, containing three bullet points: '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.', and 'Please don't refresh the page or click the back button in the browser until you finish the transaction.'.

Below the instructions is the 'Payment Information' section. It contains two rows of fields. The first row has 'Service Name' and 'Reference Number' on the left, and 'Personal Number' on the right. The second row has 'Total Amount' on the left. Below these fields is the 'Select Payment Method' section, which includes three radio button options: 'BenefitPay' (with a red 'B' icon), 'Debit Card' (with a red 'benefit' icon), and 'Credit Card' (with a credit card icon). The 'Credit Card' option is selected.

At the bottom of the form are two buttons: a blue 'Pay' button and a 'Cancel' button.

Figure 9 – e-Payment screen



### Third: Editing Documents, Applicant Information, Preferences, or Nationality

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"

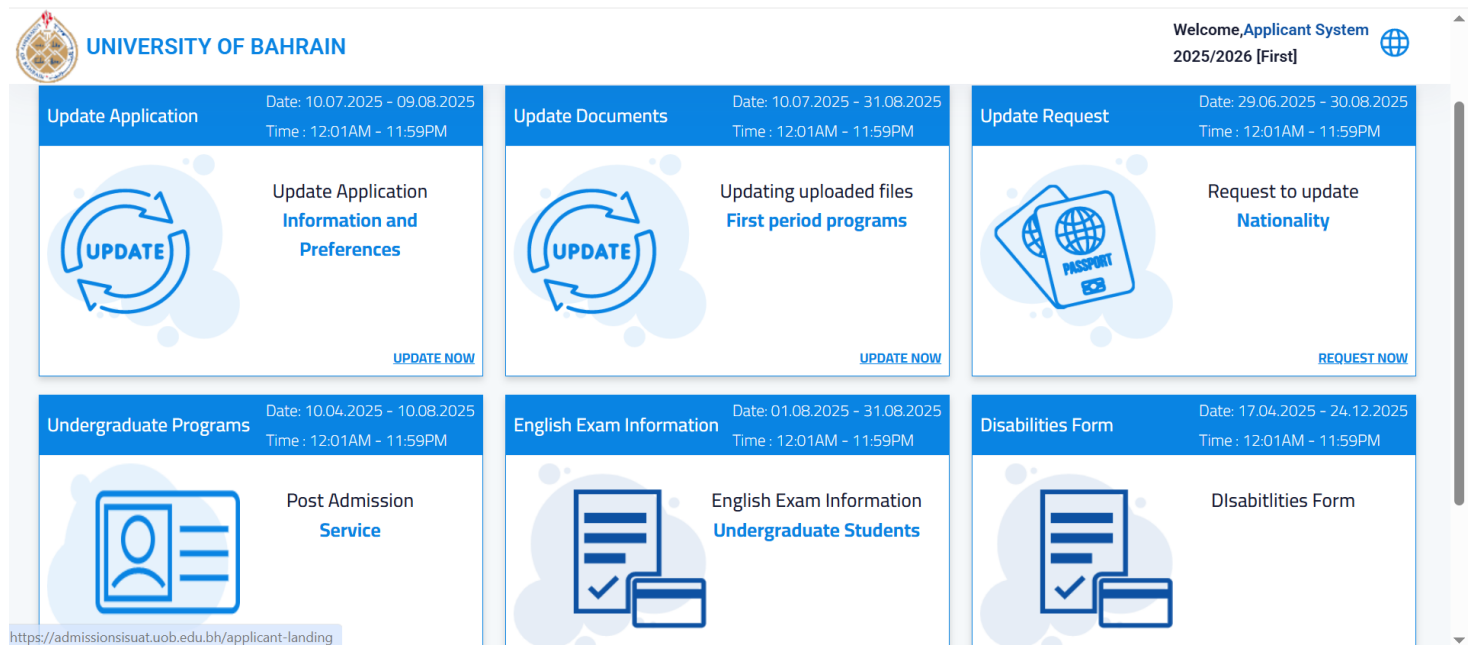


Figure 10 - main screen



## 1. Log in to the system:

- 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.)

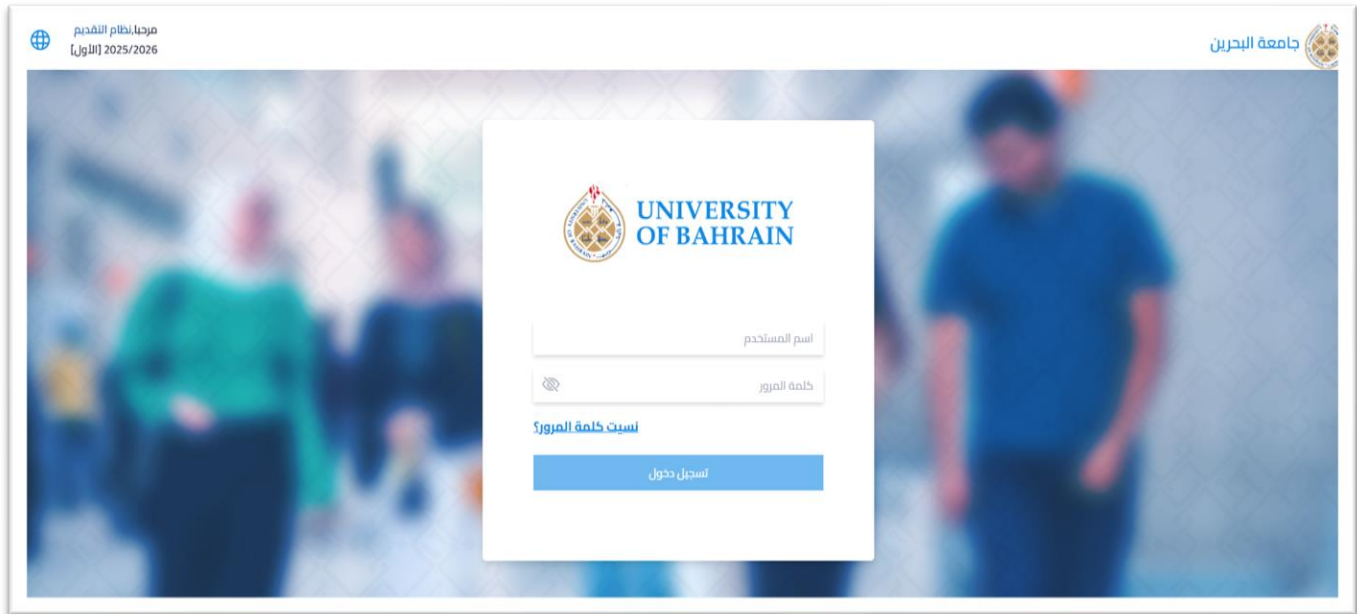



Figure 11 - Login screen

After successfully logging 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 "Update Uploaded Documents" , the system opens the documents screen as follows (Figure 12):



**UNIVERSITY OF BAHRAIN**

Welcome, Applicant System  
2025/2026 [First]

Logout

Admission Procedures

Applicant Name  
SS SS SS SS

CPR  
20111

Applicant ID  
202500284

Remarks : 1
















Documents	Type	Approved	Action
Secondary School Certificate	Mandatory / Original		 
CPR	Mandatory / Copy		 
Passport	Mandatory / Copy		 
New Colored Photo	Mandatory / Original		 
Academic Transcript	Mandatory / Original		 
Educational Qualification attested by the Ministry of Education (Private School Student)	Optional / Original		
Transcript from another university (if available)	Optional / Original		
Foreign applicants residing in Bahrain copy of a valid residence permit or proof of its renewal	Optional / Original		
A statement of good conduct	Mandatory / Original		 

Figure 12 - 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.



## B. Update Information and Preferences:

Click on “Updating Application Information and Preferences”, the system open the application wizard with the entered data for modification till the Contact Data as the following:

1. The applicant can update the basic information in the application, or leave the information as is, then press Next

UNIVERSITY OF BAHRAIN

Welcome, Applicant System  
2025/2026 [First]

UOB Admission Requests

Logout

CPR: 20111 Applicant ID: 202500284

**Basic data**

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

Basic data  
Secondary School  
Preferences  
Contact

Full Name (EN)  
SS SS SS SS

Full Name (AR)  
SS SS SS SS

Birth Date: 2000-12-30 Birth Place: BAHRAIN Nationality: BAHRAIN

Religion: Muslim Gender: Male

< previous Next >

Figure 13 – Basic Data tab

2. The applicant can modify the secondary school information or leave the data as is, then press Next

UOB Admission Requests

Logout

CPR: 896521 Applicant ID: 202500247

**Secondary School**

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

Basic data  
Secondary School  
Preferences  
Contact

Qualification Type: Secondary Certificates & Equivalents

Country: BAHRAIN

Accum Grade Percent: 88

Specialization: Please Select (Required)

Qualification Date: 2024-06-03

Are you sure to change the Qualification Information?, as your entered Preferences and Uploaded documents will be removed and re-enter them again!

Submit Cancel


< previous Next >

Figure 14– Secondary School tab



Note: in case of modifications, the system will raise warning message that the previously entered Preferences and uploaded documents will be removed and required to re-enter them again.

3. The applicant can reorder the preferences, modify them by deleting or adding, or leave the preferences as they are, then click "Next."

UNIVERSITY OF BAHRAIN

Welcome, Applicant System  
2025/2026 [First]

Logout

UOB Admission Requests

CPR  
896521

Applicant ID  
202500247

Basic data

Secondary School

**Preferences**

Contact

Applicant Preferences

Number	College	Program	Order	Actions
1	College of Arts	Bachelor of Arts in History - Major	Down	
2	College of Science	Bachelor of Science in Mathematics - Major	Down Up	
3	College of Engineering	Bachelor of Science in Chemical Engineering	Down Up	
4	College of Engineering	Bachelor of Science in Civil Engineering	Down Up	
5	College of Engineering	Bachelor of Architecture	Down Up	
6	College of Science	Bachelor of Science in Physics - Major	Down Up	
7	College of Science	Bachelor of Science in Actuarial Science	Up	

< previous

Next >

Figure 15– Preferences tab



4. The applicant can modify in the Contact information, or leave the data as is, with regard if modifying in the email, or mobile number, the system will require verification again.
5. Finally, applicant should press "Submit" button to send all the modifications to the system.
6. Or the applicant can press "Logout" button on the top to exit without apply any modifications.

The screenshot displays the 'Contact' tab within the 'UOB Admission Requests' system. The interface includes a header with the University of Bahrain logo and a 'Logout' button. Below the header, there are fields for 'CPR' (896521) and 'Applicant ID' (202500247). The 'Contact' tab is active, showing a sidebar with navigation options: 'Basic data', 'Secondary School', 'Preferences', and 'Contact'. The main content area is titled 'Provide your contact information' and contains several input fields: 'Email' (ddd@gmail.com), 'Mobile Number' (0101 234 5678), and 'Address' (11 11 11 11). There are also 'Verification Code' fields with 'Write code in 20' and 'Write code in 23' buttons. A 'Submit' button is highlighted with a red box at the bottom right. A '< previous' button is located at the bottom left.

Figure 16– Contact tab



## C. Update Nationality

After being accepted into a program, the applicant can update their nationality information if they have obtained Bahraini nationality or have requested to be treated as a Bahraini.

The system then displays the services available for the UG applicant, and depending on the admission calendar, the services not open will appear as disabled cards, and the open calendar services will appear as enabled cards, as shown below:

2. Log in to the Admission Website: [admission.uob.edu.bh](http://admission.uob.edu.bh)
3. Choose "Post Apply Services"
4. Log in to the system:
  - 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.)
5. Choose "Request to Update Nationality",

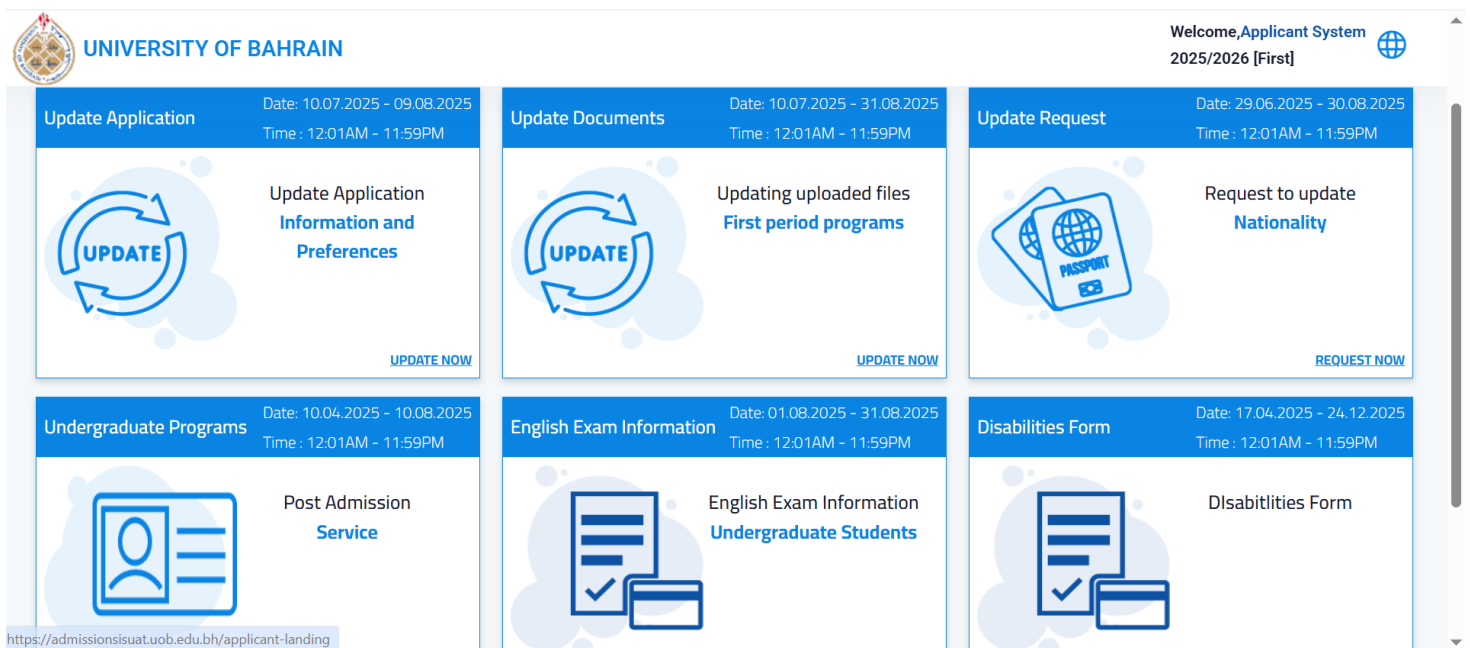



Figure 17– Available Services tab

The system opens the request to be filled as follows:

- Choose one option (Change Nationality, Bahraini Similarity)



- Then enter the Request details
- Then upload the necessary file
- Then press “Save”, to submit the request for review and approval from Admission department.

UNIVERSITY OF BAHRAIN

Welcome, Applicant System  
2025/2026 [First]

Change Student nationality request

The service of updating the nationality information for Bahraini students or non-Bahraini students (children of Bahraini women, children of Bahraini men, wife of Bahraini men or husbands of Bahraini women)

This service provides the option to update nationality information for newly admitted students, according to the following:

- Nationality Update: The student submits a request to update his nationality to the Bahraini nationality, for students who have recently obtained the honor of having the Bahraini nationality, or for students who have not updated their data at the Ministry of Education, by submitting the following required documents:
  - A copy of a valid passport.
  - A copy of a valid ID card.
- Treatment as a Bahraini A non-Bahraini student who is treated as a Bahraini student being a son or daughter of a Bahraini woman, a son or daughter of a Bahraini man, a wife of a Bahraini man, or a husband of a Bahraini woman so that they will be treated as a Bahraini in tuition fees, by submitting the following required documents:
  - Children of Bahraini women or Children of Bahraini men: a. A valid passport and ID card of the Bahraini mother or the Bahraini father. b. A copy of the marriage contract. c. A copy of the student's birth certificate
  - Wife of a Bahraini Man or the Husband of a Bahraini Woman: a. A valid passport and ID card of the Bahraini husband or Bahraini wife. b. A copy of the marriage contract.

How to Apply:

- Log on to the Student Information Management website (sis.uob.edu.bh). Enter the UOB Admission Requests link.
- Click on "Request to Update Nationality".
- Please enter (User Name = University Number) and (Password = Personal Number or ID Number).
- Please enter the correct information and upload the required documents.
- Please review the nationality update and that it is showing the correct nationality on the pledge page, and upon amendment, you can complete the admission confirmation procedures and pay the tuition fees.

Notes

- Please upload all documents in one file in a (PDF) format.
- After amending the nationality and changing the status of the application to (Approved), please enter the acceptance confirmation website and finish the procedures by paying the tuition fees within the specified period.
- Please contact the Student Service Center by phone, WhatsApp, or the smart chat system service at (00973) 16633366 or email [studentcc@uob.edu.bh](mailto:studentcc@uob.edu.bh) if the required documents are fulfilled.

New Request

☒ Change Nationality ☐ Bahraini Similarity

Request Details

Obtained the Bahraini Nationality

Upload File  
[Browse Attachment](#)

Save

Figure 18– Change Nationality Request



## Fourth: Post-Admission Service

1. Access the Student Information System website [sis.uob.edu.bh](https://sis.uob.edu.bh).
2. Access the link UOB Admission Requests.
3. Choose (Admission Post Service).
4. Enter the university ID in the username field and the password.
5. Click on "Admission Procedures", the system opens a wizard for the required information, which handles several cases for the applicant as follows:

### a) Preference Not Available

In case there are no available vacancies in the applicant's Preferences, the system displays an option for the applicant to be reconsidered if other vacancies are available in another program, then press Next

The screenshot shows the 'Admission Procedures' page for 'Not Accepted Applicants' on the University of Bahrain's Applicant System. The page header includes the University of Bahrain logo and name, the user's login information ('Welcome, Applicant System 2025/2026 [First]'), and a 'Logout' button. The main content area is titled 'Not Accepted Applicants' and contains a message to the applicant. The message states: 'Dear Applicant to Undergraduate Programs in the University of Bahrain for the Academic Year 2025/2026, Thank you for your applying to study at the University of Bahrain. We are sorry to inform that we cannot offer any of your program application preferences at this time. However, if you would like to have your application reconsidered once a vacancy for admission is available In College of Science, College of Engineering, College of Applied Studies, please press the Yes button below- during the period from July 31 to August 07, 2024; 2025; otherwise press No'. Below the message, there are two radio buttons: 'Yes' (selected) and 'No'. A 'Save your choice' button is located below the radio buttons. At the bottom of the page, it says 'Thanks for choosing Yes'.

Figure 19 – Unavailable Vacancies



## b) Accepted Applicants

After distribution, if the Applicant is accepted on specific preference, then enter the post-admission procedure to complete some information as follows:

- Read carefully the student pledge part,
- Then enter the Disabilities information if it exists, then press the “Accept” button

**Student Pledge**

Dear Applicant,

**Name:**  
GG GGG GGG GGG

**CPR No:**  
34534534

**Student No:**  
202500242

**Nationality:**  
BAHRAIN

**I declare and pledge:**  
1. that all information contained in my application is correct and that I may be held liable for any false information conformity with the original. If I provide any false information, I understand that I may be held liable for it.  
2. to abide and comply with all the [rules and regulations](#) of the University of Bahrain.

**Note for non-Bahraini students: In the event of amendment to the mentioned nationality, or if one of the parents is Bahraini, or Bahraini's wife, please follow the following steps:**

- Go to the (UOB Admission Requests) link.
- Click on (Request to Update Nationality).
- Kindly enter (User Name = University Number) and (Password = Personal Number or ID Number).
- Kindly enter the correct information and upload the required documents.
- Kindly review the nationality update and that it is showing the correct nationality on the pledge page, and upon amendment, you can complete the admission confirmation procedures and pay the tuition fees. In the event of any inquiry or issue, please contact the Student Service Center by phone, WhatsApp, or the smart chat system service on the number 16633366 or on the e-mail [studentcc@uob.edu.bh](mailto:studentcc@uob.edu.bh).

**Tuition fees for Bahraini students**

- Subsidized tuition fees for new Bahraini students will continue to be BD 8 per credit hour for the duration of the program, in addition to one semester, where the state will sponsor tuition fees of BD 72 per credit hour during the regular undergraduate stage.
- The study period for the student will be according to his study plan, and the support for the Bahraini student is as follows:
- During the study plan period and another additional semester: the tuition fee is subsidized for new students, which is BD 8 per credit hour.
- If the study period exceeds the study plan and the additional semester: the tuition fees are subsidized for new students by 50%, i.e., BD 40 per credit hour.
- If the study period exceeds the study plan, the additional semester, and the subsidized semester by 50%: the tuition fees will be at the cost price, i.e., BD 80 per credit hour.

**Tuition fees for Non-Bahraini students**

Tuition fees will be at the cost price (BD 80) per credit hour for non-Bahraini students who do not meet the concluded agreements or for students on scholarships from their countries according to agreements that regulate the affairs of mutual scholarships to study in the undergraduate programs.

**Confirm Admission**

1. Students pay 50% of the tuition fees to confirm admission (for Bahrainis 128 BD, and for non-Bahrainis 640 BD).
2. Students will be informed when to pay the remaining 50% later through the Student Information System <https://sis.uob.edu.bh>.
3. Failure to confirm admission in the announced period is an acknowledgment by the student that he does not wish to enroll in the university.

**Important notes for all students**

1. The introductory program (whether it is a semester or two semesters) is not part of the study plan period, but the study period is calculated from the start of the courses in the study plan.
2. The student data collected from the system, which might contain personal information, is confidential and is intended solely for the use of authorized personnel for official purposes. Any unauthorized use, disclosure, copying, or dissemination of this information is strictly prohibited.

**Notes for applicants with disabilities :**

In the insert of the University of Bahrain to assist you, please specify the type of disability according to the following :

☐ Hearing

☐ Blindness/visual

☒ Mobility or orthopedic

☐ Mentality

☐ No Disability

Diabetics × Cholesterol ×

Other

Accept

Figure 20– Student Pledge and Disabilities info.



- Then the system displays a screen with “Important Instructions”, then press “Accept”.

Instructions

### Important Instructions

#### Orientation Level Instructions

On September 2 and 3, 2024, the date and time of the English language placement test will be sent via SMS. Based on the result of the English language test, students will be classified (first level, second level or first year in the program). Classification of Orientation students at the first and second levels (according to Article No. 23 of the study and examination system at the University of Bahrain), as follows:

- Students with high school averages or grades or their equivalent - taking into account the provisions of Article 10 - shall be exempted from the Orientation Program according to the following conditions:
  - Students with a high school average of at least 90%.
  - Students with an average score of at least 90% in all English language courses at the secondary level/high school.
  - Students with a TOFEL certificate with a score of not less than 500, or an IELTS certificate with a score of not less than 5.5, provided that the student provides the university's English Language Center with the certificate before the start of the study.
  - Students graduating from IB and A.LEVEL schools are exempted from the Orientation Program.
- Students with an average in secondary school/high school from 70% to 89.99% are allowed to take the exemption exam from the Orientation Program in the English language, which is conducted by the English Language Center at the university, and accordingly, the day and date of the English language placement exam will be sent via text messages (SMS).
- The English Language Center classifies Orientation Program students into two levels: the first level (two semesters), or the second level (one semester), based on their results in the Orientation Program exemption exam.
- The student is exempted from the mathematics course MATHS001 if he/she holds a SAT/IB/AP certificate in mathematics or its equivalent, and the certificate can be submitted during the semester, and in the event that the student registers for the course, the fees paid based on this exemption are not refunded, and therefore it is possible to review the academic department - at the beginning of September - to submit the certificate to complete the course equivalency procedure.
- The student is exempted from the information technology course ITIS001 if he/she holds an AP/IP certificate in information technology, or a MOS/ICDL certificate or its equivalent, and this certificate can be submitted during the semester, and in the event that the student registers for the course, the fees paid based on this exemption are not refunded, and therefore it is possible to review the academic department - at the beginning of September - to submit the certificate to complete the course equivalency procedure.

#### For students accepted by the College of Applied Studies (Batch 2024 and later)

Students admitted to the programs of the College of Applied Studies can transfer when the following conditions are met:

- Passed the first semester of the Associate Diploma Program with a cumulative GPA of at least 3.5 out of 4.00 provided that 12 credits are achieved.
- Successfully passed the second semester of the Associate Diploma Program with a cumulative GPA of at least 3.00 out of 4.00 provided that 30 credits are achieved.
- Successfully Passed the Associate Diploma Program with a cumulative GPA of at least 3.00 out of 4.00.

#### Changing Preference Instructions

The period for changing program choices will be from July 31 to August 07, 2024, where a request to change desires can be submitted after completing the admission confirmation process on the date specified by the Deanship of Admission and Registration through (SIS). The applications will be considered for acceptance according to the university's rules and regulations and the vacancies available in academic programs, noting that scholarship students are not entitled to make a request to change the choice.

#### Cancel Admission Instructions

The period for cancelling the admission and tuition fee refund will be from September 1 to September 19, 2024. The service is available online via (SIS), by following the following steps:

- Enter the Student Information System website (sis.uob.edu.bh) by inputting the university number and the student's password.
- After clicking (Menu), choose (My Request) and then choose (Cancel Admission Request).
- Click on (Add Cancel Admission Request) h4, with that you have completed the application procedure for cancelling the admission. The request will be accepted automatically, and the request status will change from (New) to (Approved).

Accept

Figure 21 – Instruction screen



- Enter the information about the parent's academic degree, if any, then press "Accept".

Admission Procedures

Parent Academic Degree Survey

Did One or both parents finished university degree?

☒ Yes ☐ No

Did One or both parents got degree from UOB?

☒ Yes ☐ No

Please indicate highest academic degree

Relation
Father

Add Parent's Academic Degree

Close

Notes

College of Arts, Academic Year 1970

Add Parent's Degree

Close

Accept

Figure 22– Parents' Academic Degree screen

Admission Letter

University Of Bahrain  
Admission Department  
Department of graduates affairs

Name: GG GGG GGG GGG CPR No: 34534534 Student No: 202500242

Dear Student

We are pleased to be able to offer you a place in **Bachelor of Arts in History - Major** at the University of Bahrain in the academic year 2025/2026.

This offer is conditional on you attending and passing an exam (if any) to be conducted by the academic department concerned.

We will inform you in due course of your course schedule and the process of completing the payment of the course fees.

Congratulation on your successful application.

Department's Interview Date :-

Yours Sincerely,  
Department of Admission and Graduates Affairs

Important Notes:

- Admission in the following programs study is conditional on you attending and passing an exam to be conducted by the academic department concerned: All programs in the College of Health Sciences – All programs in the College of Engineering – B.A. in Mass Communication – B.A. in Tourism – B.A. in Arts and Design – B.A. in English Language and Literature – B.A. in History – B.Sc. in Actuarial Science . We will inform you of exam date in due course.
- You may print the offer letter above by clicking on the "Print" button to submit.
- We will inform you in due course of your course schedule and the process of completing the payment of the course fees.

Print letter

Proceed to complete payment and enrollment process

You are enrolled in the university

Figure 23– Admission Letter screen



- The system then displays the “Admission Letter” so that the applicant can print the letter.
- Finally, the applicant should press the “Proceed to complete payment and enrollment process” button as the system redirects the student to the payment instructions and the e-payment gateway to pay the enrollment fees.

**Payment Instructions**

### Important Notes for Acceptance Confirmation

Upon receiving you admission offer, you must pay the Offer Acceptance Fee (OAF) to reserve your seat at the University. The same fee will be later used as part of your schedule registration fees. Payment of the OAF will be made electronically during the period 31 July - 07 August 2024\*, Upon receiving you admission offer, you must pay the Offer Acceptance Fee (OAF) to reserve your seat at the University. The same fee will be later used as part of your schedule registration fees. Payment of the OAF will be made electronically during the period 31 July - 07 August 2024

- ✓ The OAF is BD 128/- for Bahraini students. Which is part of the tuition fees for your first semester at the university.
- ✓ The OAF is BD 640/- for Non Bahraini students. Which is part of the tuition fees for your first semester at the university.
- ✓ The period for Cancel of Admission and refund of Admission fees will be from September 01 to September 19, 2024.

**Online Payment**

**Steps for payment of the OAF**

- Payment of the OAF may be made through the e-government website Online Payment . Online Payment .
- The Username is your Student Number and the password is your CPR number .

Figure 24– Payment instructions