

<b>Procedure #</b>	AA-100-P1	<b>Revision #</b>	02
<b>Accessibility level</b>	A	<b>Effective date</b>	20 Jan 2021

## Admission of High School Students Procedure

### 1. Definitions

- 1.1. **Study Plan:** A set of compulsory, optional, and free courses, the sum of which constitutes the graduation requirements that the student must successfully pass in order to obtain the academic degree in the specified major.
- 1.2. **Academic Year:** Consists of two regular semesters (Fall and Spring) and an optional summer semester.
- 1.3. **Regular Semester / Semester:** A period of time not less than fifteen weeks in which academic courses are offered excluding the registration and final exams periods.

### 2. Procedure

- 2.1. Applications for the fall semester are accepted until mid July and applications for the spring semester are accepted until mid December.
- 2.2. Applicants are required to fill out the Admission Application Form available at the Office of Admissions and on the university website, and submit it with the following documents:
  - A certified copy of the Secondary Education Certificate or an equivalent certificate.
  - A certified copy of the National Skills Exam results, if applicable.
  - A copy of the National ID card or the Residence Permit (Iqama) for non-Saudis.
  - Two colored passport size photos.
  - “No- Objection” Certificate from employer, if applicable.

All documents received by the Office of Admissions become the property of FBSU, and thus cannot be returned.

- 2.3. The Admission Officer checks the application form data and the applicant’s documents for completeness and conformance to the conditions of admission to the university.
- 2.4. The applicant pays Non-refundable application fee of 1,000 SAR and retains the payment receipt.
- 2.5. The applicant then fills out the Online Admission Application on the admission website, saves the application and gets the application number.
- 2.6. The Admission Officer creates an applicant file containing the application number, the Admission Application Form, the applicant’s documents and a copy of the application fee payment receipt.
- 2.7. The applicant file is then passed to the Admission Committee that render its recommendation for admission based on applicants’ high school grades, the aptitude and/or the achievement tests results, the personal interview and the acceptance tests, if any.
- 2.8. Once an applicant is admitted, the Admission Officer uploads the applicant’s information on the SIS system and the applicant is issued a university number and student’s ID.

## Admission Policy

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- 2.9. The university number is recorded on the student's file and handed over to the Files Officer at the Admission and Registration for safekeeping.
- 2.10. The Information Technology Center provides the admitted student an access to the SIS and creates a student e-learning and email accounts.
- 2.11. The chairperson of the department in which the student is admitted assigns the admitted student to an academic advisor.
- 2.12. The Registrar's Office notifies accepted students of their admission and informs them of the date and the schedule of activities of the Orientation Day.
- 2.13. The Registrar's Office provides admitted students with a copy of the University Catalogue and a pamphlet containing all the necessary guidelines to proceed to the registration and payment processes.
- 2.14. Admitted students are expected to attend the Orientation day and learn among other things about the registration requirements, study plan and registration schedule. Students' registration occurs on the published dates.

### 3. Related Documents

- 3.1. Admission Application for Undergraduate Programs (AA-100-F1)