



# Directions and Procedures

## **Instructions and Procedures:**

The Agency for Scholarship and Training Affairs is the authorized entity to study scholarship requests, provide appropriate recommendations on the applications, and consider post-scholarship services.

### **Services Provided by the Agency for Scholarship and Training Affairs:**

1. Financial guarantee request (General/Special).
2. External scholarship.
3. Internal scholarship.
4. Post-scholarship services (Extension of scholarship, promotion of scholarship, scientific trips, change of major, transfer from university, attendance at conferences, financial compensation, studying courses remotely, and ending scholarship without obtaining the degree).

## **Financial Guarantee:**

This is a service provided by the Agency for Scholarship and Training Affairs to candidates, assisting them in applying for admission to globally and locally accredited universities recommended by the Ministry of Education. The university must be among the top 200 universities according to one of the following rankings (QS, Times Higher Education, Shanghai, U.S. News) or among the top 200 universities in the specific field. Candidates can verify recommended universities and programs through the University Ambassador portal at <https://ru.moe.gov.sa/Search>.

### **The financial guarantee is divided into:**

- **General Financial Guarantee:** This is a financial guarantee provided to candidates without specifying a university name, allowing candidates to apply to multiple universities in various countries.
- **Specific Financial Guarantee:** This is a financial guarantee provided to candidates with a specified university name for their scholarship. It includes the candidate's information and the address of the cultural attaché of the country where they have obtained or will obtain their academic acceptance.

### **External Scholarship:**

The nomination process occurs in two stages:

**Stage One (Submitting a New Application):** This involves submitting an application that includes the initial information for the scholarship along with personal documents, aimed at obtaining the Ministry of Education's approval and issuing the financial guarantee (general or specific) from the university.

**Stage Two (Completing the Application After Receiving University Acceptance):** This takes place once the financial guarantee is issued along with acceptance from the desired university, provided it is among the top 200 universities according to one of the following rankings (QS, Times Higher Education, Shanghai, U.S. News) or among the top 200 universities in the specific field. This is aimed at obtaining the university's approval for the scholarship through the relevant councils (Department Council, College Council, Permanent Committee for Scholarships and Training, University Council).

### **Internal Scholarship:**

The nomination process occurs in only one stage (Nomination for Internal Scholarship): The application is submitted upon receiving acceptance from the desired university, aimed at obtaining the university's approval for the scholarship through the relevant councils (Department Council, College Council, Permanent Committee for Scholarships and Training, University Council).

### **Post-Scholarship Services:**

These are services provided after receiving the scholarship decision (external or internal), aimed at assisting the scholarship recipient in completing their degree. The internal scholarship recipient submits their application through the "Mubtakir" system, while the external scholarship recipient uses the "Safir" system, to obtain the appropriate recommendations for issuing the administrative decision for the scholarship recipient. Therefore, it is advisable to submit the application with sufficient time for it to be reviewed by the relevant councils (Department Council, College Council, Permanent Committee for Scholarships and Training, University Council).

## **Scholarship Procedures:**

### **External Scholarship:**

1. Submit an application for an external scholarship through the "Mubtakir" system to obtain the financial guarantee and forward it to the Ministry of Education for their approval.
2. Complete the application after receiving acceptance from a university recommended by the Ministry of Education, ensuring it is among the top 200 universities according to one of the following rankings (QS, Times Higher Education, Shanghai, U.S. News) or among the top 200 universities in the specific field.
3. Present the application to the internal supervisor in the college or deanship to obtain recommendations and program approval.
4. Present the application to the Department Council for recommendations.
5. Present the application to the College Council for recommendations.
6. Present the application to the Scholarship and Training Committee.
7. Submit a financial link to the Ministry of Education for approval of expenditures.
8. Present the application to the University Council for approval of the committee's recommendations.
9. Confirm travel readiness by attaching proof of obtaining a travel visa through the "Mubtakir" system after the application has been closed by the University Council.
10. The scholarship decision should be issued one month before the start date of studies, provided that the travel visa is obtained and the Ministry of Education approves the external scholarship and financial link.
11. Submit a request for release through the electronic services – Administrative Services.
12. Submit a request for a travel order through the electronic services – Administrative Services.
13. Contact the Agency for Scholarship Affairs to open a file on the Safir portal for external scholarships.

### **Internal Scholarship:**

1. Submit an application for an internal scholarship after receiving university acceptance.
2. Present the application to the internal advisor in the college or deanship to obtain recommendations and program approval.
3. Present the application to the Department Council for recommendations.
4. Present the application to the College Council for recommendations.
5. Present the application to the Scholarship and Training Committee.
6. Present the application to the University Council for approval of the committee's recommendations.
7. The scholarship decision should be issued one month before the start date of studies.
8. Submit a request for release through the electronic services – Administrative Services.
9. Submit a request for a travel order through the electronic services – Administrative Services.

