



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
عمادة الدراسات العليا
Deanship of Postgraduate Studies
شؤون الأبحاث والتدريب
Scholarship and Training Affairs

Directions and Procedures



MARKETING UNIT
وحدة التسويق
بعمادة البحث العلمي
DEANSHIP OF SCIENTIFIC RESEARCH

Directions and Procedures:

The Scholarship and Training Agency is authorized to examine scholarship applications, make appropriate recommendations on the application, and consider post-scholarship services.

Services Provide by the Scholarship and Training Agency

- 1) Foreign scholarships
- 2) Internal scholarships
- 3) Post-scholarship services (scholarship extension, scholarship promotion, scientific trips, changing majors, university transfers, attending conferences, termination of a scholarship before obtaining a degree)
- 4) Requesting financial guarantee (general/specific)

Foreign Scholarships:

The nomination occurs in two stages:

- The first stage (submitting a new request): Submit an application that includes the primary information for the scholarship in addition to personal documents, in order to obtain the approval of the Ministry and the issuance of financial guarantee (general or specific) from the university.
- The second stage (completing the application after receiving the university's approval): Occurs when the financial security is issued, in addition to the acceptance of the university where the scholarship will take place, in order to obtain the university's approval for scholarships through the concerned councils: Department Council – College Council – Training and Scholarship Committee – University Council – University President.

Internal Scholarships:

• The nomination occurs in one stage (nomination for internal scholarships): The application is submitted upon obtaining acceptance from the university where the scholarship will take place, in order to obtain the university's approval for scholarship through the concerned councils: Department Council - College Council - Training and Scholarship Committee - University Council - University President.

Post-scholarship Services:

Services that are provided after the attainment of a scholarship (foreign or internal) which aims to help the scholarship holder achieve the degree. For internal scholarship holders, the submission is done through the scholarship system. As for foreign scholarship holders, the submission is done through the ambassador system in order to receive the appropriate recommendations for the issuance of the administrative decision regarding the scholarship. Therefore, it is recommended to submit the request early enough for it to be presented to the concerned councils (Department Council, College Council, Scholarship and Training Committee, College Committee, University President).

Financial Guarantee:

A service provided by the Scholarship and Training Agency to the candidate that helps him to apply for admission to various universities around the world recommended by the Ministry of Education. The recommended universities and programs can be confirmed through the universities' ambassador website (سفیر الجامعات) .
<https://ru.moe.gov.sa/Search>

The financial guarantee is divided into:

• **General financial guarantee:** A financial guarantee provided for the candidate, without specification, which the candidate can apply to more than one university in different countries.

• **Specific financial guarantee:** A financial guarantee provided for the candidate, while specifying the university where the scholarship takes place, which mentions the candidate's information and the address of the cultural representative of the country in which he/she will receive an admission.

Scholarship Procedures:

• **Foreign Scholarships**

1) Applying for an external scholarship through the financial guarantee system and submitting it to the Ministry of Education to obtain their approval for the scholarship.

2) Complete the application after obtaining a university acceptance recommended by the Ministry of Education (university and study program).

3) Presenting the request to the internal supervisor at the college or deanship to receive their recommendations and approval for the program.

4) Presenting the request to the department council to receive their recommendations.

5) Presenting the request to the College Council to receive their recommendations.

6) Presenting the request to the Scholarship and Training Committee to receive their recommendations.

7) Presenting the request to the University Council to receive approval of the committee's recommendations.

8) Confirmation of travel readiness by attaching proof of obtaining a travel visa through a scholarship system after finishing the application by the University Council.

9) Issuance of the scholarship decision one month before the start of the study, provided (obtaining a travel visa and approval of the Ministry of Education for foreign scholarships).

10) Submit a release request through electronic services > administrative services.

11) Applying for a boarding order through electronic services > administrative services.

12) Communicate with the Scholarship Affairs Agency to open a file on the Safir portal for foreign scholarships.

• Internal Scholarships

1) Applying for an internal scholarship after obtaining a university acceptance.

2) Presenting the request to the Internal Supervisor at the college or deanship to receive recommendations and approval for the program.

3) Presenting the request to the Department Council to receive recommendations.

4) Presenting the request to the College Council to receive recommendations.

5) Presenting the request to the Scholarship and Training Committee.

6) Presenting the request to the University Council to receive approval for the committee's recommendations.

7) Issuance of the scholarship decision one month before the beginning of the program.

8) Submit a release request through electronic services > administrative services.

9) Apply for a boarding order through electronic services > administrative services.

