

Admission and  
Registration Unit  
E-services



وحدة القبول و التسجيل  
الخدمات الإلكترونية

# الخدمات الإلكترونية للطلبة Student E-services

لتقديم إفادات / كشف العلامات الرسمي  
statements/official transcript



## To use the service :

(1): Go to Al Ain university website **aau.ac.ae**

(2): Enter to E-Service Page

## اختيار الخدمة

(1): الدخول على الموقع الإلكتروني **aau.ac.ae**

(2): الدخول على صفحة الخدمات الإلكترونية

The screenshot displays the Al Ain University website interface. The browser's address bar shows 'aau.ac.ae/ar' with a red box and an arrow labeled '(1)' pointing to it. The website header includes the university logo, navigation menus (About AAU, Academics, Admission, Students, Research, Alumni, Centers, Library, Media), an 'Apply Now' button, and a search icon. A large banner image shows hands typing on a laptop. Below the banner, a red button says 'FOR MORE INFORMATION'. A red box and arrow labeled '(2)' point to the 'E-Services' icon in a row of service tiles. Other tiles include 'Academic Calendar', 'Online Courses', 'AAU EMAIL', and 'IELTS / TOEFL testing'. The 'Colleges' section is visible at the bottom.

(3): Click On **STUDENT SELF-SERVICE** Option

(3): اضغط على خيار **الخدمة الذاتية للطلبة**



## E-Services

🏠 / E-Services

### E-Services

Sustainability

Directory

Vacancies

E-Services

FAQ

Contact Us

### E-Services

(3)



Student Self-Service

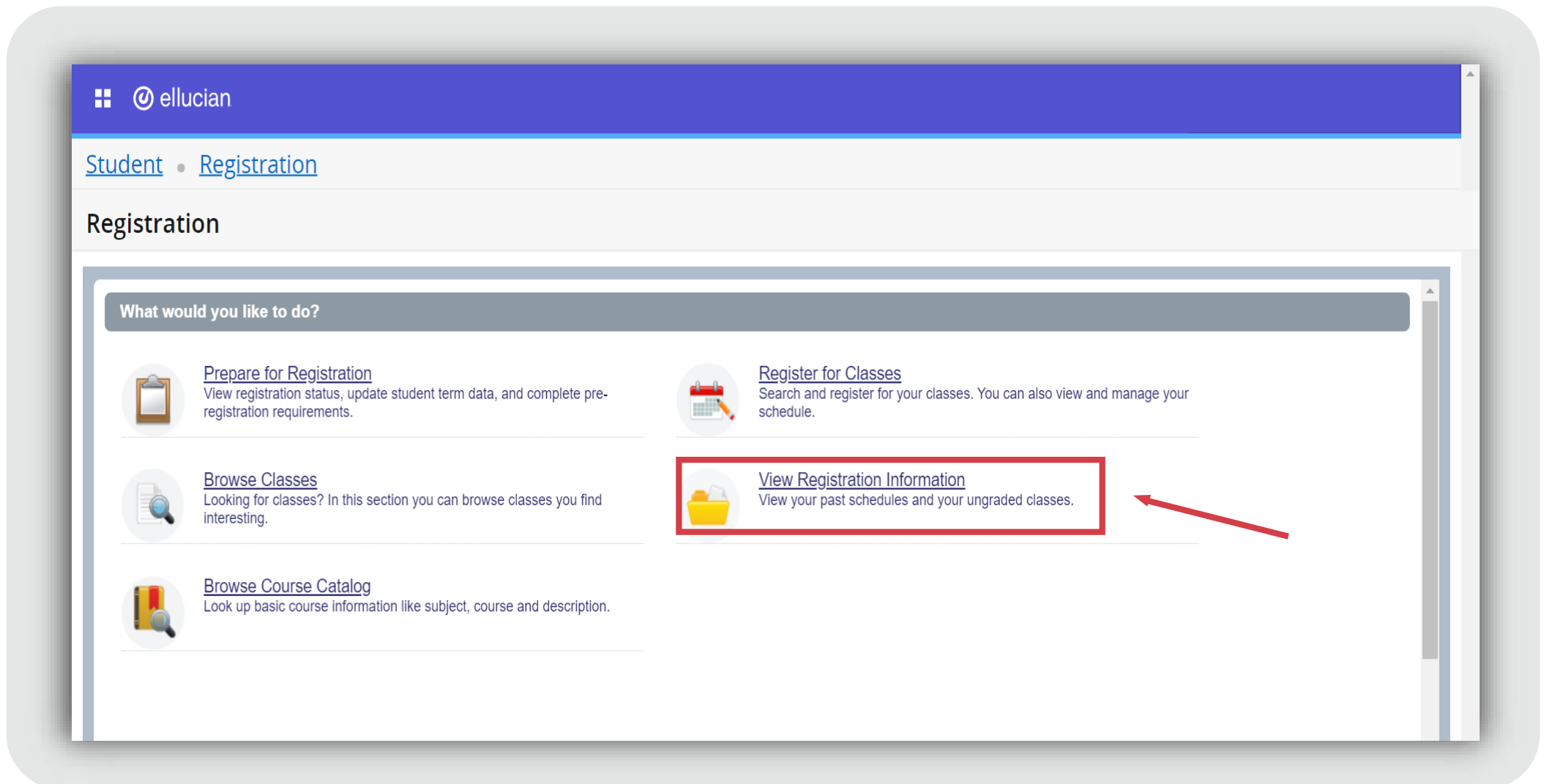


Faculty Self-Service



Online Admission





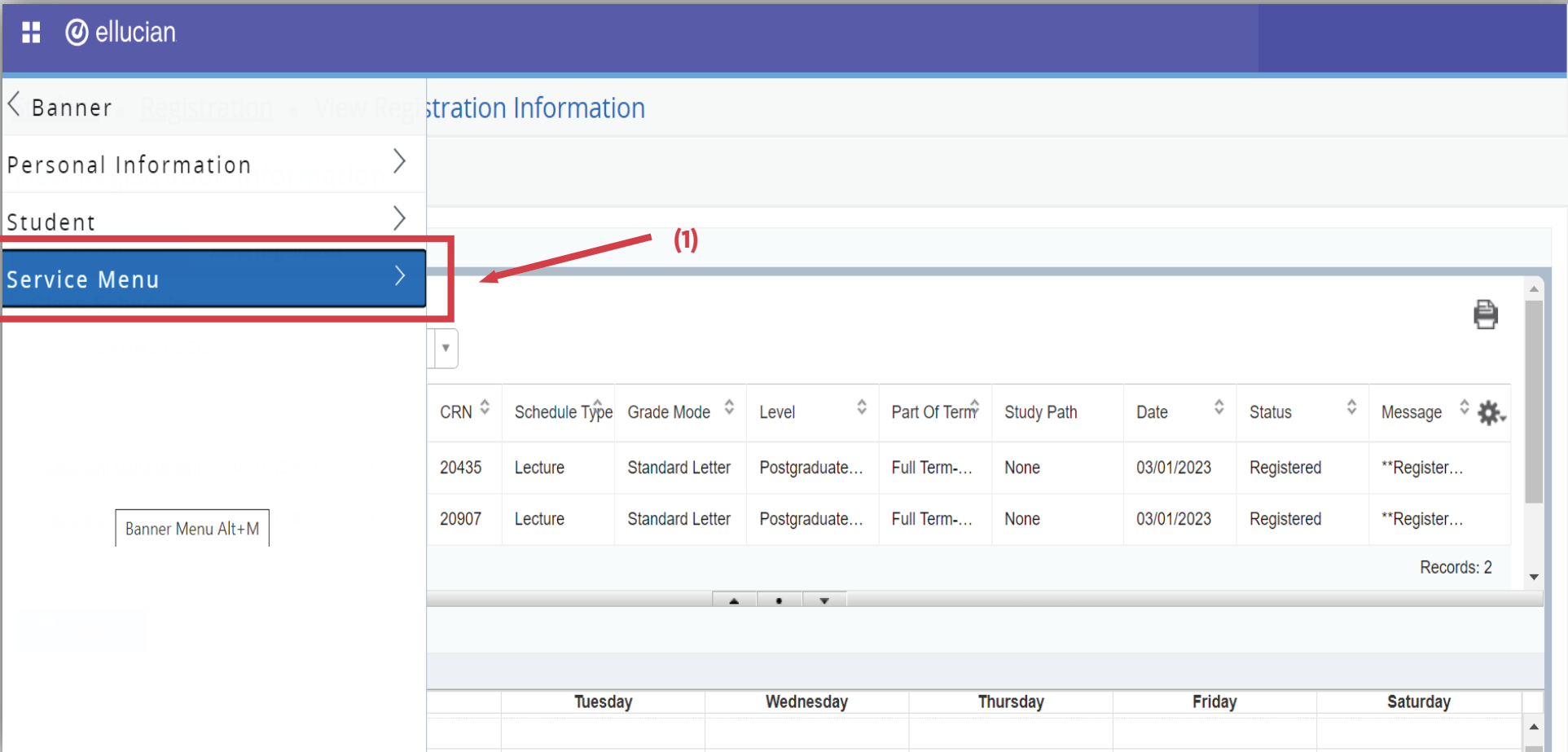
The screenshot shows the 'ellucian' Student Registration page. The breadcrumb trail is 'Student • Registration'. The main heading is 'Registration'. Below this is a section titled 'What would you like to do?' containing five interactive cards:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**: View your past schedules and your ungraded classes. This card is highlighted with a red border and a red arrow pointing to it from the right.
- Browse Course Catalog**: Look up basic course information like subject, course and description.



To submit the official statements request  
(To Whom It May Concern)

لتقديم طلب الإفادات الرسمية  
(لمن يهمه الأمر)

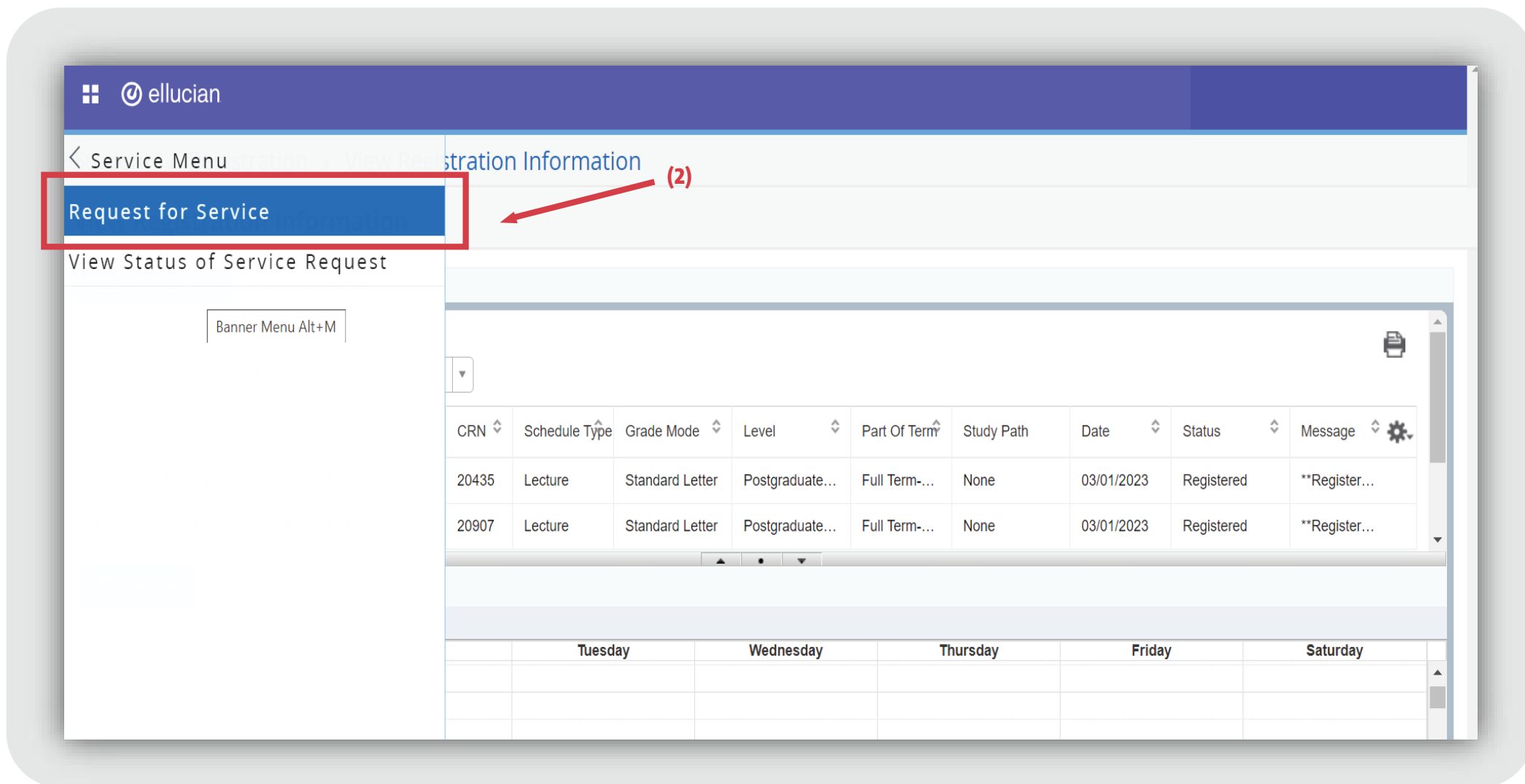


The screenshot shows the ellucian system interface. The left sidebar contains a menu with the following items: Banner, Personal Information, Student, and Service Menu. The 'Service Menu' item is highlighted with a red box and a red arrow labeled '(1)'. The main content area displays a table of registration information with the following columns: CRN, Schedule Type, Grade Mode, Level, Part Of Term, Study Path, Date, Status, and Message. The table contains two rows of data.

CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
20435	Lecture	Standard Letter	Postgraduate...	Full Term...	None	03/01/2023	Registered	**Register...
20907	Lecture	Standard Letter	Postgraduate...	Full Term...	None	03/01/2023	Registered	**Register...

Records: 2

Banner Menu Alt+M



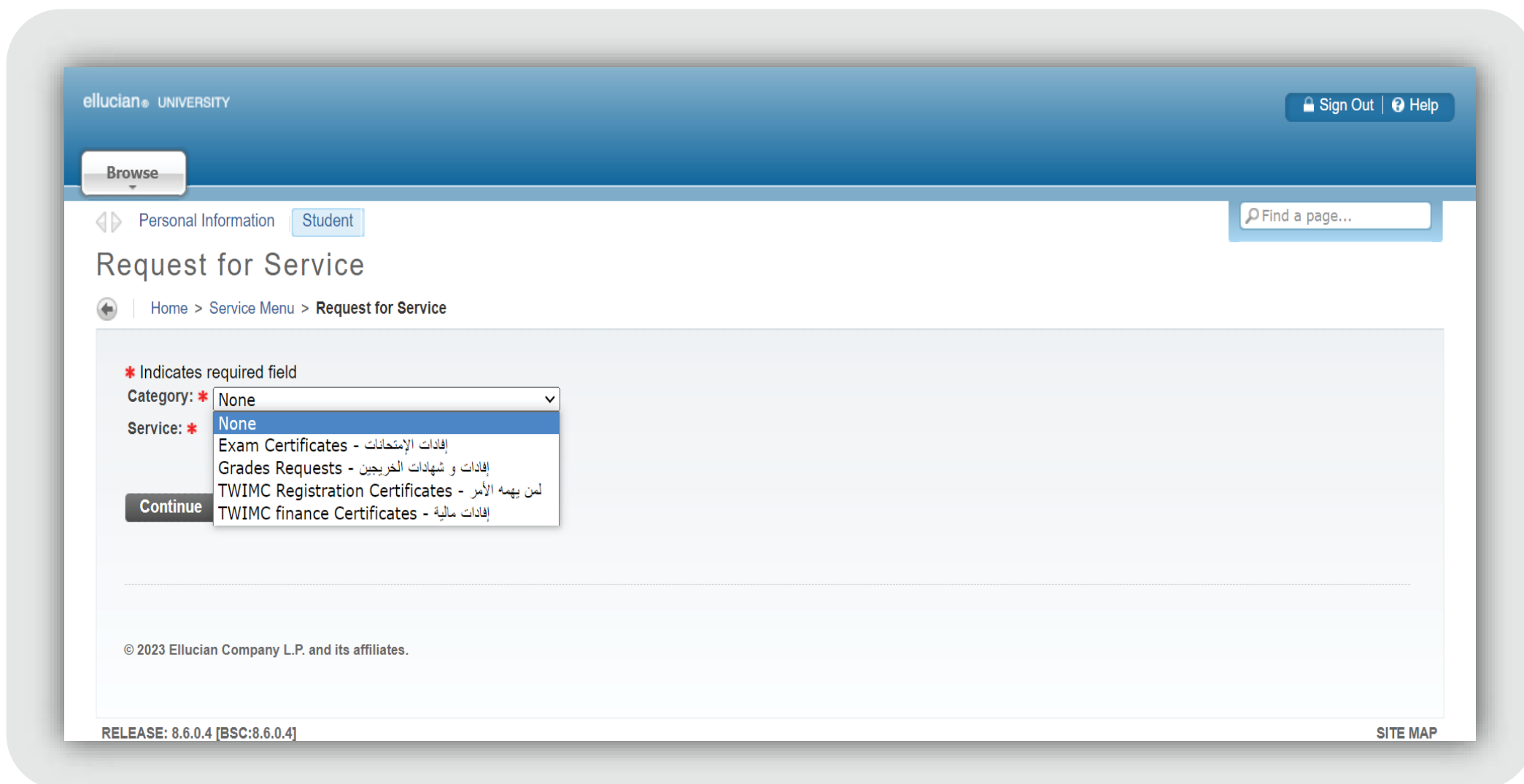
The screenshot shows the ellucian web application interface. At the top, there is a blue header with the ellucian logo. Below the header, there is a navigation menu with a back arrow and the text 'Service Menu'. A red box highlights the 'Request for Service' menu item, and a red arrow points to it with the number (2). Below the menu, there is a section titled 'View Status of Service Request' with a 'Banner Menu Alt+M' button. The main content area displays a table with the following data:

CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
20435	Lecture	Standard Letter	Postgraduate...	Full Term-...	None	03/01/2023	Registered	**Register...
20907	Lecture	Standard Letter	Postgraduate...	Full Term-...	None	03/01/2023	Registered	**Register...

Below the table, there is a calendar view showing the days of the week: Tuesday, Wednesday, Thursday, Friday, and Saturday.

## Choose the request

## تحديد طلب الإفادة



ellucian UNIVERSITY

Sign Out | Help

Browse

Personal Information Student

Find a page...

### Request for Service

Home > Service Menu > Request for Service

\* Indicates required field

Category: \* None

Service: \* None

- Exam Certificates - إفاذات الإمتحانات
- Grades Requests - إفاذات و شهادات الخريجين
- TWIMC Registration Certificates - لمن بهمه الأمر
- TWIMC finance Certificates - إفاذات مالية

Continue

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## Choose the request

## تحديد طلب الإفادة

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**Browse**

Personal Information **Student**

## Request for Service

Home > Service Menu > Request for Service

\* Indicates required field

Category: \* To Whom it May Concern letters- Registration Certificates

Service: \* **None**

**Continue**

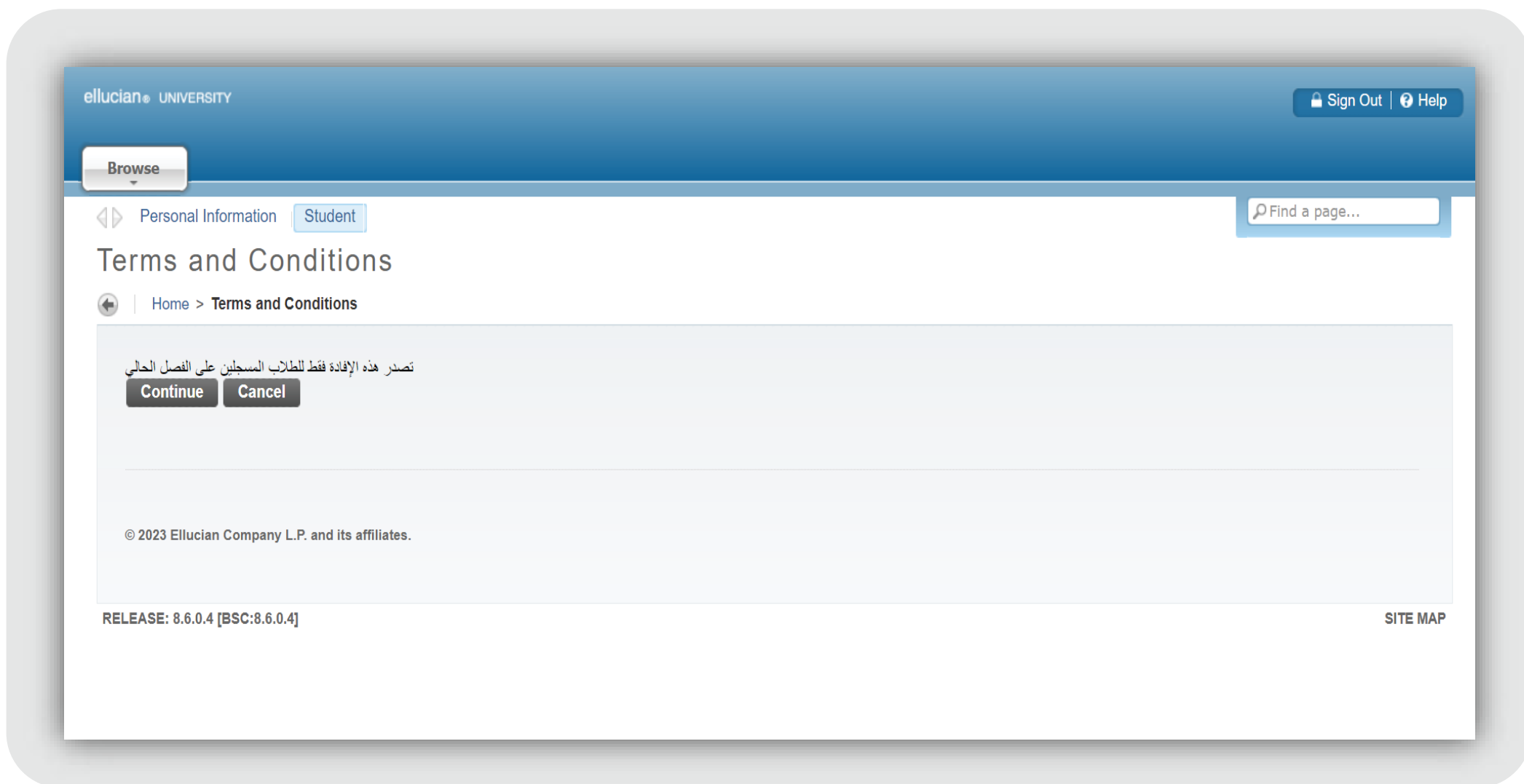
- Student Official Transcript - كشف درجات رسمي
- attendance Certificate - (طالب غير منتظم) إفادات استمرارية الدراسة
- changing major certificate - إفادة تغيير التخصص
- Admission date certificate - إفادات القبول
- Graduation expectation certificate - إفادات توقع التخرج
- Official statement proving study in English for registered students - إفادة اثبات دراسة باللغة الانج
- Regular attendance Certificate - (طالب منتظم أو مسجل في الفصل الحالي) إفادات استمرارية الدراسة
- beginning and ending of the Semester certificate - إفادات بداية ونهاية الفصل
- Student Regularity certificate - إفادة انتظام دراسي (غير خريج)

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Please **check the details and conditions** of submission

يرجى التأكد من **تفاصيل و شروط** تقديم الإفادة



The screenshot shows the Ellucian University website interface. At the top, there is a blue header with the logo "ellucian UNIVERSITY" on the left and "Sign Out | Help" on the right. Below the header, there is a "Browse" button. The main content area is titled "Terms and Conditions" and includes a breadcrumb trail "Home > Terms and Conditions". A search bar with the text "Find a page..." is located in the top right corner. The main text area contains the following text: "تصدر هذه الإفادة فقط للطلاب المسجلين على الفصل الحالي" followed by "Continue" and "Cancel" buttons. At the bottom of the page, there is a copyright notice: "© 2023 Ellucian Company L.P. and its affiliates." and a "SITE MAP" link in the bottom right corner. The release information "RELEASE: 8.6.0.4 [BSC:8.6.0.4]" is displayed in the bottom left corner.

## Fill in all the required details

## تعبئة كامل التفاصيل المطلوبة

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Browse

Personal Information Student Find a page...

### Service Request Detail

Home > Service Request Detail

\* Indicates required field

Service: Beginning and ending of the Semester certificate - إقادات بداية ونهاية الفصل

Service Description:

Estimated Delivery Date: Jul 31, 2023

Delivery Method: \*

Language/اللغة: \*

Term: \* الاختبار الفصل الدراسي و السنة الدراسية للإقادة

Used/ الاستخدام: \*

Addressed To/الجهة الموجهه اليها:

Payment Method - طريقة الدفع: \*

Comments to service:

Save Cancel



يرجى ارسال الإيصال على **بريد المالية** في حال كان الدفع عن طريق **تحويل بنكي**

Please send the receipt to the **Finance Mail** in the event that the payment was by **bank transfer**

**an-financestaff@aau.ac.ae**  
**ad-financestaff@aau.ac.ae**

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Browse

## Service Request Detail

Find a page...

Home > Service Request Detail

\* Indicates required field

Service: Quizzes Exam Letter completed - إجازات الاختبارات السعي أنجز -

Service Description:

Estimated Delivery Date: Jul 27, 2023

Delivery Method: \* None Urgent-50.00 عاجل 50.00

Total Amount: 50.00

Language/اللغة: \* Arabic

Term/اختيار الفصل الدراسي و السنة الدراسية للافاده: \* 202310

Used/الاستخدام: \* Internal-داخل الدولة


Addressed To/الجهة الموجهه اليها: لمن يهيمه الأمر

Payment Method - طريقة الدفع: \* Bank transfer - تحويل بنكي

Comments to service:

All applications submitted by the student will appear **after the completion of the application**

يتم ظهور كامل الطلبات المقدمة من قبل الطالب **بعد الانتهاء من التقديم**



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Browse

Personal Information Student

## View Status of Service Request

Home > Service Menu > View Status of Service Request

### Requested Services

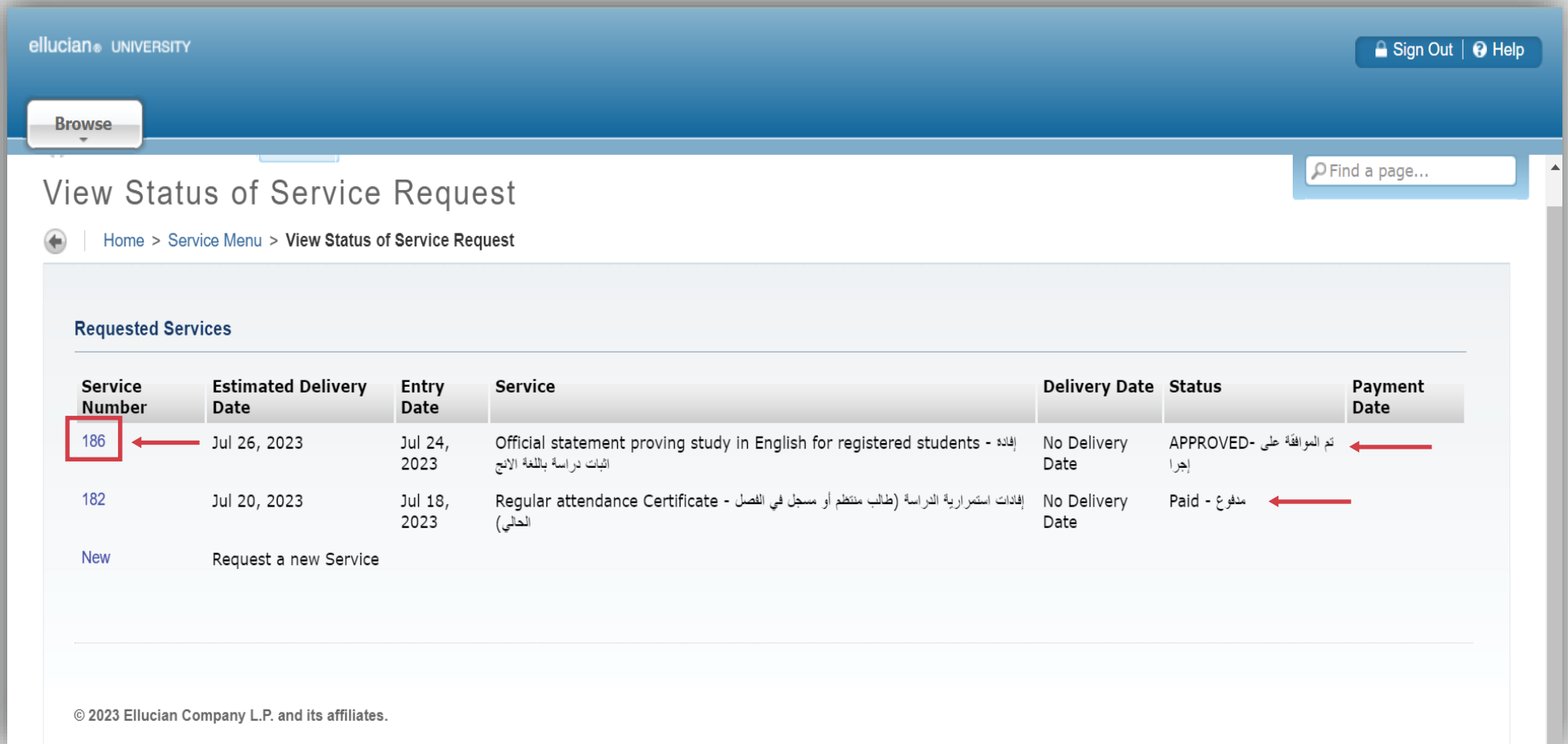
Service Number	Estimated Delivery Date	Entry Date	Service	Delivery Date	Status	Payment Date
186	Jul 26, 2023	Jul 24, 2023	إفاده اثبات - Official statement proving study in English for registered students - دراسة باللغة الانج	No Delivery Date	SUBMIT- تم استلام الطلب	
182	Jul 20, 2023	Jul 18, 2023	إفادات استمرارية الدراسة (طالب منتظم أو مسجل في الفصل الحالي)	No Delivery Date	Paid - مدفوع	
New	Request a new Service					

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The student can follow the status of the service from the **Status** field

To see the comments within the application, please click on the **service number**

يمكن للطالب متابعة حالة طلبه من خانة **Status**  
لمعرفة التعليقات داخل الطلب يرجى الضغط على  
**رقم الخدمة**



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Browse

Find a page...

## View Status of Service Request

Home > Service Menu > View Status of Service Request

### Requested Services

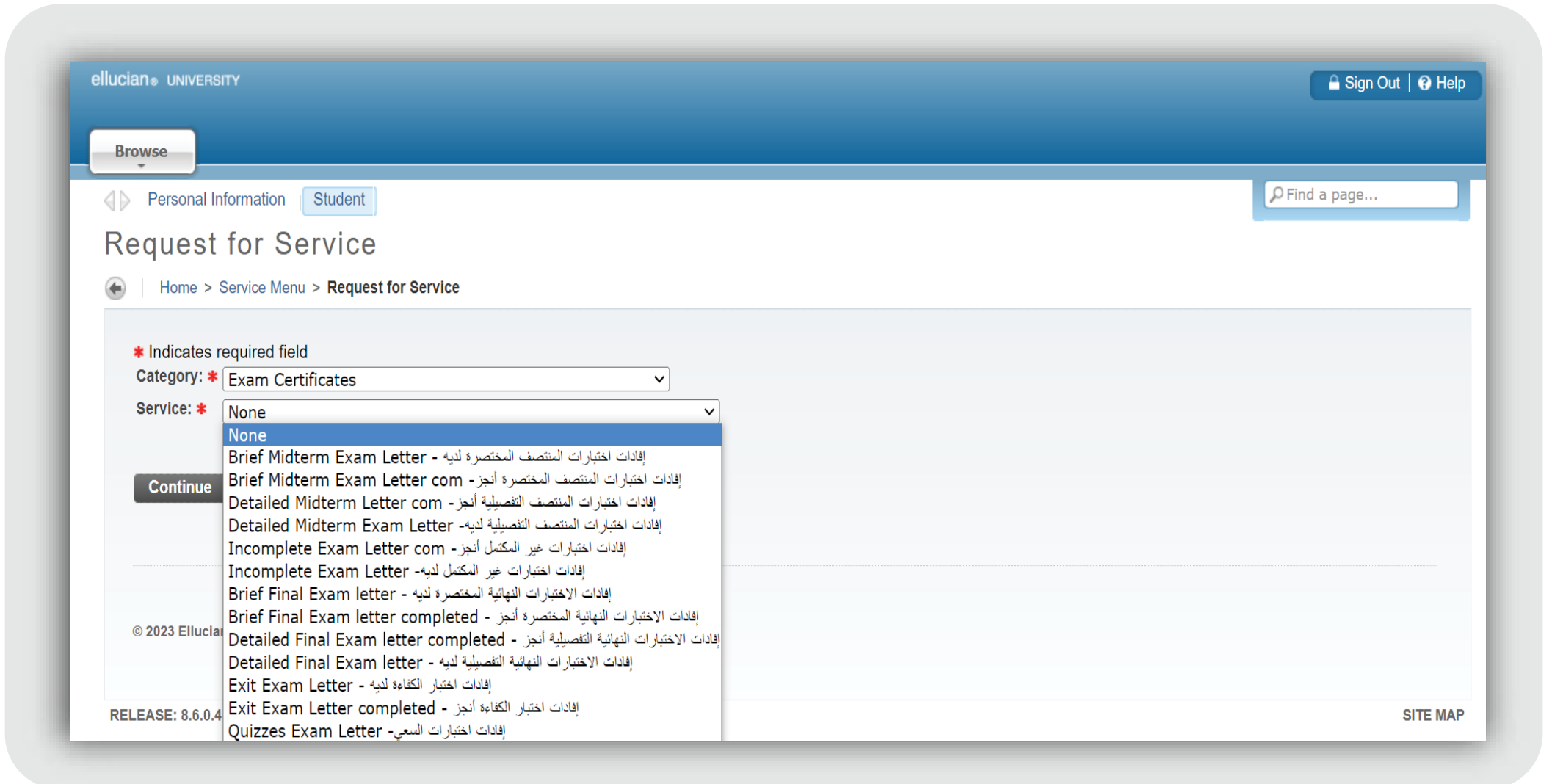
Service Number	Estimated Delivery Date	Entry Date	Service	Delivery Date	Status	Payment Date
186	Jul 26, 2023	Jul 24, 2023	Official statement proving study in English for registered students - إظهار إثبات دراسة باللغة الانجليزية	No Delivery Date	APPROVED- تم الموافقة على إجرا	
182	Jul 20, 2023	Jul 18, 2023	Regular attendance Certificate - إجازات استمرارية الدراسة (طالب منتظم أو مسجل في الفصل الحادي)	No Delivery Date	Paid - مدفوع	
New	Request a new Service					

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## Exam Certificate

All about exam testimonials  
(quiz, midterm, final, incomplete)

كل ما يخص إفادات الإمتحانات  
(السعي، المنتصف، النهائي، الغير مكتمل)



ellucian UNIVERSITY Sign Out | Help

Browse

Personal Information Student Find a page...

### Request for Service

Home > Service Menu > Request for Service

\* Indicates required field

Category: \* Exam Certificates

Service: \* None

- None
- Brief Midterm Exam Letter - إفادات اختبارات المنتصف المختصرة لديه
- Brief Midterm Exam Letter com - إفادات اختبارات المنتصف المختصرة أنجز -
- Detailed Midterm Letter com - إفادات اختبارات المنتصف التفصيلية أنجز -
- Detailed Midterm Exam Letter - إفادات اختبارات المنتصف التفصيلية لديه -
- Incomplete Exam Letter com - إفادات اختبارات غير المكتمل أنجز -
- Incomplete Exam Letter - إفادات اختبارات غير المكتمل لديه -
- Brief Final Exam letter - إفادات الاختبارات النهائية المختصرة لديه -
- Brief Final Exam letter completed - إفادات الاختبارات النهائية المختصرة أنجز -
- Detailed Final Exam letter completed - إفادات الاختبارات النهائية التفصيلية أنجز -
- Detailed Final Exam letter - إفادات الاختبارات النهائية التفصيلية لديه -
- Exit Exam Letter - إفادات اختبار الكفاءة لديه -
- Exit Exam Letter completed - إفادات اختبار الكفاءة أنجز -
- Quizzes Exam Letter - إفادات اختبارات السعي -

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## Grades Request

كل ما يخص إفادات الخريجين

Everything related to the statements of graduate students

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Browse

Personal Information Student Find a page...

### Request for Service

Home > Service Menu > Request for Service

\* Indicates required field

Category: \* Grades Requests

Service: \* None

None

Attestation (in Arabic) - مصدقة التخرج باللغة العربية

Attestation (in English) - مصدقة التخرج باللغة الإنجليزية

Graduated Student Transcript - كشف درجات رسمي ( خريج بعد استلام المصدقة )

Graduation Statement - إفادات التخرج

Graduation certificate - شهادة التخرج

Proof of obtaining a proficiency exam while studying for graduate students (proficiency exam letter

Smart Chip - شريحة ذكية

Graduated Student Regularity letter - إفادة انتظام دراسي (خريج)

Graduation Credence Date certificate - إفادة تاريخ اعتماد التخرج

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## To Whom it May concern (Registration Certificates)

كل ما يخص إفادات الطلبة الغير خريجين (لمن يهمه الأمر)

All about the statements of non-graduate students (**to whom it may concern**)

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Browse

Personal Information Student Find a page...

### Request for Service

Home > Service Menu > Request for Service

\* Indicates required field

Category: \* To Whom it May Concern letters- Registration Certificates

Service: \* None

None

Student Official Transcript - كشف درجات رسمي

attendance Certificate - إفادات استمرارية الدراسة (طالب غير منتظم)

changing major certificate - إفادة تغيير التخصص

Admission date certificate - إفادات القبول

Graduation expectation certificate - إفادات توقع التخرج

Official statement proving study in English for registered students - إفادة اثبات دراسة باللغة الانج

Regular attendance Certificate - إفادات استمرارية الدراسة (طالب منتظم أو مسجل في الفصل الحالي)

beginning and ending of the Semester certificate - إفادات بداية ونهاية الفصل

Student Regularity certificate - إفادة انتظام دراسي (غير خريج)

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## To Whom it May concern (finance certificates)

كل ما يخص إفادات المالية  
All about financial statements

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Sign Out | Help

Browse

Personal Information Student
Find a page...

### Request for Service

Home > Service Menu > Request for Service

\* Indicates required field

Category: \* To Whom it May Concern letters- finance Certificates

Service: \* None

None

financial semester fees - إفادة برسوم فصل -

financial statement for bounced cheques - إفادة بئداد شيكات مسترجعة -

financial statment in details- إفادة مالية تفصيلية-

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