



## Prince Sattam Bin Abdulaziz University Deanship of Admission and Registration Affairs

### Admission Guide

### Third Version



### Dean's Word:

We welcome you to the Deanship of Admission and Registration Affairs at Prince Sattam bin Abdulaziz University, and we congratulate you on obtaining a high school certificate, wishing you success in your university life. We are pleased to offer you this guide, which contains a comprehensive definition of admission procedures and conditions, programs and colleges available for admission to the University, and includes some specific directions for you in choosing a major that matches your preparations and special abilities.

### Welcome to your University... Prince Sattam bin Abdulaziz University

Dean of Admission and Registration Affairs  
**Dr. Abdulaziz bin Mohammed Al-Saqr**



### **Vision:**

Excellence in providing academic services to all beneficiaries.

### **Mission:**

Excellence in the performance of all admission, registration, rewards and graduation services within a framework that achieves quality, transparency and justice through the optimal use of technology in all operations that conform to international standards.

### **Value:**

- **Proficiency:** Observing God in every work, then adhering to quality standards and striving for excellence and continuous development.
- **Justice and Integrity:** Treating all beneficiaries of the Deanship's services according to the same standards, without bias, discrimination or favouritism.
- **Teamwork:** Spreading the collective spirit of achievement, and encouraging cooperation among the Deanship's employees to achieve their tasks and goals.
- **Transparency and Accountability:** Clarity of the Deanship's procedures and services, documenting and publishing them with credibility, and answering all related inquiries without delay.

### **Conditions for Applying to the University:**



- The students/female students must be a Saudi national or have a Saudi mother.
- They should be recent high school graduate (not more than five years).
- They should perform the aptitude and achievement test held by the National Center for Measurement and Evaluation.
- They should fill out the enrollment application form through our admission website.
- They should pass the personal interview and written tests required by some colleges.
- They should be medically fit.
- They should meet the required conditions at the time of application.

### Admission Stages:

**The first stage:** taking the admission test (abilities and summative evaluation).

**The second stage:** reviewing the admission procedures and the available majors on the electronic admission portal.

**The third stage:** filling out the application form and enter the desires electronically.

**The fourth stage:** Following up the electronic website according to the admission calendar to know the result of the candidate screening according to the following: (Screening goes through several stages for students only).

### First Screening:

- The first screening should be done according to the first desire.



- The student confirms his/her admission through the admission portal.
- In the event that admission is not confirmed through the electronic portal, you will be permanently excluded.

### Second Screening:

- Excluding all first screening students (who confirmed their admission).
- Considering the students' seats (excluded in the first screening) as vacant seats to be included in the second screening.

### Final Screening:

- Excluding all students who confirmed acceptance in the first and second screenings.
- Considering the students' seats (excluded in the second screening) as vacant seats to be included in the final screening.

### Procedures for Applying Through Unified Electronic Admission:

The electronic application system saves effort and time without the need to attend the University headquarters or its branches. The system aims to facilitate the administrative procedures associated with applying to the university, and guarantees equal admission opportunities for all applicants, as well as helping them to identify appropriate alternatives in the event that University seats are not available. All application procedures are done online via the Unified Electronic Admission Website for students of public universities in Riyadh:

<https://www.rbu-admit.edu.sa>





Female students through:

<http://dar.psau.edu.sa>



### Procedures to be taken by students/female students when applying:

- The student fills out the enrollment application form personally and is responsible for the correctness of the information recorded in the portal.
- The applicant takes into account the good selection and arrangement of majors, as this is one of the basic tasks that the student must give all care and attention to, provided that the desire is compatible with the announced conditions.
- The University regulations prevent the student from applying to the University in which he/she is registered.
- The student who was suspended has the right to re-register at his/her university within four semesters from the date of closing. As for those who were interrupted for a period of more than four semesters and were not dismissed from their university, they can be accepted as a new student according to the admission requirements announced at the time.
- A student dismissed for educational reasons is not entitled to re-apply to the same university and can apply for admission to another university.
- University regulations prohibit the admission of any student who has previously obtained a bachelor's degree (university level).
- University regulations prohibit the admission or transfer of any student if he/she was expelled from any other university for disciplinary reasons.
- University regulations prevent admission of those who have obtained a high school diploma or its equivalent for more than five years.
- The applicant must be precise in choosing the majors and the semester he desires to join.





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## **The purpose of creating the electronic portal and the unified admission of universities for male and female students:**

- Facilitating and standardizing admission procedures in order to save time and effort for male and female students from the hardship of attending universities headquarters, and to avoid repeating data entry in universities.
- Increasing the number of students who are actually accepted into universities by not repeating the student's admission to more than one university, and reducing waste in university seats due to the withdrawal of some applicants.
- Getting acquainted with all the specializations available in the five universities for students and the conditions for admission to them.
- Applying to the five universities and arranging the desires for the majors that comply with the University's admission requirements, knowing that admission is competitive.
- Clarity and transparency in admission procedures, and ensuring equal and fair opportunities for all in accordance with the admission criteria approved for each major.

## **Competitive Criteria:**

Admission to Prince Sattam Bin Abdulaziz University is based on criteria that reflect the University's keenness to attract distinguished students. The comparison between applicants is based on the following:



**A. The equivalent percentage for literary majors at the university:**

1- **For students:** it is the cumulative average of the general secondary school, and the general aptitude test, and it is intended for literary majors at the university according to the following weights:

- The weight of the cumulative grade point average of the secondary school is 50%
- The weight of the general aptitude test score is 50%.

**The equivalent percentage is calculated as follows:**

**Equivalent percentage = (CGPA × 0.50) + (general aptitude test score × 0.50)**

2- **For female students:** it is the cumulative grade point average of the secondary school, the summative test, and the general aptitude test, and it is intended for literary majors at the university according to the following weights:

- The weight of the cumulative grade point average of the secondary school is 50%
- The weight of the general aptitude test score is 25%.
- The weight of the summative test score is 25%.

**The equivalent percentage is calculated as follows:**

**Equivalent percentage = (CGPA x 0.50) + (general aptitude test score x 0.25 + (summative test score x 0.25).**

**(B) The composite percentage of scientific majors at the university:**



For male and female students: it is the cumulative grade point average of the secondary school, the summative test and the general aptitude test, which is intended for the health, engineering and scientific disciplines of the University (for male and female students) according to the following weights:

- The weight of the cumulative grade point average of the secondary school is 30%
- The weight of the general aptitude test score is 30%.
- The weight of the summative test score is 40%.

**The equivalent percentage is calculated as follows:**

**Equivalent percentage = (CGPA x 0.30) + (general aptitude test score x 0.30 + (summative test score x 0.40).**

**An example of how to calculate the composite percentage:**

A student who obtained a cumulative average of 95.00% in the General Secondary School, in the General Aptitude Test 85.00%, and in the summative test 80.00%, the composite percentage is calculated as follows:

Compound score = (80 x 0.40) + (85 x 0.30) + (95 x 0.30) = 86

This is the percentage in which the comparison is determined between male or female students who meet the general admission requirements. This is done through the computer of the electronic application program, where the previous criteria are calculated electronically. After that, a list of the names of the nominated students is prepared and communicated with them through e-mail



and text messages, in order for the student to approve the application for admission nominated for him/her.

### **Procedures for obtaining a university card for new students:**

The student shall attend at the time specified for him/her and announced by the college at the time, and the following shall be brought with him/her:

- Print the admission notice through the student's electronic portal.
- Upload a personal photo through the student portal (for students only).
- Bring proof of the student's original ID (status card or family record), and the original residence for non-Saudis.
- Revise the Student Affairs Unit at the college at the time specified for receiving it.

### **Important facts to consider when choosing a university major:**

Any person who contemplates the reality of many of our students, upon graduating from secondary school, notices question marks appearing on their faces. One of them does not know where he/she will go or where he/she will end up. There are multiple universities, various specializations, and many options that have added to his confusion. The Deanship of Admission and Registration aspires to clarify the vision before the students through means, mechanisms, programs, steps and facts that help them determine the most appropriate specialization for them, and provide some directions that the student should take into consideration before choosing a specialty, as when



choosing the most appropriate specialization for us, we must take into account three main things: (desire), (opportunity) and (ability).

### **The first axis: (desire)**

Ask yourself: (What do I want to be ten years from now?) And consider your answer, then ask yourself: What are the majors I like and would like to join? Write three majors in order of importance to you, for example: (medicine, engineering, computer science engineering). When determining their desires, many of them build their desire based on the desire of their parents, or in keeping with their companionship and friends, or based on the reputation of the specialty and the society's view of it, and all of this is untrue. Information about him on university websites and academic advisors. Through this research, you determine your desire for the specialization you want to join, and after you do the above, you can determine your true desire, which is built on the basis of available information and multiple sources.

### **Aspect (Two) Ability:**

After you have identified two or more specializations that you feel inclined to, you must know, my student brother, that every creature a facilitator for what he was created for, and that you are a unique and independent human being with abilities that no one else has, and that others have the capabilities are what you do not have, and that what suits others does not necessarily suit you, so you should know your capabilities and abilities, then know the requirements for the specialty you want to choose, for example, are you better able to





understand more Or save? Do you want Specialization requires conservation or understanding ? What subjects did you excel in? in high school ? What subjects do you find comfortable and enjoyable to learn and read? Do you like detail, arrangement and proofreading? Or do you like summary, inference and proof? The bottom line is in the axis the second is to get to know your abilities and potentials and to know the requirements for the specialty you want to choose and whenever. Your abilities coincide with the requirements of the specialization, the higher your adaptation rate in the specialty and the more you enjoy it. Learning is more and the ability to excel in it is easier.

### Aspect (Three) (the opportunity)

Very nice, so we finished the first and second axes. First, we determined the specializations based on desires, then we tried to find out the extent of the ability to study in one of these specialties, and then we move on. For the third axis, which is opportunity, and this means that when choosing a specialty, we must choose what we desire and what we can do (as we mentioned earlier) and also choose what there are job opportunities for in the labor market. It is not reasonable to love a department and know that I have the ability to excel in it, and then graduate from it and not I find a job that accepts my certificate, and the reason is that the jobs for this department are scarce or scarce, so I have to choose what I like and what I can excel at and what opportunities exist for it in



the labor market, studies have proven that most of the workers work in jobs that are not related to their university majors because of poor selection

The appropriate specialization for each of them.

And since choosing a university major is one of the most important early decisions that you need to make In due course we would like to share with you some important facts about choosing a college major.

### **1. I didn't choose my major yet!!!**

Don't worry.. you are not alone as the vast majority of students are like you.. they are not sure of their choices. Just pay attention to the matter, and start searching for information that helps you, and seek the help of experienced people.

### **2. The decision is your decision and your responsibility**

The decision to choose your college major is your decision and your responsibility because it is your future.

### **3. The appropriate major is the one that touches my inclinations and abilities.**

The specialty that suits you is the one that matches your inclinations on the one hand, and your abilities on the other. By inclinations, we mean the professions or disciplines that you feel comfortable and enjoy when you engage in them.





There are a number of measures of orientation, including what we developed in the Discovery Program to help students choose their college major based on the well-known theory (Holland's Career Inclination Theory).

**4. There is more than one specialty that suits you and leads you to success in your future life, God willing..**

Keep in mind that there is more than one path to success and excellence in your professional life.. In other words, there is more than one specialty through which you can achieve the desired satisfaction and success.

**5. Choosing a major does not necessarily mean choosing a future profession.**

Remember this rule.. University life is a golden opportunity for self-discovery and recognition of our strengths and thus the profession that suits us and gives us pleasure, happiness and a sense of importance. Many disciplines lead to a large number of professions (such as management, science, literature, etc.), and therefore your duty at the university will be to prepare yourself for the world of professions and business by preparing yourself for a suitable profession for you.

**6. The need of the nation and the country is not important..!!**

The nation and the nation need all specializations... The nation needs innovators and distinguished people who clearly defined themselves, and then chose the major that suits them and set out with enthusiasm and determination to achieve success.



## 7. The specialty you will choose may not be final.

Be flexible and do not be bound by your first decision (I chose this specialty and we are done..!!). If you discover that a major does not suit you, consider an alternative major, but make sure that your decision is based on reason, awareness, and logic.

## 8. Discover the available majors in the University:

One of the ways to choose a university major is to decide which profession you would like to spend your life in, not the major (or subject) that you enjoy studying and learning. Put clear features of this profession in all its details..

## 9. Ask guidance and luck from Allah

Be certain that seeking guidance and success from God Almighty, and resorting to Him and standing at His door, is one of the most effective means for choosing the right specialization. Get up in the last hour of the night and prostrate before God Almighty and supplicate to Him.. Ask Him for guidance in your matter, and to make your work and life in His pleasure, and be confident that He will guide you to the right specialization. I do not say this as a sermon, but rather it is an effective method that we must rely on with full confidence.



## FQAs:

Q: What does the term: (admission annually) mean?

A: It means that the application for admission is only once at the beginning of the academic year, and there will be no admission period in the second semester.

Q: Is there priority for admission according to the date of submission?

A: There is no priority in admission based on the date of submission, and therefore the submission does not affect the first day of the last day, as long as it is within the specified period for submission.

Q: Is the priority in admission for those who have obtained a secondary school certificate for this year?

A: The priority in admission is according to the equivalent or compound percentages, and no more than five years have passed since the student obtained his high school diploma.

Q: If I was registered on the portal last year and was not accepted, do I enter a previous submission or a new submission?

A: A new submission is being entered.

Q: Can I apply again to one of the universities while I am a student enrolled in another university?

A: A regular student at a university is not entitled to apply on the electronic portal unless he has withdrawn from his university.

Q: What are the majors available for admission to the five universities?

A: You can access the specializations link (<https://www.rbu-admit.edu.sa/plandetailviewreport.aspx>).



On the unified electronic admission portal website to learn about the available majors for the academic year.

Q: How many wishes must a student enter?

A: (15) desires must be entered, which are arranged by the student, and it is better to arrange them according to the priority.

Q: Can my password be modified? And in what way?

A: It can be modified through the link provided when logging in to your account on the unified electronic admission portal.

Q: Is it possible to rearrange desires after saving them?

A: Yes, this can be done by clicking on Edit Wishes at the bottom of the Wishes selection page.

Q: The degree of abilities or achievement is not present as it is in the measurement site, and therefore I cannot enter?

A: You can send an e-mail through the Contact Us link on the main page of the portal. The name and civil registry are mentioned to be updated, and then you can log in 24 hours after the update.

Q: How can I get my ability score? What is the result used for admission if the student entered the general abilities more than once?

A: The score can be obtained through the website of the National Center for Measurement and Evaluation in Higher Education (<http://www.qiyas.org>), and the highest score obtained by the student is used in the general aptitude test.

Q: How are non-Saudi students with Saudi mothers accepted?

A: For non-Saudi students with Saudi mothers, they are treated as Saudi students



And he enters his civil registry number in the residence, the number of his mother's civil registry,

After its acceptance, the original high school certificate, copies of residency, passport, birth certificate, and status card will be delivered

of his mother, in addition to the acceptance notice to the Deanship of Admission and Registration Affairs.

Q: I was not able to enter when entering the capacity score and a message appears (the student's grades are incorrect after comparing them with the data received from the National Center for Measurement and Evaluation in Higher Education)

A: You must make sure that the highest degree of abilities you obtained has been written, and if the problem is not resolved, an email will be sent according to the contact us link.

Q: How does the student know the result of admission and when will the SMS text messages reach the students?

A: The student must log into his account on the announced dates specified in the application schedule. This is supported by sending text messages and postal messages, and a text message arrives on the mobile phone of the entered student when entering the civil registry number, when saving desires, and upon nomination for interviews.

When the results of admission appear, and the student should not rely on mobile messages, and enter his account on the unified admission website according to the announced schedule.





Q: When I entered to choose the desires, I found in the left column dedicated to filling in the desires three existing desires. Are they placed to clarify the place of placing the desires, or are they present because they correspond to my ratio and can I accept them?

A: These majors appeared to you when you chose a health stage and the rest of the colleges, and they are set for the student to arrange these majors according to his desires and delete what he does not want.

Q: If I am not accepted to health colleges because of the professional interview, will my second desire be fulfilled?

A: If you are not accepted in the health track, you can compete for the rest of the faculties and have the opportunity to arrange your wishes in the rest of the faculties until the closing date for the rest of the faculties.

Q: Why was I not accepted in some specializations even though my percentage is high in the high school percentage, and before whom is it lower?

A: Acceptance in universities depends on a number of criteria that vary in weight from one specialization to another. These criteria and their weights are announced to everyone before the admission procedures begin, as well as the order of desires by the student also has a role.

Q: Is there another opportunity to apply to the university for those who missed registration?

A: There is no other opportunity to apply to the university after the deadline for applying for admission to public universities has expired.

Q: What happens if the student does not approve the application for admission to the specialization he is nominated for within the specified period?





A: Automatically cancel the acceptance request





## Colleges and specialties in PSAU:

### Medical colleges that require a preparatory year:

College	Section	Major	Bachelor
Medicine College in Kharj	Medicine and surgery		Boys
Dentistry college in Kharj	General dentistry		Boys
Pharmacy college in Kharj	General pharmacy		Boys Girls
Applied medical sciences in Kharj	Radiation and medical reasoning	CT	Boys Girls
	Medical lab sciences	Medical labs sciences	Boys Girls
	Physical therapy and rehabilitation	Physical therapy	Boys Girls
	Nursing sciences	Nursing science	Girls
	Medical devices technology	Biotechnology of medical devices	Boys

### Engineering and Scientific Colleges that require preparatory year:

College	Section	Major	Bachelor
Engineering in Kharj	Electrical engineering	Electrical engineering	Boys
	Mechanical engineering	Mechanical engineering	Boys
	Civil engineering	Civil engineering	Boys
Computer engineering and sciences in Kharj	Information systems	Financial information systems BIS	Boys Girls





	Computer engineering	Network systems	Boys
	Computer sciences	Computer sciences	Boys Girls
Humanitarian sciences and studies in Kharj	Math	Math	Boys Girls
	Physics	Physics	Boys Girls
	Chemistry	Chemistry	Boys Girls
	Biology	Biology	Girls

**Colleges and specialties in Kharj and Dulum Governorates:**

College	Section	Major	Bachelor
Sciences and Humanities	English	English	Boys Girls
	Law	Law	Boys Girls
Education in Al-Kharj	Special Education	Intellectual Education Track	Boys Girls
		Learning Disabilities Track	
	Kindergarten	Kindergarten	Girls
	Arabic	Arabic	Girls
	Islamic Studies	Islamic Studies	Boys Girls
Business Administration in Al-Kharj	Financial	Corporate Finance	Boys
	Administration	General Administration	Boys Girls





	HR Administration	HR Administration	Boys
	Management information systems	Management information systems	Boys
	Accounting	Accounting	Boys Girls
Education in Dolum	Quran and Islamic Studies	Quran and Islamic Studies	Girls
	Arabic	Arabic	Girls
	Math	Math	Girls
	Home economics	Home economics	Girls
Community college in Kharj	Computer	Programming and computer science Networks and Internet	Boys Boys
	English language	English language	Boys
	BA	BA	Boys
		Accounting	Boys
		Library management and secretary	Boys

### Colleges and specialties in Houtet Bani Tamim:

College	Section	Major	Bachelor
BA	Administrative information systems	Administrative information systems	Boys
	Accounting	Accounting	Boys
	Math	Math	Girls



Humanitarian Sciences and Studies	Arabic language	Arabic language	Girls
	Holy quaran and Islamic studies	Holy quaran and Islamic studies	Girls
	English language	English language	Boys Girls
	IS	IS	Girls

**Colleges and specialties in Alafraj Governorate:**

College	Section	Major	Bachelor
Humanitarian Sciences and Studies	Math	Math	Boys Girls
	English Language	English Language	Boys Girls
	BA	Financial Management	Boys
	Computer sciences	Computer sciences	Boys Girls
	Law	Law	Boys
	Islamic Studies	Islamic Studies	Girls
	Arabic Language	Arabic Language	Girls
Community	Administrative and Humanitarian Sciences	Sales Management	Boys

**Colleges and specialties in Wadi Al-Dawasir Governorate:**

College	Section	Major	Bachelor
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Engineering	Electrical engineering	Electrical engineering	Boys
Arts and Sciences	Arabic Language	Arabic Language	Boys Girls
	English Language	English Language	Boys Girls
	Computer Sciences and Information	Computer Sciences	Boys Girls
	Math	Math	Boys Girls
	Physics	Physics	
Education College	Home economics	Home economics	Girls
	Islamic studies	Islamic studies	Boys Girls
	Special education	Thinking education course	Boys Girls
		Learning difficulties course	
	Kindergarten	Kindergarten	Girls
Applied medical sciences	Nursing	Nursing	Girls
	Medical labs	Medical labs	Girls
Community in Aflaj – Wadi Al-Dawaser Branch	Arabic language	Arabic language	Boys

**Colleges and specialties in Wadi Al-Dawasir Governorate:**





College	Section	Major	Bachelor
Humanitarian Sciences and Studies	Computer sciences	Computer sciences	Boys Girls
	BA	Management	Boys
	English Language	English Language	Boys Girls
	Islamic Studies	Islamic Studies	Girls
	Arabic Language	Arabic Language	Boys
	Math	Math	Boys





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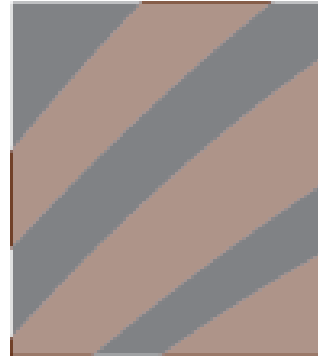
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