

## Online Application Guide

### Beginning the Application

#### Account Creation and Sign-in

1. **Browser Compatibility:** If you are using an iPhone (or any iOS device), make sure to use a browser other than Safari (Chrome or Firefox).
2. Start by entering your **personal email address** and **phone number** in the designated fields.
3. **Verifying Your Email Address:** Click on the “Send Code” button to receive a verification code in your email. If you don’t see it in your inbox, please check your **junk or spam folder**. You should also check your **WhatsApp messages**.
4. **Entering the Code:** Once you receive the code, enter it in the appropriate field and proceed to create a password for your account.
5. **Adding Your Credentials:** Enter your User ID, which is the part of your email before the “@” symbol (ex. If your email is **sarah123@gmail.com**, then your username is **sarah123**). Then, add the password you have just created. You can keep your password simple, like AAA123.
6. **On the create page, click the loop and choose from the provided options.** Do not type anything.
7. **Make sure to choose the correct Academic Career:**
  - a. “Undergraduate” for any of the bachelor’s programs (ex. Business, Graphic Design, Computer Science, etc.)
  - b. “Engineering” for the Computer and Communications Engineering program
  - c. “Graduate” for any of the master’s programs (ex. MBA, MA in Sports Sciences, etc.)
8. If you are a **BT student (Technical Baccalaureate)**, make sure to select the “**Bridging**” option in the “**Baccalaureate Background**” field, and “**Regular**” if you have an **academic baccalaureate (i.e. LS, ES, GS, H, French Baccalaureate, etc.)**.



## While Filling Out Your Application

1. Complete all required fields until you reach the last page, including the documents you need to upload. Remember to **save each page** you fill to avoid data loss.
2. All fields marked **with an asterisk (star) “\*”** are mandatory and **cannot be skipped**. Fields **without this asterisk** can be **skipped only if you do not have the required information yet**.
3. **If the field has a loop icon (ex. “Name Prefix”), then you must click it and select one of the available options**. If the field does not have a loop (ex. “First Name”), then you can freely type into the field.
4. **If the field has a dropdown list (ex. “Country”), then you must click it and select one of the available options**.
5. **Fields written in Arabic (ex. “اسم الأب” or “المحلة او القرية”)** should be typed out in **Arabic only**.
6. **When filling out your address**, try typing the **first few letters of your city** to narrow down your search.
7. If you cannot find your city in the given search, then you may find the **“I can’t find my city” field** and switch it to **“Yes”** to allow you to freely type your city.
8. **When filling out your school information on the Academics Page**, try typing the **first few letters** of your **school keyword** into the **“Search for your school by Keywords” field** to narrow down your search (ex. Typing “evang” to find the Lebanese Evangelical School).
9. **If you can’t find your school**, select **“Yes”** to allow you to freely type your school’s name.
10. Make sure to fill out the **“الدورة” field with your Baccalaureate and Year**.
11. On the **“Attachments” page**, try to upload as many documents as you have available, however, **the only mandatory “\*” document is the Identity card, a recent individual civil status record, or passport**. You can submit the application even with just this document.
12. If an attachment is not uploading, then it may be in an **unsupported format**. Try **uploading another image of the same document**.



13. Make sure to reach the final **“Submit”** page and click the **“Submit”** button, otherwise the Office of Orientation and Admissions will not receive your application.
14. Normally, received applications are processed within **24-48 hours**, and an **email is sent with the next steps**. After this period passes, and if no email was sent, you may follow up with the Office of Orientation and Admissions concerning your application status.
15. For any issues related to your username and password, please contact the Office of Information Technology at [ithelpdesk@ua.edu.lb](mailto:ithelpdesk@ua.edu.lb). For any other technical issues, reach out to [peoplesoft@ua.edu.lb](mailto:peoplesoft@ua.edu.lb). You may also contact the [Office of Orientation and Admissions](#) anytime you need help or clarification.

