

How to Guide: New Student Application

Information Technology Department | ITSupport@uasdubai.ae v.1

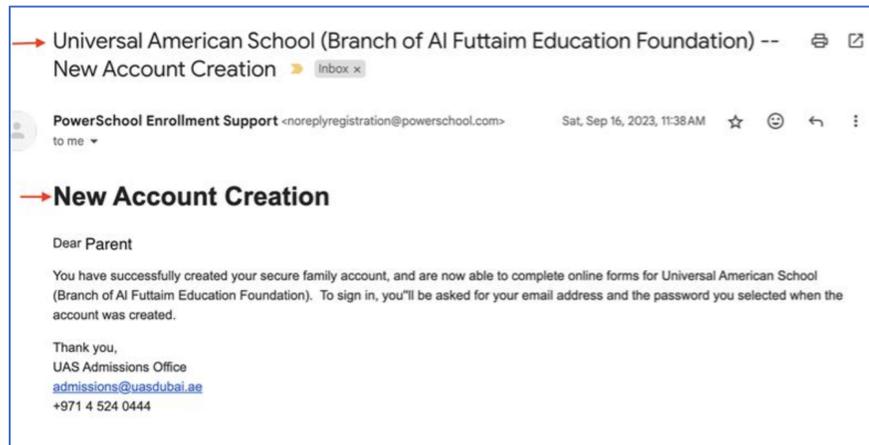
1. Please visit the UAS website at <https://www.uasdubai.ae>
2. Navigate to the Admissions menu and click on the "Apply Now" button.
3. Proceed to create a parent application account.

The screenshot shows the UAS website's login and registration interface. On the left, there is a 'Sign In' section with fields for 'Email Address' and 'Password', a 'Remember me on this computer' checkbox, a 'Sign In' button, and a 'Forgot password?' link. On the right, there is a 'Create Account' section with a list of benefits: 'Complete forms online', 'Save and return to forms in progress', and 'Print form history'. A red box highlights the 'Create Account' button.

4. Provide your parent details:
 - a. Generate a personalized password.
 - b. Answer security questions.
 - c. You will receive an email confirmation upon successful account creation.
 - d. Please note that this account is solely for submitting new applications.

The screenshot shows the 'Create an Account' form. It includes a note: 'Enter the following required information to continue. This account is meant to be created by a parent or legal guardian. Don't have an Email Address? We suggest that you obtain a free email account online through Google or Yahoo.' The form is divided into three sections: 'Profile' with fields for 'First Name', 'Last Name', and 'Daytime Phone'; 'Email Address' with a field for the email; and 'Security' with fields for 'Password' and 'Re-Type Password'. A 'Security Question' dropdown is also visible at the bottom.

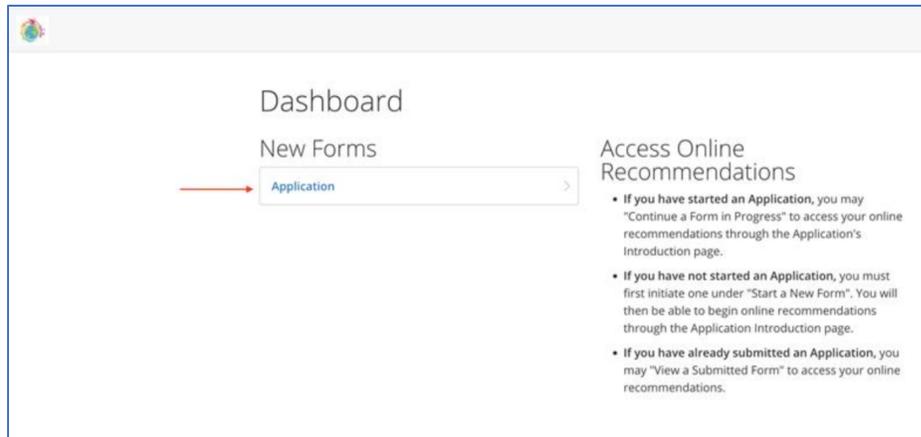
- e. Preview of Email Notification for New Account Confirmation:



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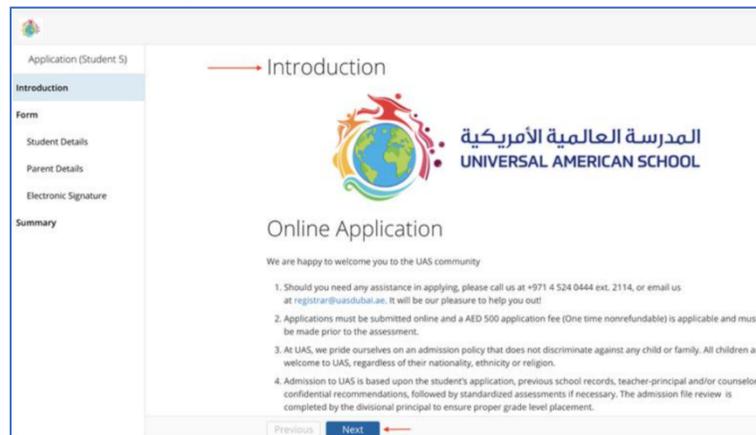
5. Once logged in, select the "Application" menu from the Dashboard.



6. Enter the name(s) of your child/children.

The screenshot shows the 'Add Student' form. It has three input fields: 'First Name', 'Last Name', and 'Date of Birth' (with a note 'enter as "mm/dd/yyyy"'). Each field has a red arrow pointing to it. Below the fields is a blue 'Add Student' button, which is highlighted with a red box.

7. After reviewing the Introduction Page, click the Next button located at the bottom.



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8. Fill in the student's academic information:
 - a. Choose the academic year and grade for which you are applying.
 - b. Provide additional details about your child.
 - c. Proceed by clicking the next button.

The screenshot shows the 'Student Details' form. On the left is a navigation menu with sections: Application (Student 5), Introduction, Form, Student Details (highlighted), Parent Details, Electronic Signature, and Summary. The main form area contains the following fields: 'Applying for which academic year' (dropdown menu with '2024-2025' selected), 'Student 5' (text input), 'Middle Name' (text input), 'Last Name' (text input), 'Test' (text input), 'Gender' (dropdown menu), 'Date of Birth' (text input with '2/2/2010'), and 'Current School' (dropdown menu). At the bottom are 'Previous' and 'Next' buttons.

9. Enter further parent information:
 - a. Primary contact number
 - b. Primary contact email.
 - c. Relationship to the child, etc.

The screenshot shows the 'Parent Details' form. On the left is a navigation menu with sections: Application (Student 5), Introduction, Form, Student Details, Parent Details (highlighted), Electronic Signature, and Summary. The main form area contains the following fields: 'Do you live within the DFC Community?' (dropdown menu), 'Title' (dropdown menu), 'First Name' (text input), 'Last Name' (text input), 'Relationship to Student' (dropdown menu), 'Contact Number' (text input with '971xxxxxxxx'), and 'Company' (text input). At the bottom are 'Previous' and 'Next' buttons.

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10. Input your electronic signature and proceed by clicking the next button.

The screenshot shows the 'Electronic Signature' step of the application form. The left sidebar contains a navigation menu with 'Electronic Signature' selected. The main content area has a heading 'Electronic Signature' and a red arrow pointing to it. Below the heading is a red warning message: 'The electronic signature below and its related fields are treated by the organization as a physical handwritten signature on a paper form.' This is followed by a certification statement: 'I certify that the above information is accurate and correct to the best of my knowledge. I understand that failure to provide accurate information and academic reports may result in the annulment of the school's acceptance offer. To secure your child's place a non-refundable deposit of 3,000 AED should be paid within 7 days of receiving the acceptance. This amount will subsequently be deducted from the first semester's tuition fees.' There are three input fields: 'I agree' (a dropdown menu with 'Yes' selected), 'Electronic Signature' (a text field with the placeholder 'Type name of parent/guardian'), and 'Date' (a date picker with the placeholder 'mm/dd/yyyy'). At the bottom, there are 'Previous' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

11. On the summary page, ensure all statuses are marked with a green checkmark before submitting the student's application.

The screenshot shows the 'Summary' page of the application form. The left sidebar contains a navigation menu with 'Summary' selected. The main content area has a heading 'Summary' and a message: 'No issues found. You may now submit the form.' Below this is a table with two columns: 'PAGE' and 'STATUS'. The table has three rows: 'Student Details', 'Parent Details', and 'Electronic Signature'. Each row has a green checkmark in the 'STATUS' column, with a red arrow pointing to it. At the bottom, there are 'Previous' and 'Submit' buttons, with a red box around the 'Submit' button.

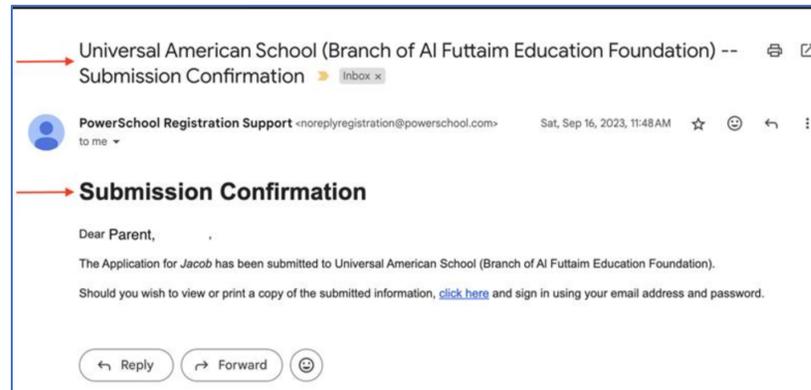
12. After submission, on the next steps screen, if you wish to add an application for a sibling, click the "Application" link. Otherwise, you can close the page and expect to receive a submission confirmation email.

The screenshot shows the 'Next Steps' page after application submission. The heading is 'Application (Student Name)'. Below it is the heading 'Next Steps'. The text reads: 'Thank you for showing interest in Universal American School. We would like to invite you for a school tour to visit our facility, meet our Front of House Team and find out why UAS is the right choice for your child. In the meantime, our admissions representative will contact you to verify your child's application. We look forward to welcoming you to our school.' There are two numbered steps: '1. Print a copy for your records' and '2. Complete an Application for another applicant (if applicable). This process must be completed for each child applying to Universal American School (Branch of Al Futtaim Education Foundation). Click the link below and follow the directions on the webpage that opens.' A red arrow points to the 'Application' link under step 2. Below the steps is the heading 'Contact Information' and the contact details for Noha Abdelfattah - School Registrar: Email: registrar@uasdubai.ae, Tel: +971 4 524 0444 - Ext 2114, Universal American School, P.O. Box 79133, Al Badia, Dubai Festival City, Dubai, United Arab Emirates, www.uasdubai.ae.

How to Guide: New Student Application

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a. Preview of Email Notification for Submission Confirmation Email:



13. The UAS Admission team will contact you regarding the next steps. If further information is required, they will reach out to you.

How to contact us:

Should you require further assistance with the Application Portal, you can contact the team below Monday- Thursday 8AM-4PM and on Friday 8AM-12PM.

	Issue Related	Phone	Email
Admissions Office	Guidance in filling the forms	04 524 0444	Admissions@uasdubai.ae
Technical Support	Unable to login, Password reset not working etc.	04 524 0444	ITSupport@uasdubai.ae