

Procedure #	AA-111-P3	Revision #	01
Accessibility level	A	Effective date	27 April 2015

Updating Students Data Procedure

1. Definitions

NA.

2. Procedure

- 2.1. The Registration Officer sends request messages - via mobile and emails - to all senior level students to fill out Student's Data Update Form in order to avoid delays in the issuance of the graduation document with accurate and updated student's data. The student is responsible for errors in the graduation document for failure to update his/her data.
- 2.2. The student attends the Admission and Registration Department to fill out the Student's Data Update Form in order for the graduation document to be issued according to the updated correct data.
- 2.3. The student submits the form with copies of supporting documents to the Registrar before issuing the graduation document. The supporting documents include a copy of the passport for the name in the English and the date of birth in the Gregorian and a copy of the personal identity (National ID for Saudis or residency – Iqama- for non-Saudis) for the name in Arabic and date of birth in Hijri. The application is not accepted without the required documents.
- 2.4. The Registrar updates the data on the system according to the official documents that have been attached to the application.

3. Related Documents

- 3.1. Student's Data Update Form (AA-111-F1)