

**APPLY FOR ADMISSION TO SULTAN QABOOS UNIVERSITY  
USER GUIDE**



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## 1. About:

This manual provides guidance on how to process and respond to admission requests from prospective students. It covers the key steps and best practices to ensure a smooth and efficient admissions process.

## 2. Admission Requests Website

Use the following URL to access Admission requests: <https://enroll.squ.edu.om/Home>



Figure 1:URL

## 3. Steps for Submitting Admission Applications to Sultan Qaboos University

Through clicking on one of the available application tabs during the application period, then entering the required information within the application and clicking submit.

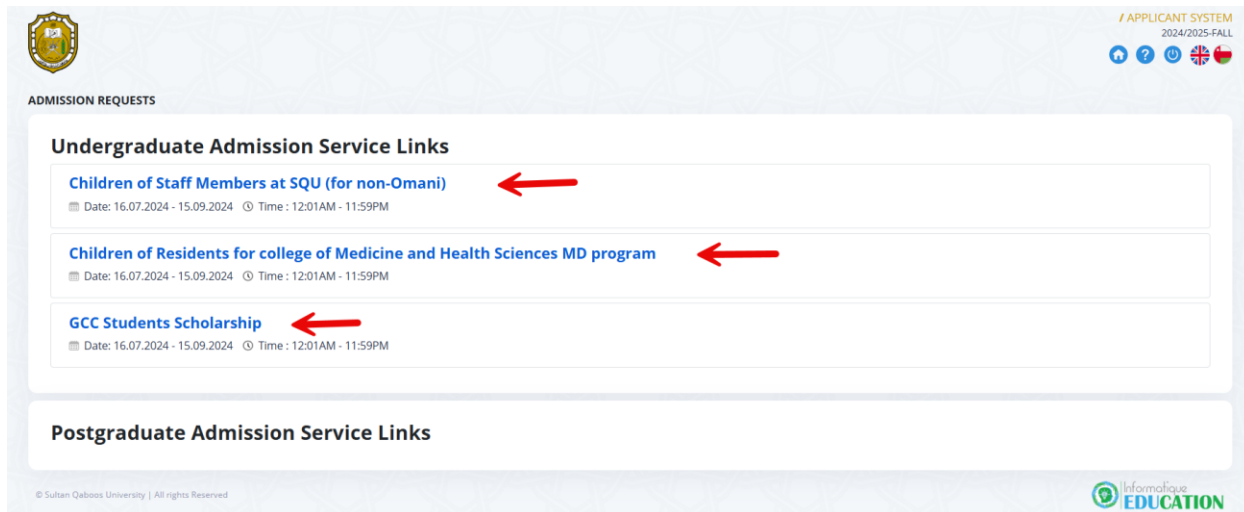


Figure 2: Admission Requests

## 4. Steps for applying to "Children of Staff Members at SQU (for non-Omani)"

- When clicking on the link for the 'Children of Staff Members at SQU (for non-Omani)' program, a window will open containing the terms and conditions specific to this program. These must be read carefully, and then the '**Agree**' button must be pressed.

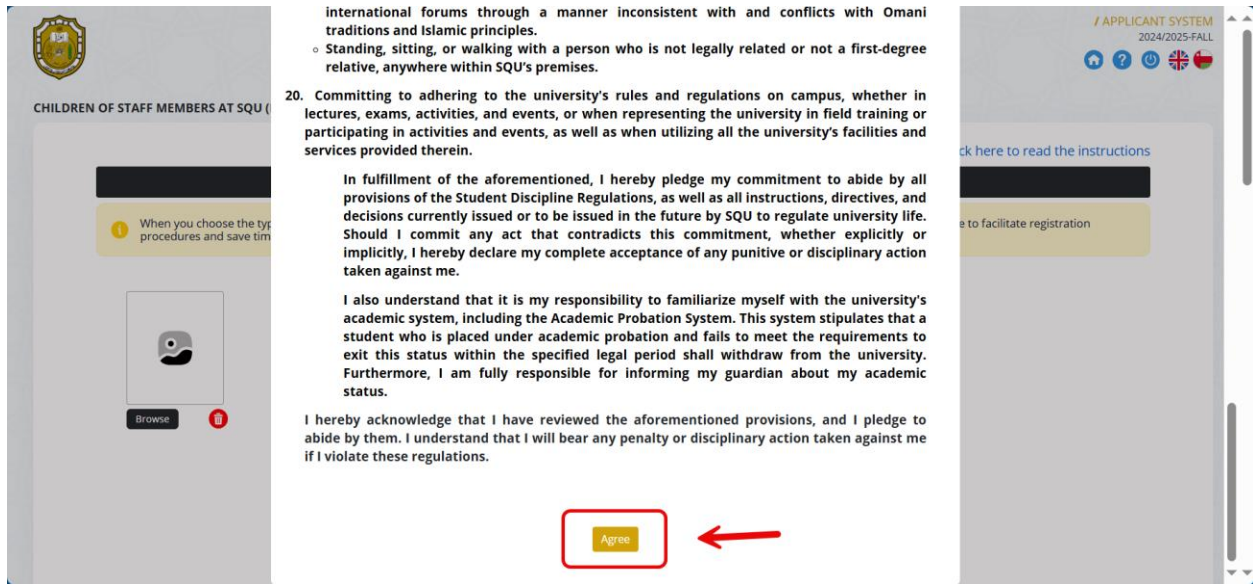


Figure 3: Agree to Terms & Conditions

- Begin entering the personal information highlighted in red, and attach a personal photo. If the '**Passport**' option is selected for the ID type, then this step is required. However, if the '**Resident ID Card**' option is selected, then the system will automatically load the data without the need to manually enter it, as long as the expiration date of the card is provided.

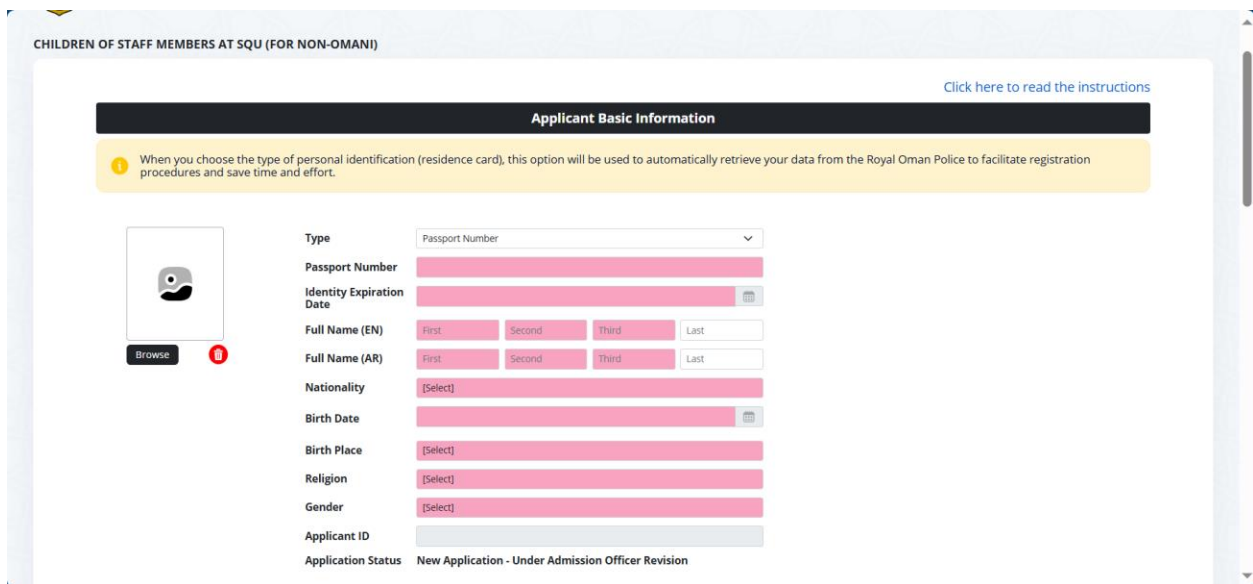


Figure 4: Applicant Basic Information

- Enter the details of the qualification by selecting one of the following certificate names (**A-level**, **General education diploma**, **IB**), then select the specialization, country of study, and the Qualification Date. If the 'A-level' or 'IB' certificate is selected, the overall average grade must be entered manually."

Qualification	
Qual type	Secondary Certificates & Equivalents
Qualification Name	[Select]
Specialization	[Select]
Country	[Select]
Qualification Date	<input type="text"/>
Accum Grade Percent	<input type="text"/>

Figure 5: Qualification Part

- Based on the information entered in the section for the certificate, the section for the academic courses will be opened. You are required to enter the **grades for the courses** that were studied, and press the '**plus**' sign after entering each grade to ensure the saved grades are recorded."

Qualificaton Courses		
Qualificaton Courses	Mark	
Islamic Education	90 <input type="text"/>	
Arabic Language	<input type="text"/>	
Chemistry	85 <input type="text"/>	
Physics	95 <input type="text"/>	
Biology	<input type="text"/>	
History	<input type="text"/>	
Geography	<input type="text"/>	
Social Studies	<input type="text"/>	
Physical Education	<input type="text"/>	
English Language	<input type="text"/>	
Art Education	<input type="text"/>	
Arabic language skills	<input type="text"/>	
Core English Language	<input type="text"/>	
Advanced Mathematics	<input type="text"/>	

Figure 6: Qualification Courses Part

- After completing the entry of all the grades for the courses that were studied, based on the total cumulative score, you can **select three preferences**. These preferences can be arranged by pressing the 'order' button and selecting the desired order for each preference.

Figure 7: Applicant Preferences

- Enter the address details within the Sultanate of Oman (**Governorate, State, Town**).

Figure 8: Address Details

- Enter the **Email address**, then click '**Send Verification**'. Enter the verification code sent to the email address. Enter the **phone number**, then click the '**send OTP**' button and enter the verification code. Lastly, enter an **emergency contact number**."

Figure 9: Contact Information

- Attach the required documents by clicking on '**Upload File**' and uploading the documents.

Upload the following documents

Required Documents	Document Type	Document
General Education Diploma and equivalencies	Mandatory	<a href="#">Upload File</a>
Parents ID Card	Mandatory	<a href="#">Upload File</a>
ID Card	Mandatory	<a href="#">Upload File</a>
Passport	Mandatory	<a href="#">Upload File</a>
SQU ID	Mandatory	<a href="#">Upload File</a>
An equivalence letter from the Ministry of Education for international qualifications	Optional	<a href="#">Upload File</a>

Figure 10: Upload required Documents

- Click on the "**Select File**" option, then click on "**Upload File**".

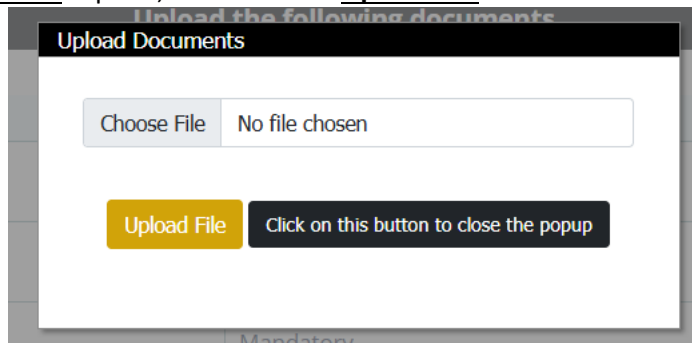


Figure 11: Choose file to upload

- If there is a disability, please select '**Yes**' so that the type of disability can be selected from the dropdown list.

**Disabilities**

Do You Have Any Disability?  Yes  No

Disabilities

Figure 12: Disabilities

- Enter the guardian's information by selecting "Relation, Guardian Name, Mobile, Address, Employed Number." By clicking on "Show Data," you consent to the disclosure of academic information and press add.

**Applicant Guardian**

**Permission to disclose academic information to the guardian**

Sultan Qaboos University is committed to maintaining confidentiality of student academic information. Academic information that may be disclosed may include, but not limited to, academic transcript, attendance record, academic probation, and issues that could lead to expulsion from the university

**Parents/guardians/sponsors who face academic issues preventing them from re-registering or continuing their studies will be notified without a prior permission from the student**

I, the student, grant Sultan Qaboos University, represented by the Deanship of Admissions and Registration, permission to disclose my university academic information to my guardian registered with them

Relation	Guardian Name	Mobile	Address	Employed Number	Show Data
[Select] ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <span style="float: right;">+</span>

Submit

*Figure 13: Insert Applicant Guardian Details*

## 5. Steps for applying to "Children of Residents for college of Medicine and Health Sciences MD program"

- When clicking on the link for the 'Children of Residents for college of Medicine and Health Sciences MD program' program, a window will open containing the terms and conditions specific to this program. These must be read carefully, and then the '**Agree**' button must be pressed.



*Figure 14: Agree to Terms & Conditions for MD Program*

- Begin entering the personal information highlighted in red, and attach a personal photo. If the '**Passport**' option is selected for the ID type, then this step is required. However, if the '**Resident ID Card**' option is selected, then the system will automatically load the data without the need to manually enter it, as long as the expiration date of the card is provided.




CHILDREN OF RESIDENTS FOR COLLEGE OF MEDICINE AND HEALTH SCIENCES MD PROGRAM

[Click here to read the instructions](#)

### Applicant Basic Information

**1** When you choose the type of personal identification (residence card), this option will be used to automatically retrieve your data from the Royal Oman Police to facilitate registration procedures and save time and effort.



Type	<input type="text" value="Residence Number"/>
Residence Number	<input type="text"/>
Identity Expiration Date	<input type="text"/>
Full Name (EN)	<input type="text" value="First"/> <input type="text" value="Second"/> <input type="text" value="Third"/> <input type="text" value="Last"/>
Full Name (AR)	<input type="text" value="First"/> <input type="text" value="Second"/> <input type="text" value="Third"/> <input type="text" value="Last"/>
Nationality	<input type="text" value="[Select]"/>
Birth Date	<input type="text"/>
Birth Place	<input type="text" value="[Select]"/>
Religion	<input type="text" value="[Select]"/>
Gender	<input type="text" value="[Select]"/>
Applicant ID	<input type="text"/>
Application Status	New Application - Under Admission Officer Revision

- Enter the details of the qualification by selecting one of the following certificate names (**A-level**, **General education diploma**, **IB**), then select the specialization, country of study, and the Qualification Date. If the 'A-level' or 'IB' certificate is selected, the overall average grade must be entered manually."

### Qualification

Qual type	Secondary Certificates & Equivalent
Qualification Name	<input type="text" value="[Select]"/>
Specialization	<input type="text" value="[Select]"/>
Country	<input type="text" value="[Select]"/>
Qualification Date	<input type="text"/>
Accum Grade Percent	<input type="text"/>

- Based on the information entered in the section for the certificate, the section for the academic courses will be opened. You are required to enter the **grades for the courses** that were studied, and press the '**plus**' sign after entering each grade to ensure the saved grades are recorded."

### Qualificaton Courses

Qualificaton Courses	Mark	
Islamic Education	90	
Arabic Language		
Chemistry	85	
Physics	95	
Biology		
History		
Geography		
Social Studies		
Physical Education		
English Language		
Art Education		
Arabic language skills		
Core English Language		
Advanced Mathematics		

- Enter the **Email address**, then click '**Send Verification**'. Enter the verification code sent to the email address. Enter the **phone number**, then click the '**send OTP**' button and enter the verification code. Lastly, enter an **emergency contact number**."

### Contact Information

Email	<input type="text"/>	
Email verification code	<input type="text"/>	<input type="button" value="Send Verification"/>
Mobile	<input type="text" value="Oman +968"/>	<input type="text"/>
Mobile verification code	<input type="text"/>	<input type="button" value="Send OTP"/>
Emergency Number	<input type="text"/>	

- Enter the address details within the Sultanate of Oman (**Governorate, State, Town**).

### Address Details

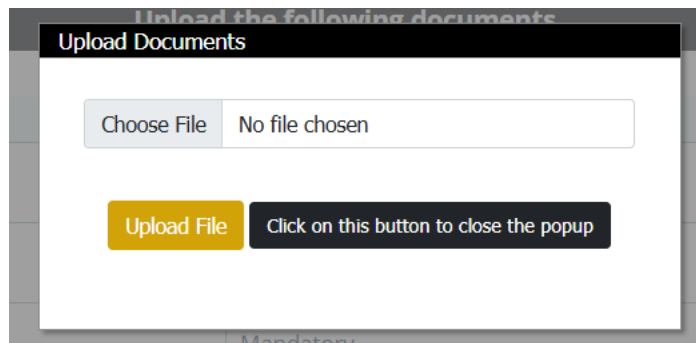
Country	<input type="text" value="Oman"/>	
Governorate	<input type="text" value="[Select]"/>	
State	<input type="text" value="[Select]"/>	
Town	<input type="text"/>	

- Attach the required documents by clicking on '**Upload File**' and uploading the documents.

**Upload the following documents**

Required Documents	Document Type	Document
General Education Diploma and equivalencies	Mandatory	<a href="#">Upload File</a>
IELTS / TOEFL	Optional	<a href="#">Upload File</a>
ID Card Residents	Mandatory	<a href="#">Upload File</a>
Passport	Mandatory	<a href="#">Upload File</a>
An equivalence letter from the Ministry of Education for international qualifications	Optional	<a href="#">Upload File</a>

- Click on the "**Select File**" option, then click on "**Upload File**".



- If there is a disability, please select '**Yes**' so that the type of disability can be selected from the dropdown list.

**Disabilities**

Do You Have Any Disability?  Yes  No

Disabilities

- Enter the guardian's information by selecting "Relation, Guardian Name, Mobile, Address, Employed Number." By clicking on "Show Data," you consent to the disclosure of academic information and press add.

### Applicant Guardian

#### Permission to disclose academic information to the guardian

Sultan Qaboos University is committed to maintaining confidentiality of student academic information. Academic information that may be disclosed may include, but not limited to, academic transcript, attendance record, academic probation, and issues that could lead to expulsion from the university

**Parents/guardians/sponsors of students who face academic issues preventing them from re-registering or continuing their studies will be notified without a prior permission from the student**

I, the student, grant Sultan Qaboos University, represented by the Deanship of Admissions and Registration, permission to disclose my university academic information to my guardian registered with them

Relation	Guardian Name	Mobile	Address	Employed Number	Show Data
[Select] v	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> +

Submit

## 6. Steps for applying to " GCC Students Scholarship "

- In order to be admitted to this program, the passport number must be included from the list entered into the database, starting entering the personal information highlighted in red, and attach a personal photo and then enter the remaining data.

APPLICANT SYSTEM  
2024/2025-FALL

GCC STUDENTS SCHOLARSHIP

Click here to read the instructions

### Applicant Basic Information

Passport Number

Full Name (EN) First Second Third Last

Full Name (AR) First Second Third Last

Nationality [Select]

Birth Date

Birth Place [Select]

Religion [Select]

Gender [Select]

Applicant ID

Application Status New Application - Under Admission Officer Revision

- Enter the details of the qualification by selecting one of the following certificate names (**A-level**, **General education diploma**, **IB**), then select the specialization, country of study, and the Qualification Date. If the 'A-level' or 'IB' certificate is selected, the overall average grade must be entered manually."

### Qualification

Qual type	Secondary Certificates & Equivalents	
Qualification Name	[Select] <span style="float: right;">▼</span>	
Specialization	[Select] <span style="float: right;">▼</span>	
Country	[Select] <span style="float: right;">▼</span>	
Qualification Date	<input type="text"/>	<input type="button" value="📅"/>
Accum Grade Percent	<input type="text"/>	

- Based on the information entered in the section for the certificate, the section for the academic courses will be opened. You are required to enter the **grades for the courses** that were studied, and press the '**plus**' sign after entering each grade to ensure the saved grades are recorded."

### Qualificaton Courses

Qualificaton Courses	Mark	
Islamic Education	90	<input type="button" value="📅"/>
Arabic Language	<input type="text"/>	<input type="button" value="+"/>
Chemistry	85	<input type="button" value="📅"/>
Physics	95	<input type="button" value="📅"/>
Biology	<input type="text"/>	<input type="button" value="+"/>
History	<input type="text"/>	<input type="button" value="+"/>
Geography	<input type="text"/>	<input type="button" value="+"/>
Social Studies	<input type="text"/>	<input type="button" value="+"/>
Physical Education	<input type="text"/>	<input type="button" value="+"/>
English Language	<input type="text"/>	<input type="button" value="+"/>
Art Education	<input type="text"/>	<input type="button" value="+"/>
Arabic language skills	<input type="text"/>	<input type="button" value="+"/>
Core English Language	<input type="text"/>	<input type="button" value="+"/>
Advanced Mathematics	<input type="text"/>	<input type="button" value="+"/>

- After entering all the grades for the courses studied, the desired choice is then selected based on the total cumulative score

### Applicant Preferences

College / Program	[Select] <span style="float: right;">▼</span>	
Major	<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;">[Select]</div> <div style="padding: 2px;">College of Agricultural and Marine Sciences</div> <div style="padding: 2px;">College of Arts and Social Sciences</div> <div style="padding: 2px;">College of Economics and Political Science</div> <div style="padding: 2px;">College of Education</div> <div style="padding: 2px;">College of Engineering</div> <div style="padding: 2px;">College of Law</div> <div style="padding: 2px;">College of Nursing</div> <div style="padding: 2px;">College of Medicine and Health Science</div> <div style="padding: 2px;">College of Science</div> </div>	
Email	<input type="text"/>	
Email verification code	<input type="text"/>	<input type="button" value="Send Verification"/>

- Enter the **Email address**, then click '**Send Verification**'. Enter the verification code sent to the email address. Enter the **phone number**, then click the '**send OTP**' button and enter the verification code. Lastly, enter an **emergency contact number**."

### Contact Information

Email	<input type="text"/>
Email verification code	<input type="text"/> <a href="#">Send Verification</a>
Mobile	Oman +968 <input type="text"/>
Mobile verification code	<input type="text"/> <a href="#">Send OTP</a>
Emergency Number	<input type="text"/>

- Enter the address details within the Sultanate of Oman (**Governorate, State, Town**)

### Address Details

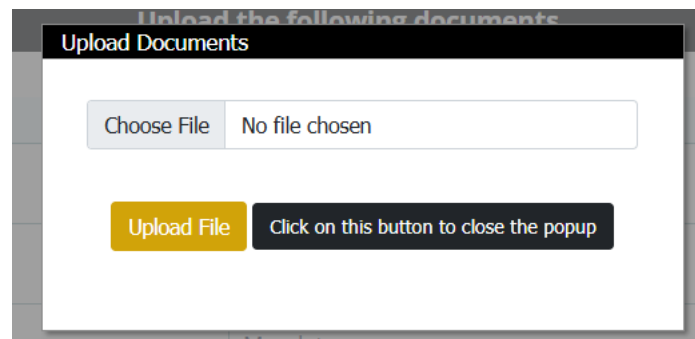
Country	<input type="text" value="Oman"/>
Governorate	<input type="text" value="[Select]"/>
State	<input type="text" value="[Select]"/>
Town	<input type="text"/>

- Attach the required documents by clicking on '**Upload File**' and uploading the documents.

### Upload the following documents

Required Documents	Document Type	Document
General Education Diploma and equivalencies	Mandatory	<a href="#">Upload File</a>
Parents ID Card	Mandatory	<a href="#">Upload File</a>
ID Card	Mandatory	<a href="#">Upload File</a>
Passport	Mandatory	<a href="#">Upload File</a>
SQU ID	Mandatory	<a href="#">Upload File</a>
An equivalence letter from the Ministry of Education for international qualifications	Optional	<a href="#">Upload File</a>

- Click on the "**Select File**" option, then click on "**Upload File**".



- If there is a disability, please select '**Yes**' so that the type of disability can be selected from the dropdown list.

**Disabilities**

Do You Have Any Disability?  Yes  No

Disabilities

- Enter the guardian's information by selecting "Relation, Guardian Name, Mobile, Address, Employed Number." By clicking on "Show Data," you consent to the disclosure of academic information and press add.

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Relation	Guardian Name	Mobile	Address	Employed Number	Show Data	
<input type="text" value="[Select]"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<a href="#">+</a>