

Computing and Development Division

Guidance Manual for the Graduate School Admission Application System

This system is used to apply for graduate programs (PhD, Master's, and Higher Diploma) through the direct link :

<https://eservices.ju.edu.jo/HighStudy>



First: Account Creation and Login

- Create a New Account:** Access the system and create a new account using your email address and a personal password. You will receive your username and password via email.
- Log In:** Use the email address and password you created to log in to the system.
- Select Nationality:** The applicant selects their nationality. If the applicant is Jordanian, the national ID number must be entered; if non-Jordanian, the passport number must be entered.

If the student is unable to create an account, please contact the Graduate School and do not use an email address or national ID number that does not belong to the student.

Second: Completing Personal Information



جامعة الأردن



نظام قبول كلية الدراسات العليا



User E-mail : moufaqtest@gmail.com [Logout](#)

[Change Password](#) [My Applications](#) [Required Documents](#) [Application Form](#) [Academic Information](#) [Personal Information](#)

المعلومات الشخصية

Full Name in Arabic الاسم الكامل باللغة العربية

الـالـ الـ الـ الـ

Full Name in English as in Passport الاسم الكامل باللغة الإنجليزية حسب جواز السفر

First Name First Name Father Name Father Name Grandfather Grandfather Family Family

Date of Birth: 08/01/2020 جنس Female Male

Religion: مسلم Place of Birth: Place of Birth Mekan Al-Wadah: Mekan Al-Wadah Nationality: الاردن Country: الاردن

National No: الرقم الوطني يرجى إدخال رقم بطاقة بدون حروف رقم بطاقة الاحوال يرجى إدخال رقم بطاقة الاحوال

ID Card Expiration Date: Expiry Date

Data of the employee of the UJ or UJ Hospital بيانات إبناء العاملين في الجامعة الأردنية ومستشفي الجامعة الأردنية

هل أنت من إبناء العاملين في الجامعة الأردنية? نعم لا

Address of Permanent Residence عنوان الأقامة الدائم

Phone Number: Phone Number رقم الهاتف: Phone Number Address: Address العنوان: Address

هل قمت من الجامعة الأردنية؟ أتفق غير هل أنت متزوج بـ الدراسي العلـيـا؟ أتفق غير

Save تغرين

This screen requires a high level of accuracy. Please ensure that all information is fully completed before saving:

- Name:** For Jordanian students, their data will appear automatically; the student must complete any missing fields. Non-Jordanian students must enter all their details exactly as shown in the passport.
- Identification Details (Jordanian Students):** National ID number, Civil Status ID card number (numbers only, without letters), and the card expiry date. Non-Jordanian students must enter the passport number.
- Contact Information:** Permanent address and phone number.
- Additional Information:** Includes gender, religion, place and date of birth, and information about children of university or hospital employees (if applicable).
- Action:** Click **Save** to proceed to the next stage.

Third: Academic Information

غير كلمة السر	طلب	الوثائق المطلوبة	طلب الالتحاق	المعلومات الاكاديمية	المعلومات الشخصية
Change Password	My Applications	Required Documents	Application Form	Academic Information	Personal Information
المعلومات الدراسية					
** يجب إضافة كافة المؤهلات العلمية التي تسبق الدرجة المطلوبة يلتسلسل					
أضافة مؤهل علمي جديد					
Country of Graduation	اسم دولة التخرج	Degree	الدرجة		
Faculty	الكلية	University Name	اسم الجامعة		
Major	التخصص	Department	القسم		
Marks System	نظام العلامات بجامعةك	Year of Graduation	سنة التخرج		
GPA	المعدل	Method of Study	نوع الدراسة		
Insert your GPA according to your university's marks system as in transcript			يجب ادخال المعدل حسب نظام العلامات في جامعتك وكما هو مبين بكتاب العلامات		
للاستفسار عن الكلية والقسم اكتب اي جزء من التخصص هنا:					
List of Qualifications					
قائمة المؤهلات العلمية					

تطوير مركز تكنولوجيا المعلومات - قرية تقدم التطبيقات الإدارية © 2023

At this stage, all previous academic qualifications required for the intended degree must be added in sequence (e.g., Bachelor's degree, then Master's degree).

- University of Jordan Graduates (graduated after the year 2000):** Their qualifications will appear automatically. They must select **Save** for the qualification as shown on the screen. If the qualifications do not appear, they must be entered manually according to the official records.
- Add a New Qualification:** Enter the degree, university, college, major, year of graduation, and graduation GPA according to the grading system shown on the transcript.
- Notes on Majors:** The department and college must be selected according to their official titles at the University of Jordan, even if the names differ from those used at your home university.

Fourth: Application for Admission and Language Exam

English Language Proficiency Instructions (TOEFL / IELTS)

You can determine your academic status regarding the English language requirement through the following options:

- **If TOEFL / IELTS is not available:**

- If the applicant does not hold a valid English language test certificate—except for applicants to the Faculty of Languages and the Faculty of Dentistry—they must select the option “**I wish to apply for the English language preparatory program**”, which consists of **6 credit hours** to be studied upon admission.

- **For PhD Applicants (Exam Exemption):**

- A PhD applicant is exempt from the English language exam if they have previously passed it during their Master's studies as a requirement for admission or graduation.
- In this case, the applicant must select “**Exempt – obtained during Master's studies**” from the drop-down list.

- **Important Notes Regarding Certificates:**

- If an IBT or IELTS certificate is submitted, the score must meet the minimum required for each specialization.
- The test certificate must be valid (issued no more than **two years** prior to the application date).

Submitting the Application: You may add more than one admission application and select the degree (Diploma, Master's, or PhD) and the desired specialization.

The screenshot shows the university's application system interface. At the top, there is a navigation bar with tabs: 'Forgot Password' (نسيان كلمة السر), 'My Applications' (طلباتي), 'Required Documents' (الوثائق المطلوبة), 'Application Form' (طلب الالتحاق), 'Academic Information' (المعلومات الاكاديمية), and 'Personal Information' (المعلومات الشخصية). The 'Application Form' tab is currently selected.

Below the navigation bar, there is a section for the English Language Exam. It includes fields for 'Date' (15/08/2023), 'Result' (نتيجة), and 'Type of Exam' (نوع الامتحان). A button labeled 'Save' (حفظ) is also present.

At the bottom of this section, there is a link: 'إلاستعلام عن نتيجة الامتحان المكتفي للغة الانجليزية اضغط هنا' (Click here to inquire about the English language exam results).

Below this, there is a note: 'يرجى مراجعة الخطة الدراسية الموجودة على الموقع الإلكتروني لكلية الدراسات العليا لمعرفة أولويات القبول والشروط الخاصة للبراءج' (Please refer to the study plan available on the university's website for admission priorities and specific requirements).

At the bottom of the page, there is a 'Submit New Application' (اضافة طلب التحاق) button.

The main application form is titled 'Add New Application' (اضافة طلب الالتحاق جديد). It includes fields for 'Payment Method' (طريقة الدفع), 'Method of Payment' (مثقب عائد), 'Required Application' (البرنامج المطلوب دراسته), 'Faculty' (الكلية), 'Department' (القسم), and 'Major' (التخصص). There is also a note: 'هل لديك ابحاث منشورة في مجلات معتمدة من الجامعة الاردنية؟' (Do you have published research in journals recognized by the University of Jordan?).

Payment: Select the payment method via eFawateercom for each application.

Fifth: Published Research (For PhD Applicants Only)

Points for published research are counted **only for applicants to PhD programs**.

- You must enter the **SCOPUS link**, the **researcher's role** (Primary/Co-author), and the **journal classification** (Q1/Scopus/JCR) to ensure that points are awarded.

الأبحاث المنشورة

هل لديك أبحاث منشورة ؟

SCOPUS_LINK

● رئيس ● مشارك * صفة الباحث

● لا ● نعم * الارتباط الاول للباحث الجامعية الاردنية

Q1 Scopus / JCR * تصنيف المجلة

اضفه بحث

يرجى مراجعة الخطط الدراسية الموجودة على الموقع الإلكتروني لكلية الدراسات العليا لمعرفة أولويات القبول والشروط الخاصة للبرامج

For more details about programs' study plans, admission priorities, and special conditions, please visit our faculty's website

إضافة طلب التحاق Submit New Application

Sixth: Uploading Required Documents

- **All required documents must be compiled into a single PDF file.**
- **Maximum file size:** The file must not exceed **6 MB** and should be of acceptable quality.
- **Note:** Uploading a new file will automatically replace the previous one.

المعلومات الشخصية

المعلومات الأكademية

طلب الالتحاق

الوثائق المطلوبة

طلبات الالتحاق

تغيير كلمة السر

طلباتي

كلية الدراسات العليا

Change Password My Applications Required Documents Application Form Academic Information Personal Information

ملحوظة لطباعة معلوماتك ومعلومات طلبك الرجاء الذهاب الى تبويب طلبتي Applications tab

الوثائق المطلوبة Required Documents

You must upload the documents with acceptable quality in one single file as PDF
** يجب تحميل الملفات كما في اعلان القبول على موقع كلية الدراسات العليا الرسمي ويوجدة
متفرقة بملف واحد من النوع PDF على ان لا يتوازى حجم الملف عن 6 ميجا وذلك كمتطلب
لأكمال الطلب

** When uploading a new file, the old file will be replaced
** عند تحميل ملف جديد ثانية يتم استبداله بالملف القديم

File Selection اختيار الملف

Upload File تحميل الملف - 2 No file chosen Choose File - 1

Seventh: Final Review (My Applications Tab)

Through the “My Applications” tab, you can:

1. Review all entered information and applications.
2. Print the application information for documentation.
3. **Edit:** Modifications to the application are allowed **only within 48 hours** from the submission date.

4.