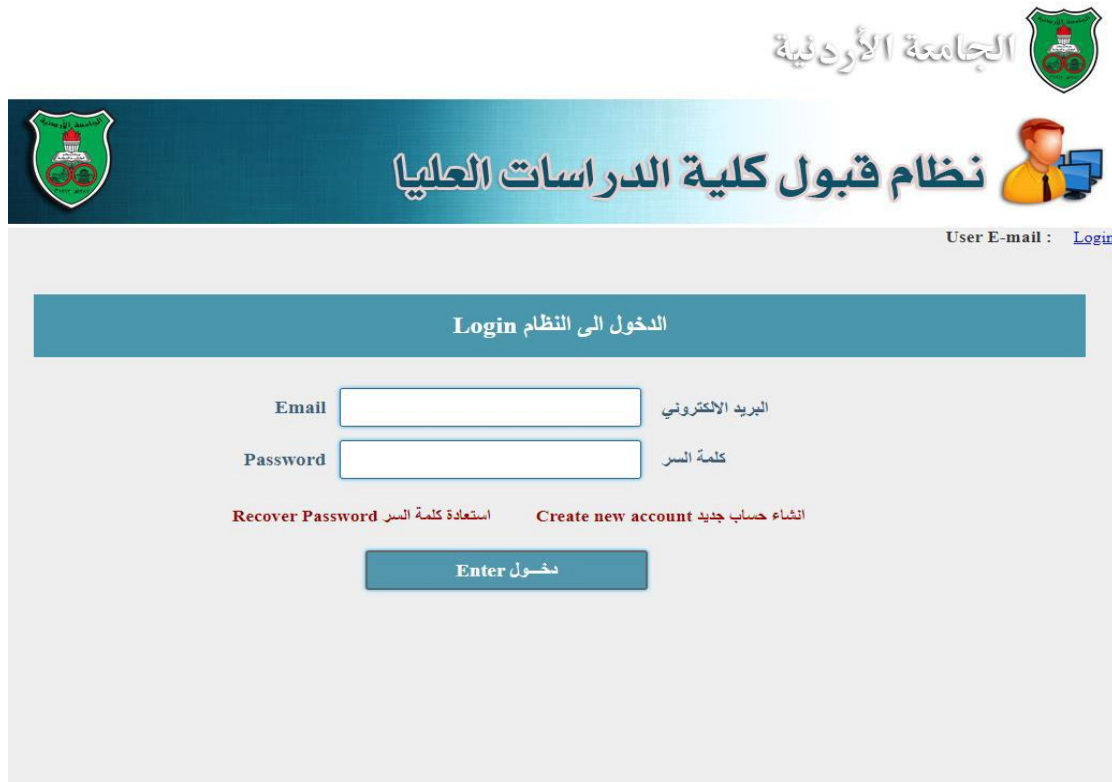


## Computing and Development Division

### 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>



The screenshot shows the login page of the Graduate School Admission Application System. At the top, there is a header with the Jordanian University logo and the text "الجامعة الأردنية". Below this, the main title "نظام قبول كلية الدراسات العليا" is displayed. A user icon is also present. The login section includes a blue bar with the text "الدخول الى النظام Login". Below this, there are input fields for "Email" (البريد الالكتروني) and "Password" (كلمة السر). There are links for "Recover Password" (استعادة كلمة السر) and "Create new account" (انشاء حساب جديد). A blue button labeled "Enter دخول" is at the bottom.

### First: Account Creation and Login

1. **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.
2. **Log In:** Use the email address and password you created to log in to the system.
3. **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.**

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## Second: Completing Personal Information

الجامعة الأردنية

**نظام قبول كلية الدراسات العليا**

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

تغيير كلمة السر	طلباتي	الوثائق المطلوبة	طلب الالتحاق	المعلومات الأكاديمية	المعلومات الشخصية
Change Password	My Applications	Required Documents	Application Form	Academic Information	Personal Information

**المعلومات الشخصية**

**Full Name in Arabic** الاسم الكامل باللغة العربية

الاسم الأول:  الأب:  الجد:  العائلة:

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

First Name:  Father Name:  Grandfather:  Family:

Date of Birth:  تاريخ الولادة: 08/01/2028

Gender: ☐ Female ☒ Male الجنس: أنثى ذكر

Religion:  الديانة: مسلم

Place of Birth:  مكان الولادة:

Nationality:  الجنسية: الأردن

National No:  الرقم الوطني:

رقم بطاقة الأحوال: (يرجى إدخال رقم البطاقة بدون حروف)

ID Card Expiration Date:  تاريخ انتهاء بطاقة الأحوال:

**Data of the employee of the UJ or UJ Hospital** بيانات إقام العاملين في الجامعة الأردنية ومستشفى الجامعة الأردنية

هل أنت من إقام العاملين في الجامعة الأردنية؟

**Address of Permanent Residence** عنوان الإقامة الدائم

Phone Number:  رقم الهاتف:

Address:  العنوان:

هل فصلت من الجامعة الأردنية؟

هل أنت ملتحق بالدراسات العليا؟

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

تغيير كلمة السر Change Password	طلباتي My Applications	الوثائق المطلوبة Required Documents	طلب الالتحاق Application Form	المعلومات الأكاديمية Academic Information	المعلومات الشخصية Personal Information
<b>Academic Information</b> المعلومات الأكاديمية					
<p><b>** يجب إضافة كافة المؤهلات العلمية التي تسبق الدرجة المطلوبة بالتسلسل Must add your previous academic degree that precede the required application sequentially</b></p> <p style="text-align: right;"><b>إضافة مؤهل علمي جديد Add New Qualification</b></p>					
Country of Graduation البلد	الدرجة Degree	اسم دولة التخرج Country of Graduation	الدرجة Degree	اسم الجامعة University Name	الدرجة Degree
Faculty الكلية	اسم الجامعة University Name	الكلية Faculty	القسم Department	القانون العام والقانون Department	اسم الجامعة University Name
Major التخصص	القسم Department	التخصص Major	سنة التخرج Year of Graduation	سنة التخرج Year of Graduation	القانون العام والقانون Department
Marks System نظام العلامات بجامعتك	سنة التخرج Year of Graduation	نظام العلامات بجامعتك Marks System	توقع الدراسة Method of Study	توقع الدراسة Method of Study	سنة التخرج Year of Graduation
GPA المعدل	توقع الدراسة Method of Study	المعدل GPA			توقع الدراسة Method of Study
<p>Insert your GPA according to your university's marks system as in transcript</p>			<p>يجب إدخال المعدل حسب نظام العلامات في جامعتك وكما هو مبين يكشف العلامات</p>		
<p>يبحث</p>			<p>للاستفسار عن الكلية والقسم اكتب اي جزء من التخصص هنا:</p>		
<p>List of Qualifications</p>			<p>قائمة المؤهلات العلمية</p>		

تطوير مركز تكنولوجيا المعلومات - فريق نظم 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 a web application interface for submitting an application. At the top, there is a navigation bar with tabs: 'تغيير كلمة السر' (Change Password), 'طلباتي' (My Applications), 'الوثائق المطلوبة' (Required Documents), 'طلب الالتحاق' (Application Form), 'المعلومات الأكاديمية' (Academic Information), and 'المعلومات الشخصية' (Personal Information). Below this, the 'Application Form' tab is active, showing a section for 'English Language Exam or its Equivalent'. This section includes a 'Date' field with a calendar icon, a 'Result' field, and a dropdown menu for 'نوع الامتحان' (Exam Type) with the option 'الامتحان المكافئ لثقة الإنجليزية' (Equivalent exam for English proficiency). A 'Save امتحان اللغة الإنجليزية' (Save English Language Exam) button is present. Below this, there is a link 'الاستعلام عن نتيجة الامتحان المكافئ اضغط هنا' (Click here to inquire about the result of the equivalent exam). A note in Arabic asks the user to review the study plans, admission priorities, and special conditions for the programs. Below this, there is a link 'For more details about programs' study plans, admission priorities, and special conditions, please visit our faculty's website'. At the bottom, there is a 'Submit New Application' button and a section for 'Add New Application' with fields for 'Payment Method', 'Required Application', 'Faculty', 'Department', and 'Major'. There is also a checkbox for 'هل لديك ابحاث منشورة في مجلات معتمدة من الجامعة الأردنية?' (Do you have research published in journals approved by the Jordanian University?).

**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.

The screenshot shows a web form titled 'الأبحاث المنشورة' (Published Research). It includes a section for 'هل لديك أبحاث منشورة' (Do you have published research?) with 'لا' (No) and 'نعم' (Yes) radio buttons. Below this is a large yellow input field for the 'SCOPUS\_LINK'. To the right of this field are three rows of form elements: 1) 'صفة الباحث\*' (Researcher's role) with 'مشارك' (Co-author) and 'رئيسي' (Primary) radio buttons. 2) 'الارتباط الأول للباحث الجامعة الارتبائية\*' (First university affiliation) with 'لا' (No) and 'نعم' (Yes) radio buttons. 3) 'تصنيف المجلة\*' (Journal classification) with a dropdown menu currently showing 'Q1 Scopus/ JCR'. Below these is a blue button labeled 'إضافه بحث' (Add research). At the bottom of the form, there is a line of Arabic text: 'يرجى مراجعة الخطط الدراسية الموجودة على الموقع الالكتروني لكلية الدراسات العليا لمعرفة أولويات القبول والشروط الخاصة للبرامج' (Please review the study plans available on the electronic website of the Faculty of Graduate Studies to know the admission priorities and special conditions for the programs). Below this is a link: 'For more details about programs' study plans, admission priorities, and special conditions, please visit our faculty's website'. At the very bottom is a button labeled 'Submit New Application' and 'اضافة طلب التحاق' (Add 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.

The screenshot shows a web interface for uploading documents. At the top is a navigation bar with six tabs: 'تغيير كلمة السر' (Change Password), 'طلباتي' (My Applications), 'الوثائق المطلوبة' (Required Documents), 'طلب الالتحاق' (Application Form), 'المعلومات الأكاديمية' (Academic Information), and 'المعلومات الشخصية' (Personal Information). The 'Required Documents' tab is active. Below the navigation bar is a message: 'ملاحظة: لطباعة معلوماتك ومعلومات طلبك الرجاء الذهاب الى تبويب طلباتي My Applications' (Note: To print your information and application please go to My Applications tab). Below this is a section titled 'Required Documents' and 'الوثائق المطلوبة'. It contains two paragraphs of text: 'You must upload the documents with acceptable quality in one single file as PDF \*\*format and the file must NOT exceed 6MB in order to complete this application form' and 'ملاحظة: يجب تحميل الوثائق كما في إعلان القبول على موقع كلية الدراسات العليا الرسمية وجودة مقبولة بملف واحد من النوع PDF على أن لا يتجاوز حجم الملف عن 6 ميجا وذلك كمتطلب لإكمال الطلب' (Note: Upload documents as in the admission announcement on the official website of the Faculty of Graduate Studies and of acceptable quality in a single file of type PDF so that the file size does not exceed 6 MB, as a requirement to complete the application). Below this is another note: '\*\* When uploading a new file, the old file will be replaced' and 'عند تحميل ملف جديد فإنه يتم استبداله بالملف القديم'. At the bottom is a 'File Selection' section with the title 'اختيار الملف'. It shows a status 'No file chosen' and a button 'Choose File'. To the left of this is a button 'Upload File' and the text 'تحميل الملف'.



## 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.



# نظام قبول كلية الدراسات العليا



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

طلباتي	تقديم الطلبات
My Applications	Application Form
<a href="#">طباعة</a> Print	اسم المستخدم: <a href="mailto:moufaqtest@gmail.com">moufaqtest@gmail.com
التاريخ والوقت 08/01/2026 10:08:27	العام الدراسي الحالي 2025
الفصل الدراسي الاول	
الاسم	English Name
الرقم الوطني	
العنوان	
رقم الهاتف	
الجنس	
الجنسية	
Required Documents الوثائق المطلوبة	
الطالب لم يتم بتحميل الوثائق المطلوبة لإكمال الطلب	
Academic Information	المؤهلات الأكاديمية
English Language Exam or its Equivalent	امتحان اللغة الإنجليزية أو ما يعادله
Status of Current Applications	حالة الطلبات المدخلة حاليا