



شؤون الطلاب
Student Affairs
QATAR UNIVERSITY جامعة قطر

The Step by Step Guide for Financial Aid and Monthly Salary Online Application

Student Financial Services Section

To apply for the first time, renew the application, ask for extension after the end of the application period according to the study plan, and add new financial aid type to active application, please follow the below steps:

1. Go to Banner Self-Service link:

https://mybanner.qu.edu.qa/PROD/twbkwbis.P_GenMenu?name=homepage

2. Log in with your username and password.

3. Click “Student Services”.

4. Click “Financial Aid Services”.



5. You be directed to the below dashboard that contains all financial aid application related information (e.g. announcements, application periods, ... etc.):

The dashboard is titled "Student Financial Aid" and includes a "Student Service" dropdown menu. The main content area is divided into several sections:

- Quick Access:** Contains links for "Apply Application" and "Transfer Financial Aid Application".
- Section Announcement:** Displays an announcement dated 01-JUN-22: "Important Announcement: The application period started for Fall 2021".
- Calendar:** A table showing application periods for various services.
- Notification:** Shows a notification dated 26-OCT-22: "Your MONTHLY AIDRequest is ELIGIBLE".
- Your Requested Application:** Shows details for a "MONTHLY AID" application from Spring 2019 to Fall 2020, including a table of application status.

Callout boxes provide additional context:

- Top Left:** "Here you can apply for financial aid type (New/Renew/extension/add new type to active application)" points to the "Apply Application" link.
- Top Center:** "Financial Aid Application calendar. It contains the periods to apply new/renew applications, change financial aid service type, and complete missing documents)" points to the "Calendar" section.
- Top Right:** "Notifications related to your application (e.g. change application status, Financial Aid Section comments)" points to the "Notification" section.
- Bottom Left:** "Section's general announcements for all students (e.g. the start of Application period for Student Financial Aids)" points to the "Section Announcement" section.
- Bottom Right:** "Information related to the financial aid application that is still active" points to the "Your Requested Application" table.

Calendar

Service ↑	Application Type	Start Date	End Date
APPLY FOR TUITION FEES PAYMENT DEFERRAL	Apply Application - NEW/RENEW	31-MAY-22	12-JAN-23
APPLY FOR TUITION FEES PAYMENT DEFERRAL	Incomplete - Returned to student	31-MAY-22	12-JAN-23
COMPUTER LAPTOP LOAN	Apply Application - NEW/RENEW	31-MAY-22	12-JAN-23
	Incomplete - Returned	24-	12-

Notification

26-OCT-22
Your MONTHLY AIDRequest is ELIGIBLE

1

Your Requested Application

1 MONTHLY AID
From :Spring 2019 TO : Fall 2020

Status / حالة الطلب	Support Amount / مقدار المساعدة	Percentage / النسبة	Reason of Rejection or Suspension / سبب الرفض او الايقاف
ELIGIBLE	500	-	Exceed Period

6. After you click “Apply Application”, you will be directed to the below page. Please answer the two questions, then press “Next”:

Student Financial Aid Log Out ◀ English

Student Service ▾

Apply for Financial Aid Services

1 * Does the student enroll in one of the university's sport teams? /هل الطالب منتظم ضمن أحد الفرق والمنتخبات الرياضية التي تمثل الجامعة *

In case you answered this question “Yes”, the system will ask you (in the next step) to upload a letter issued by QU sport affairs related department to prove that you are currently enrolled in one of QU sport teams during the term you applied for financial aid service

Yes No

2 * Select a Financial Aid Service: اختر خدمة المساعدة المالية التي ترغب في التقديم عليها *

المساعدة المالية الشهرية ▾

Please select one of the available financial aid service that you want to apply for it

After you answer the two questions, please click here to move forward

Next

7. After that, You will be directed to the below page. Please answer the questions and click “Next”:

Student Financial Aid Log Out English

Student Service

Apply for Financial Aid Services

1 Please enter your correct information:

I grant permission to the section to share my personal and academic information with any potential financial sponsor during my study within the university without any liability on the part of the university.

أمنح القسم صلاحية مشاركة بياناتي الشخصية والأكاديمية مع الجهات الراعية المحتملة خلال فترة دراستي في الجامعة دون أدنى مسؤولية تقع على الجامعة

Not Agree Agree

You need to tell if mother, brother/sister is working, or no one is working except the father

Write your guardian's total salary without any deductions (In case the mother is working, please add half of her total salary to the guardian's total salary)

It means the father, mother, and brothers/sisters (not working - age below 24 years old) (the total number should include the student himself)

You can only write the allowed deductions according to financial aid policies. (Please refer to financial aid webpage for more details about the allowed deductions before submitting the application)

This is related to QU approved co-curriculum awards that the student got due to non-academic contributions (It doesn't include the dean list or any other academic awards)

You need to tell us if you have any brother/sister who are currently studying at Qatar University only

It is related to the student's bank name and IBAN number (It only appears if you applied for Monthly Aid service)

After you answer the two questions, please click here to move forward

Add Your Belong

* Guardian Total Salary / إجمالي راتب ولي الأمر: 10000

Deductions / خصومات: 4000

* No. of Family Members / عدد أفراد الأسرة: 5

* Student Marital Status / الحالة الاجتماعية للطلاب: Not Married Married

* Are You Working? / هل تعمل؟: Not Working Working

* Is a family member working? / هل يعمل أحد أفراد الأسرة?: Mother Brother/Sister No One

* Did the student received any QU approved co-curriculum award? / هل الطالب حصل على جائزة طلابية لا صفة معتمدة من الجامعة: No Yes

* Do you have siblings studying at QU? / هل لديك إخوة يدرسون حالياً في جامعة قطر?: No Yes

* Bank Name: مصرف قطر الإسلامي

IBAN:

Cancel Next

8. After that, You will be directed to the below page. Please read it carefully and refer to the available links in this page to know the required documents to be submitted with the application, then select “I know the required documents” and click “Next”:

Student Financial Aid Log Out ◀ English

Student Service ▾

Apply for Financial Aid Services

3 Read to know what Is required Document?/ يجب قراءة ما هي المستندات المطلوبة للتقديم?

Please visit the [Required Documents Webpage](#) to know the documents you need to upload while applying for Tuition Fees Aid, Housing Fees Aid, Monthly Financial Aid, Transportation Fees Aid, or Emergency Aid. In addition, you can visit the [External Funding Aids Webpage](#) to know the documents you need to upload while applying for a program provided by external funding institution, after reading the conditions for the intended program. Also, you can contact us for more inquires through the communication channels available at [CONTACT US](#)

يرجى التكرم بزيارة [صفحة المستندات المطلوبة](#) لمعرفة المستندات المطلوبة عند التقديم على خدمات تسديد الرسوم الدراسية و/أو رسوم السكن الجامعي عن طريق الجامعة أو المساعدة المالية الشهرية أو الإعفاء من رسوم المواصلات أو المساعدات الطارئة، أو زيارة [صفحة مساعدات الدعم الخارجي](#) لمعرفة المستندات المطلوبة للتقديم على أحد البرامج التي توفرها الجهات الخارجية الداعمة بعد أن تقرأ الشروط الخاصة بهذا البرامج، كما يمكنك التواصل معنا لمزيد من الاستفسارات عبر وسائل التواصل الموضحة في [صفحة إتصل بنا](#).

لدي علم بالمستندات المطلوبة للتقديم
- I know the required document

Next



9. After that, You will be directed to the below page. Please **make sure that you uploaded all required documents (completely and accurately)** before moving forward, by following the below steps to upload each documents, then click “Submit The Application”:

The screenshot shows the 'Student Financial Aid' application interface. At the top, there is a blue header with 'Student Financial Aid', 'Student Service', 'Log Out', and 'English'. Below the header, there is a 'Document:' section with a 'File:' input field and a 'Choose File' button. A callout box points to this area, stating '2. Select the file that you need to upload from your device'. To the right, a callout box points to a dropdown menu, stating '1. Select the document type'. Below the 'File:' field, there is a 'File Related Comment' text area. A callout box points to this area, stating '3. You can write any clarifying comment related to the file that you want to upload'. To the right of the comment area, there is an 'Upload document' button. A callout box points to this button, stating '4. Click here to upload the selected file'. Below the comment area, there is a table titled 'Your Uploaded Documents Document'. The table has columns for 'Delete', 'File name', 'Document', and 'Comment'. There are four rows of data. A callout box points to the 'Delete' column, stating '6. This button can be used to delete the file you selected using the “Delete” column'. Below the table, there is a 'Cancel' button and a 'Submit The Application' button. A callout box points to the 'Submit The Application' button, stating '7. After you uploaded all required documents, please click here to move forward'. Another callout box points to the table, stating '5. You will see here all uploaded files (In case you need, you can select any file to be deleted and upload a replacement file before submitting the application)'. The table data is as follows:

Delete	File name	Document	Comment
<input type="checkbox"/>	البطاقة الشخصية للطلاب.png	البطاقة الشخصية للطلاب	-
<input type="checkbox"/>	بطاقات الأسرة.png	البطاقات الشخصية لأفراد الأسرة	-
<input type="checkbox"/>	عقد إيجار موثق.png	عقد إيجار موثق	لا يوجد عقد إيجار موثق من الوزارة
<input type="checkbox"/>	شهادة الراتب.png	شهادة الراتب	-

10. After that, You will be directed to the below acknowledgment page. Please read it and click “Agree” to complete the application:

إقرار صحة البيانات - Acknowledgment

×



'I hereby certify that the mentioned data is true and accurate and I bear the whole responsibility in case it proves false. I undertake to inform Student Financial Aid Section in case of any change. I understand that it is my responsibility to inform Student Fund and Financial Aid Section at Qatar University in the event I gain employment, start getting fixed remuneration from any organization or obtain financial aid from a third-party. I also agree to have the amount equivalent to the financial aid granted by Qatar University to be deducted from my account if it was proven that I am ineligible for financial aid based on the financial aid policies and procedures during any semester. In addition, I acknowledge that I have read and agreed on the [financial aids Policies](#) and receipt mechanism provided for herein.

أقر بأن جميع البيانات المذكورة في هذا الطلب صحيحة وكاملة، وأنحمل المسؤولية الكاملة في حال ثبت أنها غير صحيحة، وأنعهد بإبلاغكم بأية تغييرات تطرأ عليها. وأنحمل مسؤولية إعلام قسم المساعدات المالية الطلابية بجامعة قطر في حالة حصولي على عمل منتظم أو أجر ثابت من أي جهة أو الحصول على مساعدات مالية من جهة خارجية. كما أنني أوافق أيضاً بأن يتم الخصم من حسابي ما يعادل مقدار المساعدات المالية الممنوحة من جامعة قطر في حال ثبت عدم استحقاقي للحصول على المساعدة المالية وفق السياسات والإجراءات المنظمة خلال أي فصل دراسي استفتت فيه من الخدمة. وبالإضافة إلى ذلك، أقر بأنني قد قرأت السياسات المنظمة للمساعدات المالية ، وأوافق عليها كما وردت.

موافق/Agree

11. After submitting the application, you will be redirected to the main dashboard where you can follow up the application status, duration (From-To), support amount, and reason of rejection or suspension. Also, you can apply her for other additional financial aid service according to what is available during the application period:

Student Financial Aid Log Out العربية

Student Service (Dropdown)

Quick Access

- Apply Application
- Transfer Financial Aid Application

Section Announcement

01-JUN-22
Important Announcement
The application period started for Fall 2021

Calendar

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26-OCT-22
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Your Requested Application

1 MONTHLY AID
From : Spring 2019 TO : Fall 2020

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ELIGIBLE	500	-	Exceed Period

The financial aid service that you applied to get it

Application duration (Form-To) appears in green color below the financial aid service you for it

This table shows all application related details: status – support amount in case of QU fees aids and monthly aid – percentage of tuition/housing aids that are financed by QU – reason or rejection/suspension (the support amount and percentage will NOT be shown for the external funding financial aid applications)