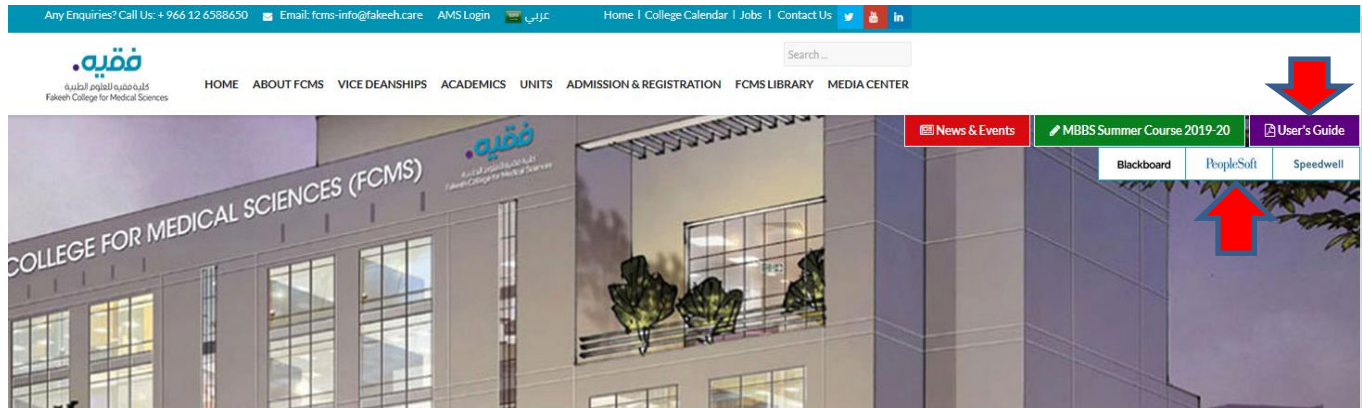
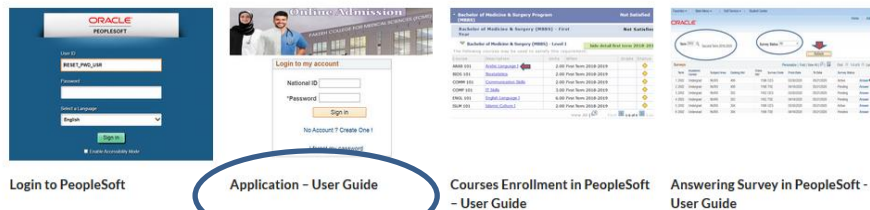


Student Online Application for Admission – User Guide

- 1) Copy the College website URL link www.fakeehcollege.edu.sa and paste it in the Browser user interface and press Enter; the FCMS website front page appears. Click over [**User's Guide**] tab then select **PeopleSoft**



PeopleSoft User Guide



- Choose Application – User Guide

- 2) A login screen asks you to enter your National ID (Tabiyah or Iqama) and your Password to login to your account or select **No Account? Create One !** if this is your first time to apply.
- 3) New Application parameters screen will appear, fill in all the fields and press Sign up

Account Information

*National ID	<input type="text"/>
*Password	<input type="password"/>
*Confirm Password	<input type="password"/>
*Email ID	<input type="text"/>
*Security Question	<input type="text" value="What is your favorite School?"/>
*Answer	<input type="text"/>
*First Name	<input type="text"/>
*Last Name	<input type="text"/>


- Keep your password and security question for future use

4) The main login screen reappears, type in your ID and password and press Sign in:

Login to my account

National ID

*Password



[No Account ? Create One !](#)


[I forgot my password](#)

5) The System will direct to the application creation screen, Press Create New Application and follow the entry screens, all starred fields are mandatory:

Applications

Welcome **S**Tudent name Family Name National ID 2506636619

Institution	Term	Application Type	Certificate Type	Application Nbr	Creation Date/Time	Application Status	Submitted Date	Edit / View	Delete
1								<input type="button" value="Edit / View"/>	<input type="button" value="Delete"/>



6) From the drop down arrows select your options in every line and press Create Application:

Create New Application


National ID 2506636619

*Institution

*Term

*Application Type

*Certificate Type



7) Fill in your biographical data, all fields with star are mandatory:

Biographical Details

*English First Name

*English Father/Grand F. Name

*English Last Name

*Arabic First Name

*Arabic Father/Grand F. Name

*Arabic Last Name

*Gender

Marital Status

Religious Preference

*Date of Birth

*Nationality

Birth State

Birth Location

Identification			Personalize	Find	First	1 of 1	Last
Country	National ID Type	National ID					Primary ID
1 Saudi Arabia	Saudi National ID	2506636619					<input checked="" type="checkbox"/>

➤ **Address Information**

➤ **Phones**

➤ **Email**

➤ **Citizenship/Passport**

8) Expand the items **Address Information** and **Phones**, fill in the data and press Next >>



Address Information

Country: Saudi Arabia

*State: Makkah

*City: Jeddah

Building Number:

Street:

District: Postal Code: Additional Num.:



Phones

Personalize | Find | | | | First 1-2 of 2 Last

	*Phone Type	Country Code	Telephone	Phone Extension	Preferred		
1	Mobile	966	054XXXXXXXX	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	Home	966	012XXXXXXXX	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Email

Citizenship/Passport

Relationships

<<Previous



9) Enter the data related to your high school information; School name and address, Graduation year, start and end date of the graduation academic year along with the high school score % then press **Next >>**

Application Type: MBBS Medicine

Certificate Type: High School

Application Nbr: 00001093

All Fields with START (*) are mandatory.
Enter the final MARKS number from the High School graduation certificate in the Grade field.

School Information

School: External school

*School Name: 16

*Country: Saudi Arabia

*School State: Makkah

School City:

School Address:

School Postal:

*Graduation Year: 2018 Academic Year 1438-1439

*Grade Type: High School Grade Twelve

From Date: 09/01/2017 To Date: 06/06/2018

*Score%: 89

<<Previous

10) Enter the TESTS information (تحصیلی و قدرات) and Press **Next >>**

Test Information

Test Component	Test Date	Test Score
1 Achievement Test	05/02/2017	90.00

Test TAHSEELY

Test Component	Test Date	Test Score
1 Tahseely Test	05/10/2017	95

<<Previous Next >>

Save For Later Save & Complete

Submit Application

Log Out

11) Enter the Academic Program Information you are applying for then Press Next >>

Academic Program Information

Personalize | Find | First 1 of 1 Last

Periority	*Academic Program	*Academic Plan	*Campus
1	1 MBBS Medicine	Bachelor of Medicine & Surgery	Male Main Campus

<<Previous Next >>

Save For Later Save & Complete

Submit Application

Log Out

12) Upload the supporting documents as requested (pdf, docx, jpg,..) format then Press **Next >>**

Upload Documents

Required ?	Attachment Type	Attached File	Add Attachment	View Attachment
1 <input type="checkbox"/>	Abilities Test		Add Attachment	View Attachment
2 <input type="checkbox"/>	High School Certificate.		Add Attachment	View Attachment
3 <input type="checkbox"/>	Good Conduct Letter		Add Attachment	View Attachment
4 <input type="checkbox"/>	National ID		Add Attachment	View Attachment
5 <input type="checkbox"/>	Personal Photo		Add Attachment	View Attachment
6 <input type="checkbox"/>	Achievement Test		Add Attachment	View Attachment

[<<Previous](#) [Next >>](#)
[Save For Later](#) [Save & Complete](#)
[Submit Application](#)
[Log Out](#)

- 13) Click on [Submit Application](#) in order to submit your application to the college registration and admission office. You can select Save For Later or Save & Complete if your application data is not complete.
- 14) Final step is to select and tick **I accept Terms and Conditions** then **Submit Application**

Terms and Conditions

I Accept Terms and Conditions

[Submit Application](#)

- 15) Now your Application is Submitted to Fakeeh College for Medical Sciences – Academic Affairs Unit, write the **Application Number** displayed on the last screen and provide it to the Registration Officer to finalize your admission process:

Applications

Welcome Student name Family Name National ID 2506636619

Institution	Term	Application Type	Certificate Type	Application Nbr	Creation Date/Time	Application Status	Submitted Date	Edit / View	Delete
1 FCMS	1901	MBBS Medicine	High School	00001093	09/24/18 1:18:30.000000PM	Submitted	09/24/2018	Edit / View	Delete

[Create New Application](#) [Log Out](#)

- 16) Click on Log out to close the application.

***** Good Luck *****