



## كيفية حجز موعد مع مرشد المساعدات المالية How to book an appointment with the financial aid counselor



Female



Male

1

قم بزيارة إحدى الروابط التالية  
Go to one of these links

2

قم باختيار مرشد المساعدات الذي ترغب في مراجعته  
Click on the name of the Financial Aid Counselor

The screenshot shows the 'Financial Aid Reception - Male' page. It includes a dropdown menu for 'College >> Program: \*' and a 'Show Filter Options' link. Below, there is a section titled 'Select to continue' with a table of reception timings: 'The Financial Aid reception timings' and 'Every day from 8:00am- 12:30pm'. A red note states: 'Please consider male and female financial aid reception offices while reserving your appointment.' At the bottom, there is a button for 'Financial Aid Reception - Basel' with an arrow pointing to it from a text box that says 'قم باختيار مرشد المساعدات المالية الذي ترغب في مقابلته'.

3

قم الآن باختيار اليوم والوقت المناسبين لأخذ موعد من مرشد المساعدات المالية الذي اخترته  
Choose your preferred date and time for the appointment

The screenshot shows the 'Financial Aid Reception - Basel' page. It includes a section for 'Available Dates: \*' with a date selector for 'Sun, 08/23/20' and a text box 'قم باختيار اليوم المناسب'. Below, there is a section for 'Available Time Slots: \* 08/23/20' with two time slot options: 'Sun, 8:00AM - 8:15AM' and 'Sun, 8:15AM - 8:30AM', each with a text box 'قم باختيار اليوم المناسب'.

4

قم بتسجيل الدخول باستخدام حسابك الجامعي الخاص  
Log in with your QU username and password

The screenshot shows the 'Student Financial Aid section - Financial Aid Reception - Male' page for 'Sun, 08/23/20 8:00AM - 8:15AM'. It includes a pink note: 'PLEASE NOTE: Your appointment is not yet confirmed. You must login to continue and finalize your booking. Thank you.' Below, there is a 'Login using QU ID' section with a text box 'قم بتسجيل الدخول باستخدام حسابك الجامعي' and a 'Log In' button.

5

قم بوضع رقم هاتفك والجنس والجنسية وسبب أخذك للموعد  
Write your mobile number, Gender, Nationality, and the reason for the visit

The screenshot shows a questionnaire form with four questions: '1. Mobile Phone: \*', '2. Gender \*', '3. Nationality \*', and '4. Reason for this Appointment \*'. Each question has a text box for the answer and an arrow pointing to it from a text box: 'قم بوضع رقم هاتفك', 'قم باختيار الجنس', 'قم بوضع جنسيتك', and 'قم بكتابة سبب زيارتك'. A 'Submit Reservation' button is at the bottom.

بعد الانتهاء قم بالضغط على "Submit Reservation"  
Click "Submit Reservation"

The close-up screenshot shows the '4. Reason for this Appointment \*' section with a text box containing the text 'Submit Reservation' and an arrow pointing to it from a text box that says 'بعد الانتهاء من كتابة سبب الزيارة قم بالضغط على Submit Reservation'. A 'Submit Reservation' button is at the bottom.