**TERM 222**

**Steps for Printing Graduating Information Form**

**KFUPM Portal**

**Registrar Services**

**Graduating Student Information**

**Kindly check all the information in the form i.e. name spelling in English, name in Arabic, Date of Birth, Mobile #, e-mail and postal address are correct.**

**For Saudi students – name in English should match the name in Arabic as mentioned on the national ID card (no initials).**

**For example: ALGHAMDI, AHMED SAAD Y (incomplete)**

 **ALGHAMDI, AHMED SAAD YOUSEF (complete)**

**For non-Saudi students – name should be as per your current passport.**

**Make necessary changes if required.**

Submit the form thru Portal-registrar services and take a printout of it to be sent to the

Office of the University Registrar thru e-mail only (registrar@kfupm.edu.sa)in a

**SINGLE PDF FILE** with the following documents:

**For Saudi Students**

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| 1. Printout of the submitted form thru Portal.
2. Passport size photo.
3. A clear copy of National ID.
4. Passport or Driving License (**one is must**).
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**For Non-Saudi Students**

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| 1. Printout of the submitted form thru Portal.
2. Passport size photo.
3. A clear copy of Iqama & Passport.
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**Deadline: April 14, 2023**

**\*\*\*: KINDLY NOTE THAT NON-SUBMISSION OF THE FORM ALONG WITH THE DOCUMENTS ON TIME MIGHT DELAY THE ISSUE OF YOUR GRADUATION CERTIFICATE**