



To be filled out by the authorized entity responsible for submitting the request.

**Scholarship Promotion Request Form**

<b>Name</b>		<b>National ID</b>	
<b>Position</b>	Teacher assistant	<b>The Affiliated Institution</b>	
<b>The degree for the scholarship</b>		<b>The university and location of the scholarship</b>	Start:00/00/000
<b>Type of request</b> from ..... :to ..... :The university			
<b>Request:</b> A referral was received from His Excellency the Dean of Graduate Studies, No. ...., dated ....., accompanied by the request submitted via the "Safir" electronic portal regarding the promotion of the scholarship for the student/scholar to pursue a Ph.D. in the field of ( ) for a duration of (three years), starting from 00/00/0000, with tuition fees of ..... for the academic year ..... and the number of dependents is ....., who are .....			
<b>Unconditional admission</b> ..... (University of ..... ).....			
<b>Opinion of the Cultural Attaché:</b> The request received approval from His Excellency the Cultural Attaché of ....., based on the letter from the academic supervisor, which stated that the date of obtaining the Master's degree was .....			
<b>Previous Decisions and Recommendations:</b> (One of the college staff members was granted access to the archive of the department's decisions.)			
<b>Department Recommendation:</b> Approval of ..... by the Department Council of ( ) in its meeting ( ) held on 00/00/0000. Please provide the reason in case the approval was by majority vote or if there was an objection.			
<b>College Recommendation:</b> Approval of ..... by the College Council in its meeting ( ) held on 00/00/0000. <b>Please provide the reason if the approval was by majority vote or if there was an objection.</b>			



**Note:** The shaded field is a dropdown list where you can select according to the type of request and modify the details accordingly.

- The admission letter obtained should specify the duration of the program, the program's start date, and the tuition fees.
- If the admission is for a fellowship from the United States, the attestation from the Cultural Attaché in the U.S. must be attached to confirm the admission.
- The required language proficiency score should be provided if the admission is conditional, along with the IELTS certificate.
- Ensure that all decisions made regarding the scholarship recipient are included.
- Mention the ranking of the university, ensuring it is among the top 200 universities globally or in the field (QS, Times, Shanghai, US News), according to the latest rankings. If the promotion is for the same university, it should be among the top 100 universities globally.
- External scholarship regulations (attached on the university website).
- Recommended universities.

Scan to get the word file

