



Student Information System (SIS) User Manual

User Account: Early Access Admission Applicant
Function: New Admission Application

A. System Overview

The system provides an electronic portal for new applicants to submit their admission applications to one of the academic programs offered at the University of Bahrain, as illustrated below:

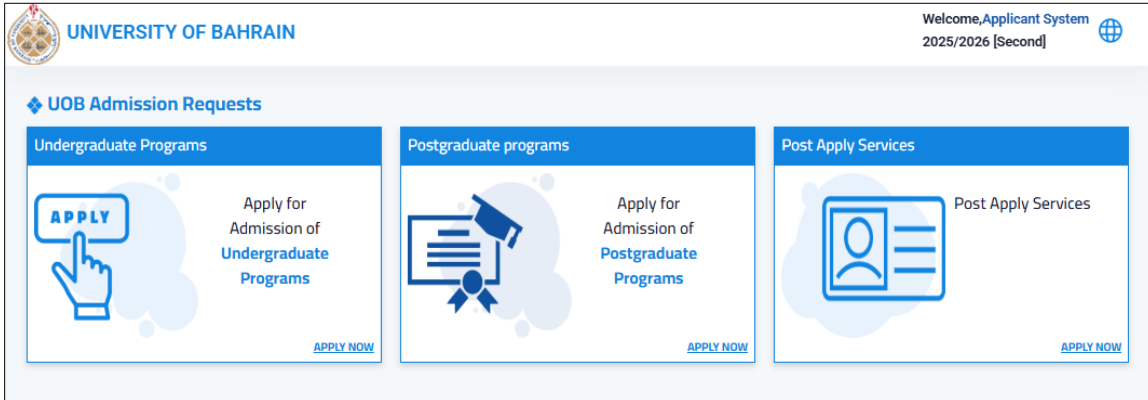
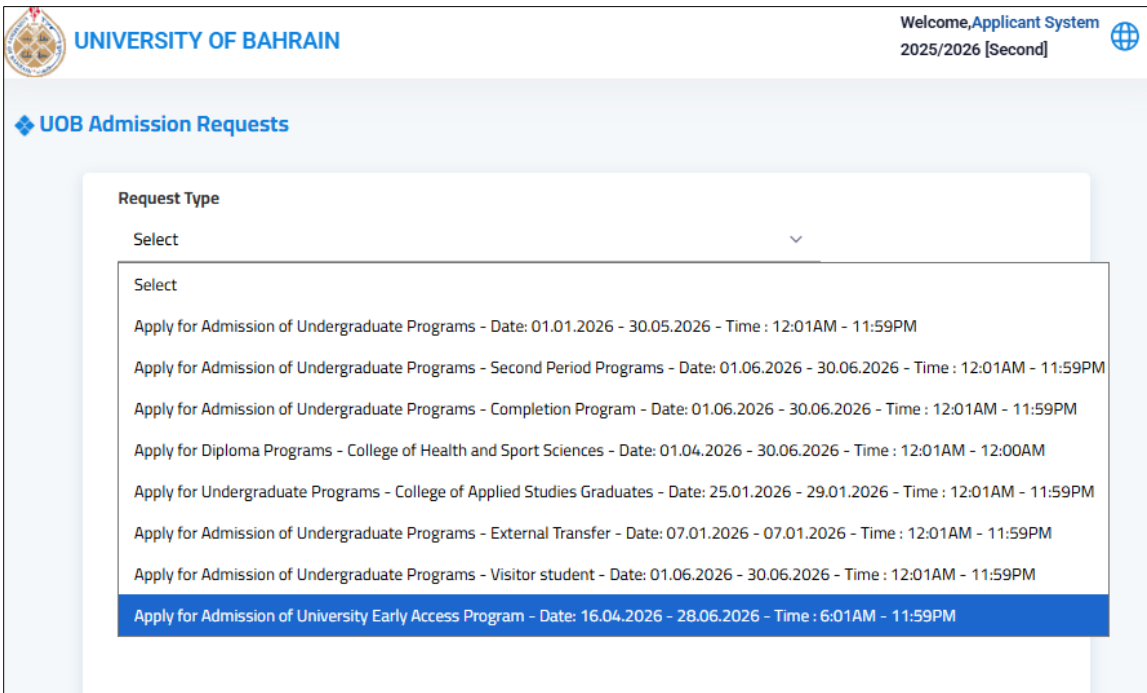


Figure 1 – Home Page

B. Instructions

After accessing the Admission Application link through the University website, as shown in Figure (1), follow the steps below:

1. Open the following link:
<https://sis.uob.edu.bh>
2. Select "University of Bahrain Admission Applications" to navigate to:
<https://admission.uob.edu.bh/applicant-landing>
3. Select the service "Apply for Admission to Undergraduate Programs".
4. From the "Application Type" list, select the required program:
"Apply for the Early University Access Program".



The screenshot displays the 'UOB Admission Requests' interface. At the top, the University of Bahrain logo and name are visible on the left, and a welcome message 'Welcome, Applicant System 2025/2026 [Second]' with a globe icon is on the right. Below the header, the main content area is titled 'UOB Admission Requests'. A 'Request Type' dropdown menu is open, showing a list of application options. The option 'Apply for Admission of University Early Access Program - Date: 16.04.2026 - 28.06.2026 - Time : 6:01AM - 11:59PM' is highlighted in blue, indicating it is the selected option.

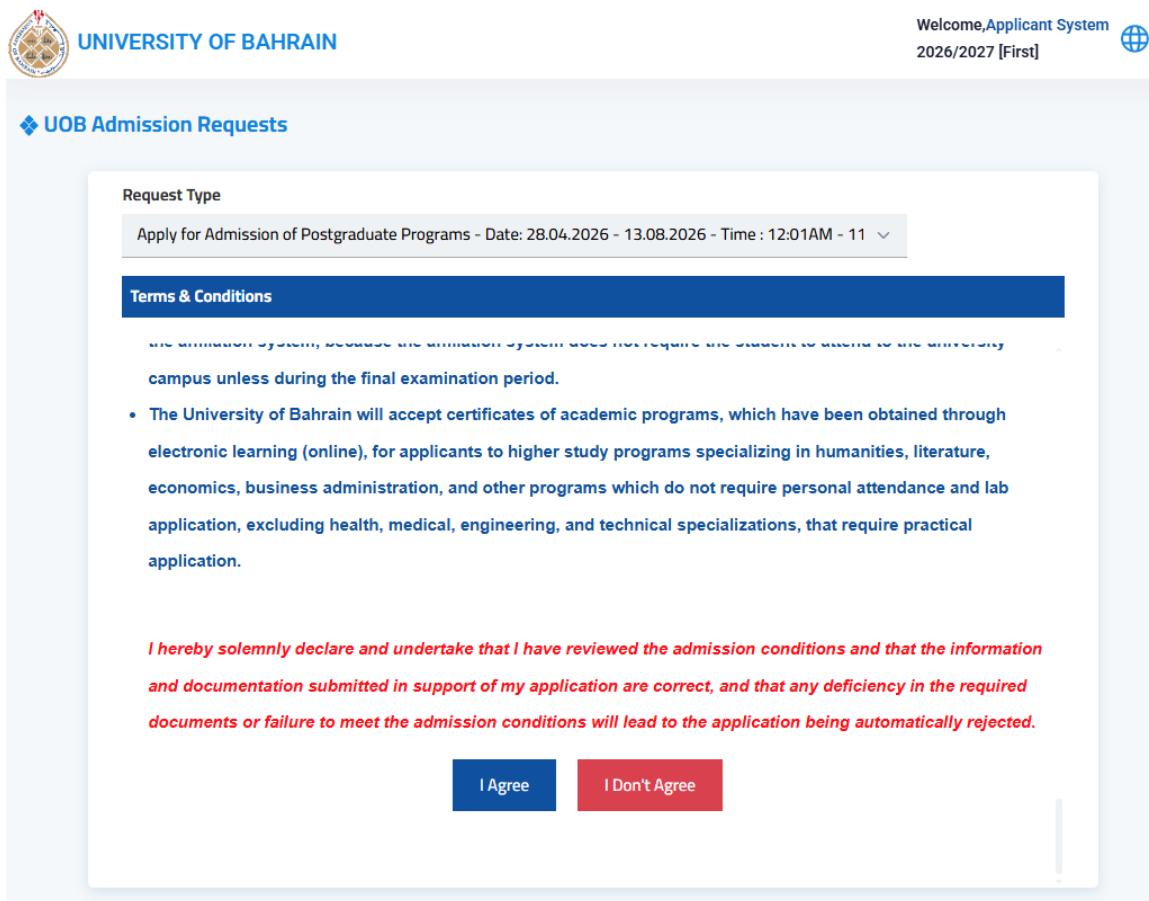
Request Type
Select
Apply for Admission of Undergraduate Programs - Date: 01.01.2026 - 30.05.2026 - Time : 12:01AM - 11:59PM
Apply for Admission of Undergraduate Programs - Second Period Programs - Date: 01.06.2026 - 30.06.2026 - Time : 12:01AM - 11:59PM
Apply for Admission of Undergraduate Programs - Completion Program - Date: 01.06.2026 - 30.06.2026 - Time : 12:01AM - 11:59PM
Apply for Diploma Programs - College of Health and Sport Sciences - Date: 01.04.2026 - 30.06.2026 - Time : 12:01AM - 12:00AM
Apply for Undergraduate Programs - College of Applied Studies Graduates - Date: 25.01.2026 - 29.01.2026 - Time : 12:01AM - 11:59PM
Apply for Admission of Undergraduate Programs - External Transfer - Date: 07.01.2026 - 07.01.2026 - Time : 12:01AM - 11:59PM
Apply for Admission of Undergraduate Programs - Visitor student - Date: 01.06.2026 - 30.06.2026 - Time : 12:01AM - 11:59PM
Apply for Admission of University Early Access Program - Date: 16.04.2026 - 28.06.2026 - Time : 6:01AM - 11:59PM

Figure 2 – Selecting Application Type

1. Terms and Conditions Approval:

After selecting the required program, the system displays the application Terms and Conditions page.

- Review and accept the Terms and Conditions.
- After acceptance, a pop-up window will appear to enter the Personal ID number.
- Enter the Personal ID number and click the "Submit" button.
- The system verifies the entered Personal ID number to determine whether the applicant is applying for the first time or already has an existing application in the system.



The screenshot shows the UOB Admission Requests interface. At the top left is the University of Bahrain logo and name. At the top right, it says "Welcome, Applicant System" and "2026/2027 [First]" with a globe icon. Below the header, there's a section titled "UOB Admission Requests". Underneath, a "Request Type" dropdown menu is set to "Apply for Admission of Postgraduate Programs - Date: 28.04.2026 - 13.08.2026 - Time : 12:01AM - 11". The main content area is titled "Terms & Conditions" and contains the following text:

the admission system, because the admission system does not require the student to attend to the university campus unless during the final examination period.

- The University of Bahrain will accept certificates of academic programs, which have been obtained through electronic learning (online), for applicants to higher study programs specializing in humanities, literature, economics, business administration, and other programs which do not require personal attendance and lab application, excluding health, medical, engineering, and technical specializations, that require practical application.

I hereby solemnly declare and undertake that I have reviewed the admission conditions and that the information and documentation submitted in support of my application are correct, and that any deficiency in the required documents or failure to meet the admission conditions will lead to the application being automatically rejected.

At the bottom, there are two buttons: "I Agree" (blue) and "I Don't Agree" (red).

Figure 3 – Terms and Conditions and Personal ID Number

2. Application Form:

After completing the previous steps, the system displays the Admission Application Form for the applicant to enter and complete all required information.

- Enter the personal information in the "Basic Data" page.
- After completing all required fields and verifying that the entered information is correct, click the "Next" button to proceed to the next page of the application.

The screenshot displays the 'UOB Admission Requests' application form. At the top, the University of Bahrain logo and name are visible on the left, and a welcome message 'Welcome, Applicant System 2026/2027 [First]' is on the right. Below the header, the 'Request Type' is set to 'Apply for Admission of Postgraduate Pro', the 'CPR' is '00000000', and the 'Application Status' is 'PG New Application'. The 'Basic Data' section is highlighted in a blue bar. On the left, a vertical navigation menu lists steps: Basic Data (selected), Applicant Preference, Bsc Qualification, Master Qualification, Contact Data, English Proficiency, Documents, and Fees. The main form area contains a message: 'You will take applicant Id after saving your data and pay the admission fees'. The form fields are organized as follows: 'Full Name (EN)' with four text boxes for First, Second, Third, and Last; 'Full Name (AR)' with four text boxes for First, Second, Third, and Last; 'Birth Date' (MM/DD/YYYY), 'Birth Place' (BAHRAIN), 'Nationality' (BAHRAIN), and 'Religion' (Select); 'Gender' (Select) and 'Degree Type' (Post Graduate); and 'Degree' (Select). Navigation buttons '< previous' and 'Next >' are located at the bottom of the form.

Figure 4 – Basic Information

3. Academic Qualification:

On this page, the applicant is required to enter the academic qualification details by selecting the qualification type and specialization, as well as specifying the school name and the country where the school is located. The applicant must also enter the cumulative GPA in the designated field.

After completing all required information and verifying its accuracy, click the "Next" button to proceed to the next step of the application.

UNIVERSITY OF BAHRAIN Welcome, Applicant System 2025/2026 [Second]

UOB Admission Requests

Request Type: Apply for Admission of University Early Access Program | CPR: 0000000000 | Application Status: New Application - Under Admission Officer Revision

Secondary School Qualification

You will take applicant Id after saving your data and pay the admission fees

Qualification Type	Qualification Name	Specialization
Pre- Secondary Certificate	Please Select	Please Select
	Required	Required

Country	School Name	Accum Grade Percent
Please Select	Please Select	Accum Grade Percent
Required	Required	Required

< previous Next >

Figure 5 – Academic Qualification

4. Contact Information:

The applicant then completes the contact information through the "Contact Data" tab. The applicant is required to enter an email address and verify it using the verification code sent to the registered email. The mobile phone number must also be entered and verified using the verification code sent via SMS.

Next, the applicant creates a password, which will be used later to access the electronic services related to the admission application. The applicant should then complete the remaining required contact information.

After verifying that all entered information is correct, click the "Next" button to proceed to the next step.

The screenshot shows the 'Contact Data' form in the University of Bahrain Applicant System. The form is titled 'Contact Data' and includes a navigation sidebar on the left with steps: Basic Data (checked), Secondary School Qualification (checked), Contact Data (active), Applicant Preference, Documents, and Fees. The main form area contains the following fields and sections:

- Provide your contact information**
- Email:** A text input field with a 'Send Verification' button. A red 'Required' label is below the field.
- Mobile Number:** A text input field with a dropdown menu for country code and a 'Send Verification' button. A red 'Required' label is below the field. A note below reads: 'Mobile verification is not required.'
- Password:** A text input field with a 'Send Verification' button. A red 'Required' label is below the field.
- Confirm Password:** A text input field with a 'Send Verification' button. A red 'Required' label is below the field.
- Address:** Four text input fields: 'Block', 'Road/Passage', 'Build/House', and 'Flat'. Each has a red 'Required' label below it.
- Remarks:** A text input field with a red 'Required' label below it.

At the bottom of the form, there are two buttons: '< previous' and 'Next >'. The top right corner of the page shows 'Welcome, Applicant System 2025/2026 [Second]' and a globe icon.

Figure 6 – Contact Information

5. Student Preferences

On this page, the applicant clicks the "+" icon to add a new program, then selects "Early University Access Program" from the list of available programs.

Next, the applicant selects the required Early University Access Program level from the available options in the system and continues with the application process.

The screenshot displays the 'UOB Admission Requests' interface. At the top, the University of Bahrain logo and name are on the left, and the user is logged in as 'Welcome, Applicant System' for the '2025/2026 [Second]' session. The main heading is 'UOB Admission Requests'. Below this, there are three dropdown menus: 'Request Type' set to 'Apply for Admission of University Early Access Program', 'CPR' set to '0000000000', and 'Application Status' set to 'New Application - Under Admission Officer Revision'. A 'Documents' section is active, showing a list of required documents. On the left, a vertical navigation menu includes 'Basic Data', 'Secondary School Qualification', 'Contact Data', 'Applicant Preference', 'Documents' (selected), and 'Fees'. The document list table is as follows:

Documents	Type	Action
A valid ID card or proof of renewal in case of expiry (Non-Bahraini).	Optional	
A copy of a valid passport or proof of renewal in case of expiry.	Optional	

Navigation buttons include '< previous' and 'Submit'.

Figure 7 – Student Preferences

6. Documents

On this page, the applicant uploads the required documents to complete the admission application. These include:

- A copy of the National ID card (front and back sides).
- A copy of a valid passport.
- Parental Consent Form

Before proceeding to the next step, ensure that all uploaded documents are clear and that the information displayed on them is accurate and readable.

The screenshot shows the 'UOB Admission Requests' interface. At the top, there is a header with the University of Bahrain logo and name, and a welcome message: 'Welcome, Applicant System 2025/2026 [Second]'. Below the header, the 'UOB Admission Requests' section is active. The interface includes three dropdown menus: 'Request Type' (set to 'Apply for Admission of University Early Access Program'), 'CPR' (set to '0000000000'), and 'Application Status' (set to 'New Application - Under Admission Officer Revision').

The main content area is titled 'Documents' and features a vertical navigation menu on the left with the following items: 'Basic Data' (checked), 'Secondary School Qualification' (checked), 'Contact Data' (checked), 'Applicant Preference' (checked), 'Documents' (selected), and 'Fees' (unchecked). The main content area displays the message 'You have to upload the following documents' and a table with the following data:

Documents	Type	Action
A valid ID card or proof of renewal in case of expiry (Non-Bahraini).	Optional	
A copy of a valid passport or proof of renewal in case of expiry.	Optional	

At the bottom of the main content area, there are two buttons: '< previous' and 'Submit'.

Figure 8 – Documents




7. Application Fee Payment

At the end of the application process, the applicant must pay the application fee using one of the payment methods available in the system.

Payment of the application fee is required to complete the application process. Applications will not be processed or considered unless the payment has been successfully completed.

The screenshot displays the 'Electronic Payment Gateway' interface. At the top, it features the Government of Bahrain logo and the Bahrain Pay logo, which is described as 'The National ePayment Platform'. Below the logos is a section titled 'Instructions' with a dropdown arrow. The instructions list three steps: selecting a payment method, clicking 'Pay', being redirected to a payment gateway, and not refreshing the page or using the back button. The 'Payment Information' section shows the service name as 'Appeals Payment', the reference number as 'Personal Number 000', and the total amount as 'BHD 10'. The 'Select Payment Method' section offers three options: 'BenefitPay' (with a red 'B' icon), 'Debit Card' (with a red 'benefit' icon), and 'Credit Card' (with a credit card icon). A 'Cancel' button is located at the bottom of the interface.

Payment Information	
Service Name	Appeals Payment
Reference Number	Personal Number 000
<hr/>	
Total Amount	BHD 10

Select Payment Method	
<input type="radio"/> BenefitPay	
<input type="radio"/> Debit Card	
<input type="radio"/> Credit Card	

[Cancel](#)

Figure 9 – Electronic Payment Gateway