



Visiting Professor Program



User's Guide

Visiting Professor Program

(The request Submitted)

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Deanship of e-Transaction and Communication
Applications Department
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Visiting Professor Program

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Visiting Professor Program

About system:

System operates on visitor management and follow-up visit invited to visit the signing of contracts with the University and an end to all measures taken as of the end of the approvals and the signing of contracts and payment of dues and follow-up automatically and the issuance of the necessary statistics and periodic reports accurately and timely.

Main Page:

برنامج أستاذ زائر
Visiting Professor Program

Exit

My Requests

:: My Requests ::

Add

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Deanship of e-Transaction and Communication
Designed and Developed by Application Department



Visiting Professor Program

Access to the system;

Enter your user name and password (used in e-mail)



Faculty Member Information;

To enter Faculty Member Information click on Add
And enter next fields:

- 1-Request ID
- 2-Employee Number
- 3-Academic Rank
- 4-Full Name
- 5-Gender
- 6-College
- 7-Department
- 8-Mobile No.
- 9-Office Phone No.
- 10-Email.
- 11- CV

Then click on Save

:: Application for Visiting Professor ::

Faculty Member Information

Mark (*) means that the fields are required

Request ID

Employee Number *

Academic Rank *

Full Name *

Gender *

College *

Department *

Mobile No. *

Office Phone No.

Email *

CV



Visiting Professor Program

Visitor Professor Information:

After complete Faculty Member Information click next to enter Visitor Professor Information fields:

- 1- Request ID
- 2- Academic Rank
- 3- Full Name
- 4- Gender
- 5- Institution Name
- 6- Department
- 7- Passport No.
- 8- Nationality
- 9- Specialized Field
- 10- Mobile No.
- 11- Phone No.
- 12- City
- 13- Postal/Zip Code
- 14- State
- 15- Country of Residence
- 16- Email
- 17- ISI Publication record in the current year in addition to the last 3 years
- 18- CV & Passport

Then click on Save

Sing Out :

To sing out click on Exit.

:: Visitor Professor Information ::

Visitor Information

Mark (*) means that the fields are required

Request ID

Academic Rank *

Full Name *

Gender *

Institution Name *

Department *

Passport No.

Nationality *

Specialized Field *

Mobile No.

Phone No.

City *

Postal/Zip Code

State

Country of Residence *

Email *

ISI Publication record in the current year in addition to the last 3 years

No. Of Publications

Year

Please Attached CV & Passport

Document

* It must be pdf format and does not exceed 10 MB

