

## **NOTICE ON ENROLLMENT OF STUDENTS FOR THE 2024/2025 SCHOOL YEAR**

- ENROLLMENT FOR THE 2024/2025 SCHOOL YEAR BEGINS ON OCTOBER 1, 2024, AND LASTS UNTIL OCTOBER 15, 2024.

- ALL PASSED EXAMS MUST BE ENTERED INTO STUDENT ACCOUNTS IN FIS.

- STUDENTS IN THE IV, V, AND VI YEARS MUST REGISTER THEIR COMPLETED INTERNSHIP AT THE STUDENT SERVICE BEFORE SELECTING SUBJECTS IN FIS.

- ALL STUDENTS ARE REQUIRED TO FILL OUT THE ELECTRONIC SHV-20 FORM IN FIS; OTHERWISE, THEY WILL NOT BE ABLE TO ENROLL.

- BEFORE COMING TO THE ENROLLMENT COUNTER, STUDENTS MUST SELECT THE SUBJECTS THEY WISH TO ENROLL IN FOR THE NEXT SCHOOL YEAR (INCLUDING TRANSFERRED AND NEW SUBJECTS) IN THEIR FIS ACCOUNTS. ADDITIONALLY, STUDENTS ENROLLING IN THE FOURTH, FIFTH, OR SIXTH YEAR WILL SELECT MANDATORY INTERNSHIPS, ELECTIVE COURSES, AND THESIS (DEPENDING ON THEIR STUDY PROGRAM) FOR BOTH SEMESTERS.

- SUBJECT SELECTION WILL BE AVAILABLE FROM SEPTEMBER 30, 2024, TO OCTOBER 15, 2024.

- AFTER COMPLETING THE SHV-20 FORM AND SELECTING SUBJECTS IN FIS, STUDENTS SHOULD COME TO THE STUDENT SERVICE COUNTER FOR ENGLISH STUDIES, AT THE DEAN'S OFFICE AND BRING:

1. INDEX WITH ALL SELECTED SUBJECTS (TRANSFERRED AND NEW) AND THE NUMBER OF HOURS THE STUDENT WILL ATTEND IN THE 2024/2025 SCHOOL YEAR.

2. PAYMENT SLIP FOR THE CAREER CENTER – IN THE AMOUNT OF 100.00 DINARS,

3. FOR SELF-FINANCING STUDENTS, A COMPLETED TUITION CONTRACT IN THREE COPIES – THE CONTRACT CAN BE OBTAINED AT THE STUDENT SERVICE COUNTER FOR ENGLISH STUDIES, AT THE DEAN'S OFFICE.

4. SHV-20 ENROLLMENT FORM.

- STUDENTS WHO WERE ENROLLED IN THE FIRST AND THIRD YEARS OF STUDY DURING THE 2023/2024 SCHOOL YEAR (UP TO THE AGE OF 26) ARE REQUIRED TO UNDERGO A SYSTEMATIC HEALTH EXAMINATION. STUDENTS WHO DO NOT COMPLETE THE SYSTEMATIC HEALTH EXAMINATION BEFORE ENROLLMENT WILL NOT BE ABLE TO ENROLL.