

Diploma Students

- 1- Signing into the student's portal
- 2- Create a new account
- 3- Entering the student's information
- 4- Following admission procedures

Master students

- 1- Signing into the student's portal
- 2- Create a new account
- 3- Entering the student's information
- 4- following admission procedures
- 5- Registering theses hours
- 6- Withdrawal/ extension
- 7- Appointment of supervisor and approving the master's thesis plan
- 8- Request of changing supervisor, adding Co-supervisor
- 9- Changing/modifying the theses title
- 10- Request for changing the student's study track
- 11- Forming thesis defense committee and defense date
- 12- Defense procedures and approving the committee's decision.

PhD students

- 1- Application form
- 2- Registering courses hours
- 3- Deferring the study
- 4- Knowledge proficiency exam
- 5- Approving the results of the knowledge proficiency exam

- 6- Approving the proposal
- 7- Forming defense committee
- 8- Defense procedures and approving the decision of the committee defense

Diploma students:

- 1- Signing into the portal

The student has to sign in the electronic website of applying for studying programs at the Hashemite University through the following link: <https://apl.hu.edu.jo/>

- 2- Create a new account

The student has to create an account to complete the application through pressing on (create new account) as it is shown in the photo

- When pressing (create new account) the student has to enter his/her information and the needed information
- Nationality: if the student's nationality is Jordanian, the student has to enter his/her national number then pressing on (view)
- The certificate of secondary education: if the certificate is Jordanian, the student's number should be entered then information appears on the portal.

- The rest of the information should be included, followed by asserting the responsibility of the correctness of the information, and then creating a user account and signing out.

3- Entering the student's information

The student signs into the application through the username and the password which has been chosen , then the students starts entering the information according to the order shown in the next photo. (the part which is marked as * is a compulsory part to be filled)

- Students information:
 - Information of the secondary certificate
 - Applying for accepting the application: the application of diploma of higher studies in the normal program must be chosen, then press on adding new application
 - Information of higher studies: the needed degree must be chosen then filling the needed information
 - Uploading the needed documents
 - Approving the application and sending it: following the application then approving and sending it.
 - After the application has been approved, tuitions fees must be paid

4- After admission procedures:

- After the end of the period for filling the applications, departments start studying applications and classifying them, and then specifying the names of the accepted and the unaccepted students, then sending them to the faculty of graduate studies to be announced.
- The accepted students provide the needed documents (original or certified copies).

Documents required:

- A certified copy of the national ID
- The original birth certificate issued from The Civil Status and Passports Department, or a certified copy of the certificate.
- A certified photocopy of the passport for the non-Jordanian students
- A certified copy of the military service book for Jordanian males who have to do the military service, or a copy of the certificate of completing the service, or a certificate of exemption, or certificate of paying money instead of the service.
- The transcripts of the secondary education (the original copy)
- A certified copy of the transcripts and the bachelor' degree certificate for the students who applied for the master or the diploma degree
- A certified copy of the transcripts and the bachelor' degree and master certificate for the students who applied for PhD program
- A certified copy of the diploma
- The curriculum vita for the students who applied for the PhD program, including the researches done by the students and the names of the supervisors.
- The equivalence for the certificate accredited by the Ministry of higher education and scientific research for the non-Jordanian certificates,
- A grading system accredited by the ministry of higher education and scientific research for the graduate students from foreign universities or the universities which do not have a grading system

- Approved document for completing the national exam for English language or any other equivalences.
 - A permit document for students who work in any institution
 - Papers and documents which show the practical experience and the published researches which the student published and the student's contribution in community service.
 - A new personal photo
- After that, the students continue the procedures of admission to complete courses registration, and paying the tuition fees , then the university ID will be issued by the deanship of Students' affairs.

Master students:

1- Signing into the portal

The student has to sign in the electronic website of applying for studying programs at the Hashemite University through the following link: <https://apl.hu.edu.jo/>

2- Create a new account

The student has to create an account to complete the application through pressing on (create new account) as it is shown in the photo

- When pressing (create new account) the student has to enter his/her information and the needed information

- Nationality: if the student's nationality is Jordanian, the student has to enter his/her national number then pressing on (view)
- The certificate of secondary education: if the certificate is Jordanian, the student ID number should be entered.
- The rest of the information should be included, followed by asserting the responsibility of the correctness of the information, and then creating a user account and signing out.

Entering the student's information

The student signs into the application through the username and the password which has been chosen , then the student starts entering the information according to the order shown in the next photo. (the part which is marked as * is a compulsory part to be filled)

- Students information:
- Information of the secondary certificate
- Applying for accepting the application: the application of diploma of higher studies in the normal program must be chosen then pressing on adding new application
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- Approving the application and sending it: following the application then approving and sending it.
- After the application has been approved, tuitions fees must be paid

After admission procedures:

- After the end of the period for filling the applications, departments start studying applications and classifying them, and then specifying the names of the accepted and the unaccepted students, then sending them to the faculty of graduate studies to be announced.

Registering these hours: