

General Guidelines

First: Application Form:

- 1) It is important to make sure to print all pages of the application form where the print-out quality is being clear & legible.
- 2) Attach an electronic photo (JPEG/JPG format) in high resolution on a Flash Memory. This photo should have a white background.
- 3) Attach a copy of the passport and ID.
- 4) Make sure to use the application form of the current cycle which your applying to.
- 5) Nominated student should submit the application directly to the Award's coordinator of his/her Emirate/area.

Second: Organization & Documentation:

- 1) All enclosures should be given a serial number accordingly without repetition.
- 2) Documentation can be either hardcopy using A4 papers or softcopy through the external storage device (Flash Memory) only.

Third: Evidences and Attachments:

- 1) If the answer is yes, you must attach evidence that supports your answer.
- 2) Higher points are awarded to the attachment that are stronger in significance.
- 3) If you have essential or additional explanations or clarifications of your efforts, make this as one of the enclosures.
- 4) All documents, pieces of work and evidences submitted become the property of the award management and will not be returned to their owners.
- 5) The applicant should make sure that all attachments are copies and should keep the originals to present them to the evaluation committee upon request.
- 6) Documents and evidences should be confined to the last THREE years, in addition to the year of application.
- 7) Enclosures exceeding the maximum size indicated above should be kept with the applicant and be ready for submission upon the request of the evaluation committees.
- 8) Avoid sticking or attaching additional papers to the application form.
- 9) Make sure that all documents and evidences are certified, sealed and dated.
- 10) Make sure that all attachments in the soft copies match the attachments in the hard copies.
- 11) Diversification in evidences and attachments is preferred, especially in the bodies/institutes which issues certificates.