

CMUQ Need-Based Grant Application Guide

Students must first create an account to get a User ID and Password. This account will be used for the whole study period and not for one year only. To create the account please visit www.fas.qf.org.qa and click New User Registration. Make sure to consider the following:

1. Use a valid email that you will be checking frequently to respond to Student Financial Service emails and/or CMUQ grant emails. You can include more than one email and choose one as preferred.
2. Include a valid passport number
3. Write your first and last name(s) as given in the passport
4. You can use multiple browsers to access the FAS system (you can use IE, Chrome, Firefox, etc.)
5. Ensure that all information is accessed in English language. This can be done by ensuring that the student's laptop language is in English, rather than in any other language.

After completing the steps your need-based grant account will be created. You will receive a notification via email including your new user ID and password that you can then change to a more personalized password. In order to change your password once you receive the registration confirmation email, you will need to clear the browser cache first of all.

Please note the following:

After you access your account and reset the expired password, click on Apply for CMUQ Need-Based Grant Application.

If you are facing technical difficulties or have questions related to parts inside the grant application itself, please email fao@qf.org.qa and cc our grant program email (cmuq-grants@qatar.cmu.edu).

Only one document required for the initial submission

We have sought to make the process easier on families by only requiring the **HR/employer salary letter** at the time of initial submission (ie. letter from parents' employer showing all compensation and benefits). All other documentation is not required upon initial submission, but will be required once the preliminary award letter is issued if you are admitted. In April, during the second/verification stage, all required documentation will be reviewed and then a final award letter will be issued.

Page 1: Student Information

On this page you are required to provide the following:

1. Current address (the place where you live during your current study period) and your contact number
2. Permanent address (place where your family lives) and family contact number. Please note in cases where the family is not residing in their home country for employment reasons, current address will be the place where the family resides for employment and permanent address must be an address in the home country. For example, non-Qatari students must include a permanent address outside of Qatar, even if the family is currently resident in Qatar.
3. Parent country of residence: this must reflect on National ID information on page 2 of the financial aid application. For example: if family resides in Qatar you must provide parent resident permit information. Otherwise you will need to provide passport/national ID information. In Case family is not residing in Qatar, you will need to provide their passport details for national ID information in page 2.
4. Copy of valid passport.
5. You must tick the terms you are planning to attend and choose Education City, Doha for terms attended in Qatar campus.

Student Information

Scanned documents are acceptable only in English/Arabic. Any translations made should be officially notarized.

Application Details

Student ID	0007542	Student Name	Test Student-1 Test Student-1	Application No.	00000000
Aid Year	2019	Application Status	SAVE	FA Status	To be Submitted

Student's Name

First Name: Test_cmuq_new_1 Middle Name:
Last Name: Test_cmuq_new_1

Student's Address Details

Click on the Description Tag after you click the search lens to sort for the country name.

Address Type **CURRENT**

*Address 1 Test123
*Address 2 Test12345
*P.O.Box no. Test12345
*City Doha *Country QAT Qatar
*Phone: (0) 34871823912 *Mobile: (0) 83192312

Click on the Description Tag after you click the search lens to sort for the country name.

Address Type **PERMANENT**

*Address 1 Test1245
*Address 2 Tesf128391
*P.O.Box no. Test1242907
*City Doha *Country QAT Qatar
*Phone: (0) 712/389-1239 *Mobile: (0) 3182319231

General Information

Date of Birth: 08/01/1992 **Birthplace (Country):** IND **India**

Parent's country of residence QAT **Qatar** **Gender** Male

Do you live outside Doha? ☐ Yes ☒ No

Are you planning to live in QF Student Housing? ☐ Yes ☒ No

Have you previously applied for financial aid? ☐ Yes ☒ No

Qatar ID (Mandatory for Returning Students)

Qatar ID mandatory for Returning Students

Qatar ID No.

Nationality

Country of Nationality

National ID details

National ID details

Country of citizenship IND **India**

National ID Type Passport **National ID Number** G1234567

Clear Copy of Government issued ID, Passport & Birth Certificate of student. All copies are required

	Add attachment	Description	View File	National ID Type		
1	Add attachment		View attachment	Birth Certific	+	-
2	Add attachment		View attachment	Government :	+	-
3	Add attachment		View attachment	Passport	+	-
4	Add attachment		View attachment	Resident Per	+	-

Email IDs

Email Type Campus **Email ID** mytestemail@abcd.com ☒ Preferred

Academic Information

Below fields, Academic Career, Branch Campus and Academic Program are mandatory to fill

Academic Career Undergraduate **Admit Term** 1901 **Fall 2019**

Branch Campus Carnegie Mellon University **Select the first attended term in university**

Academic Program Computer Science

Academic Level you are applying for Freshman

Kindly check the terms which you have applied to attend

	Term	Description	Campus	Attending?	Term Attendance		
1	1901	Fall 2019	Education City, Doha	<input checked="" type="checkbox"/>	TERM ATTENDING	+	-
2	1902	Spring 2020	Education City, Doha	<input checked="" type="checkbox"/>	TERM ATTENDING	+	-

Page 2: Family Information

In this page you are required to provide the following:

1. State parent current marital statuses. In case of a divorce or decease, you must provide an official certificate stating the same.
2. Father's full name, address, national ID information, Job Information
3. Mother's full name, address, national ID information, Job Information
4. Copy of Father's Passport or National ID if father was not issued a passport.
5. Copy of Mother's Passport or National ID if mother was not issued a passport.
6. Your Resident Permit if you are residing in Qatar
7. Father's Resident Permit if father is residing in Qatar

8. Mother's Resident permit if mother is residing in Qatar
9. List all other unemployed siblings and provide their Passports/ National ID
10. Siblings Resident Permits if family is residing in Qatar
11. List your sibling school/university names if applicable
12. Your current school name and tuition fees and provide payment receipts
13. List sibling schooling tuition fees total and amounts your family contributes toward their education
14. Official invoices and payment receipts for your sibling tuition fees
15. If any of your parents is receiving children educational allowances from their employer, you should include official document from the employer to state the same, this is in the educational expenses section.

As a reminder, however, any documents required for this section will only be required once the preliminary award letter is issued if you are admitted.

Family Information

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Application Details

Student ID	0007542	Student Name	Test Student-1 Test Student-1	Application No.	00034243
Aid Year	2019	Application Status	SAVE	FA Status	To be Submitted

Parent's Current Martial Status

☒ Married
 ☐ Mother living/ Father deceased
 ☐ Other
☐ Seperated / Divorced
 ☐ Father living/ Mother deceased

Parent's Information

Relation	Father				
Full Name					
Building No.					
Street No. & Street Name					
P.O.Box no.					
City		Country			
Country Code		Contact Number		Mobile No.	
Email Address					

National ID Information

Country	QAT Qatar	National ID Type	ID	National ID Number	12345678901
Passport Number	AM1234567	Issuing Country	IND		

Job Information

Occupation / Job Title			
Employer		Years with Employer	

Relation	Mother				
Full Name					
Building No.					
Street No. & Street Name					
P.O.Box no.					
City		Country			
Country Code		Contact Number		Mobile No.	
Email Address					

National ID Information

Country	QAT Qatar	National ID Type	ID	National ID Number	12345678901
Passport Number	BM1234567	Issuing Country	IND		

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Job Information									
Occupation / Job Title									
Employer						Years with Employer			

Family members info, including Parents, Siblings & Yourself									
For Siblings, it is mandatory to enter University and FAS ID									
	Full Name	Age	Relationship to you	University Name \ School Name	FAS ID	Amount for Education (\$) for the past 12 months	Amount of Parent's Contribution (\$)		
1	Self		Self	CMU-Q		\$0	\$0	+	-
2	Father		Father			\$0	\$0	+	-
3	Mother		Mother			\$0	\$0	+	-
4	Brother		Brother	ABC School		\$0	\$0	+	-
5	Sister		Sister	XYZ School		\$0	\$0	+	-

Student Educational Expenses Upload				
Add Attachment	Description	View File		
1 Add Attachment		View Attachment	+	-

Dependent document upload				
RP, Home National ID and Passport (if available) Copy of Parents and Spouse				
Add Attachment	Description	View Attachment	*Relationship	
1 Add Attachment		View Attachment		+

Educational expense upload				
Add Attachment	Description	View Attachment	*Relationship to Student	
1 Add Attachment		View Attachment		+

People including yourself ,depend on your parent's income	
Number of dependents	1

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Page 3: Financial Information Page

In this page you are required to provide the following:

1. List amount your family is willing to pay toward your education for the upcoming academic year
2. Father's Annual income (total salary and allowances or business income for one year)
3. Mother's Annual Income (total salary and allowances or business income for one year)
4. Student annual Income (total salary and allowances or business income for one year) if applicable.
5. Spouse Annual Income (total salary and allowances or business income for one year) if applicable. Note, there is no section in the form for this – you simply need to upload the spousal income letter (as listed below) if you have a spouse with income.
6. **Income certificates mandatory prior to initial submission.**
7. **Up to Date official income letter from father's employer**
8. **Up to Date official income letter from mother's employer (if applicable)**
9. **Up to Date official income letter from student/spouse (if applicable)**
Remember, we only require the HR/employer salary letter(s) at the time of initial submission. All other documentation (listed below) is not required upon initial submission, but will be required once the preliminary award letter is issued if you are admitted.
10. Up to date one year stamped bank statement for each account owned by father
11. Up to date stamped bank letter/account certificate (official letter from the bank stating account ownership and account number) for each account own by father
12. Up to date one year stamped bank statement for each account owned by mother (if applicable)

13. Up to date stamped bank letter/account certificate (official letter from the bank stating account ownership and account number) for each account own by mother (if applicable)
14. Up to date one year stamped bank statement for each account owned by yourself (if applicable)
15. For Qatar Residents, upload a mandatory Credit Bureau Document.
16. List other income sources if applicable

Note: Online bank statement must also be stamped by the issuing bank

Financial Information Page

Scanned documents are acceptable only in English/Arabic. Any translations made should be officially notarized.

Application Details			
Student ID	0007542	Student Name	Test Student-1 Test Student-1
Application No.	00034243		
Aid Year	2019	Application Status	SAVE
FA Status	To be Submitted		

Exchange rate and family contribution

What is the present Exchange Rate of your country's currency? e.g(1\$ = 3.65QAR) 1\$ =

Amount your family can contribute towards your education for the upcoming academic year only. \$0

Family members annual income in US Dollars

FATHER			
Basic Salary	<input type="text"/>	Utilities	<input type="text"/>
Allowances	<input type="text"/>	Air Travel	<input type="text"/>
Housing	<input type="text"/>	Annual Bonus	<input type="text"/>
Daily	<input type="text"/>	Others	<input type="text"/>
Transportation	<input type="text"/>		
Total annual income		\$0	

MOTHER			
Basic Salary	<input type="text"/>	Utilities	<input type="text"/>
Allowances	<input type="text"/>	Air Travel	<input type="text"/>
Housing	<input type="text"/>	Annual Bonus	<input type="text"/>
Daily	<input type="text"/>	Others	<input type="text"/>
Transportation	<input type="text"/>		
Total annual income		\$0	

SELF			
Basic Salary	<input type="text"/>	Utilities	<input type="text"/>
Allowances	<input type="text"/>	Air Travel	<input type="text"/>
Housing	<input type="text"/>	Annual Bonus	<input type="text"/>
Daily	<input type="text"/>	Others	<input type="text"/>
Transportation	<input type="text"/>		

Income Certificates Mandatory Prior to Initial Submission

Income certificate for Parents/Self/Spouse			
Add attachment	Description	View File	
1 Add attachment		View attachment	+ -

Upload a bank letter stating the number of accounts held with the bank; This should mention "that they have the following accounts only".

PDF Files with max size up to 2MB.

Parent's Bank Statements for the previous 12 months from the date of applying for Need Based Grant.

Parent's Bank Statements for 12 Months and Bank Letter			
Add attachment	Description	View attachment	
1 Add attachment		View attachment	+ -

Self/Spouse Bank Statements for the previous 12 months from the date of applying for Need Based Grant

Self/Spouse Bank Statements for 12 Months and Bank Letter			
Add attachment	Description	View attachment	
1 Add attachment		View attachment	+ -

Credit Bureau Document Upload for Qatar Residents

Credit Bureau Document for Residents of Qatar

Credit Bureau Document for Resident of Qatar			
Add attachment	Description	View attachment	

Other annual income			
Business Income	<input type="text" value="\$0"/>	Interest or Dividends	<input type="text" value="\$0"/>
Family Real Estate Holding	<input type="text" value="\$0"/>	Other Household Members	<input type="text" value="\$0"/>
Pension/Annuity/Retirement	<input type="text" value="\$0"/>	Others	<input type="text" value="\$0"/>
Total Annual Household income		\$0	

Page 4: External Scholarships

In this page you are required to provide the following:

1. List any scholarship or other sources of funds you will be receiving during your studies in the university (excluding CMUQ-QF Need-based grant and family support) if applicable.
2. If you are receiving any scholarship/funds, as above, please provide official document to state the same from the granting organization.

External Scholarships

Scanned documents are acceptable only in English/Arabic. Any translations made should be officially notarized.

Application Details					
Student ID	0007779	Student Name	Test_cmuq_new_1 Test_cmuq_new_1	Application No.	00034896
Aid Year	2019	Application Status	SUBM	FA Status	In Review

Scholarship Details					
List all the external agencies/ Foundations/ Governments to which you are applying for financial aid or scholarships. Please attach documents for each.					
	*Scholarship Type	*Agency/ Foundation/ Government	*Amount (\$)	*Scholarship Term	
1					<input type="button" value="+"/> <input type="button" value="-"/>

Letters of Scholarships and Grants			
	Add attachment	Description	View File
1	Add attachment		View Attachment <input type="button" value="+"/> <input type="button" value="-"/>

Page 5: Assets Information

In this page you are required to provide the following:

1. Family owned house location, year of purchase, original price, amount left to be paid and present market price (if applicable)
2. House purchase deed/ownership certificate
3. Other properties total value and ownership documents to be uploaded in Asset Information and Land and building section
4. List total savings owned by the family and upload official up to date bank or monetary institute document to proof the amount. In case amount is cash in hand upload a hand written document to state the same
5. List total value of investments owned by the family and upload official up to date bank or monetary institute document to proof the amount
6. List details of automobiles owned by family and upload valid and complete car registration for each.

As a reminder, however, any documents required for this section will only be required once the preliminary award letter is issued if you are admitted.

Assets Information

Scanned documents are acceptable only in English/Arabic. Any translations made should be officially notarized. In case of remaining balance of home, mortgage add updated mortgage letter on page 7 loan section to show remaining balance and installments.

Application Details			
Student ID	0007779	Student Name	Test_cmuq_new_1 Test_cmuq_new_1
Application No.	00034896		
Aid Year	2019	Application Status	SUBM
FA Status	In Review		

Home Information			
Does your family own a home? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Add attachment	Description	View File	
1 Add attachment		View attachment	<input type="button" value="+"/> <input type="button" value="-"/>

Please list the value of the following family assets(if any)			
Asset	Amount	Country	
1 Land & Buildings(other than home)			
2 Savings(Bank, cash in hand)			
3 Investments(such as stocks & bonds)			
4 Others(jeweleries, antiques, etc.)			

Asset Information			
Add attachment	Description	View File	
1 Add attachment		View attachment	<input type="button" value="+"/> <input type="button" value="-"/>

Land and Building document upload			
Add Attachment	Description	View Attachment	
1 Add Attachment		View Attachment	<input type="button" value="+"/> <input type="button" value="-"/>

Saving document upload			
Add Attachment	Description	View Attachment	
1 Add Attachment		View Attachment	<input type="button" value="+"/> <input type="button" value="-"/>

Investment document upload			
Add Attachment	Description	View Attachment	
1 Add Attachment		View Attachment	<input type="button" value="+"/> <input type="button" value="-"/>

Do you or your family own an Automobile? ☐ Yes ☒ No

Automobile Information			
Vehicle Registration			
Add Attachment	Description	View File	
1 Add Attachment		View Attachment	<input type="button" value="+"/> <input type="button" value="-"/>

Page 6: Expenses Information

In this page you are required to provide the following:

1. Amount paid by family toward house rent for one year (if applicable)
2. Educational expenses will automatically appear in this page, reflecting from page 2. Note your educational expenses will not be calculated at this stage. It will only be counted after Student Financial Service starts processing the application.
3. Amount paid by your family for Tax department (if applicable)

- List all other daily expenses (for one year)
- Provide up to date medical expenses if applicable
- Provide up to date official tax form for each income earner of the family (if applicable)
- Provide official up to date rent contract

As a reminder, however, any documents required for this section will only be required once the preliminary award letter is issued if you are admitted.

Expenses Information

Scanned documents are acceptable only in English/Arabic. Any translations made should be officially notarized.

Application Details

Student ID 0007779 **Student Name** Test_cmuq_new_1 Test_cmuq_new_1 **Application No.** 00034896
Aid Year 2019 **Application Status** SUBM **FA Status** In Review

How much money does your family spend annually on the following items?
 Please use figures from last twelve months in U.S.D.

Expense Details

1.Rent	\$100	10.Saving/Retirement	\$0
2.Utilities (electricity, water, telephone)	\$110	11.Automobile Maintenance	\$0
3.Food	\$120	12.Life Insurance	\$0
4.Clothing	\$210	13.Health Insurance	\$0
5.Household Necessities (non food small items, e.g. detergent , Broom)	\$210	14.Property Insurance	\$0
6.Medical Expenses	\$120	15.Auto Insurance	\$0
7.Educational Expenses	\$0	16.Entertainment	\$0
8.Income Tax	\$120	17.Vacations	\$0
9.House Keeping	\$120		

TOTAL HOUSEHOLD EXPENSES \$1110

Other Expenses

*Reasons

*Value

Expense Explanation

Medical expense document upload

Add attachment	Description	View attachment		
1 Add attachment		View attachment	+	-

Tax Form

Add attachment	Description	View attachment		
1 Add attachment		View attachment	+	-

Rent Contract

Add attachment	Description	View attachment		
1 Add attachment		View attachment	+	-

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Page 7: Loan/Debt/Other Liabilities

In this page you are required to provide the following:

- List values of loans taken by your family from official monetary institute or bank (if applicable)

2. Provide official stamped up to date document (liability letter) of loan outstanding balance and monthly installments
3. List number of people employed by your family (Home and Business employment) if applicable and list their total annual wages.
4. Provide documents to proof total paid wages (if applicable).

As a reminder, however, any documents required for this section will only be required once the preliminary award letter is issued if you are admitted.

Loan/Debt/Other Liabilities

Scanned documents are acceptable only in English/Arabic. Any translations made should be officially notarized.

Application Details			
Student ID	0007779	Student Name	Test_cmuq_new_1 Test_cmuq_new_1
Application No.	00034896		
Aid Year	2019	Application Status	SUBM
FA Status	In Review		
Loan Information			
Have you or any of the dependents in your family household taken out loans? <input type="radio"/> Yes <input checked="" type="radio"/> No			
We only accept loans contracted with financial institutions			
Loan Statement			
Add attachment	Description	View File	
1 Add attachment		View attachment	+ -
People Employed			
Does Your family employ other people? <input type="radio"/> Yes <input checked="" type="radio"/> No			
PREVIOUS		NEXT	

Page 8: Explanations/Special Circumstances

This part of the Need-Based grant application is optional for student and parent. If you wish to include any extra explanation or mention special circumstances, you may write them in page 8 and upload the supporting documents if available/applicable. Please note that QF has the right to ask you for more clarification and documents if needed.

Explanations/Special Circumstances

Scanned documents are acceptable only in English/Arabic. Any translations made should be officially notarized.

Application Details			
Student ID	0007779	Student Name	Test_cmuq_new_1 Test_cmuq_new_1
Application No.	00034896		
Aid Year	2019	Application Status	SUBM
FA Status	In Review		
Write down an explanation for any unusual expenses , other debts or any other Special circumstances.			
Explanation			
You can not upload a file more than 2 MB size Only PDF file more than 2 MB size can not be uploaded, If your file size is more than 2 MB then kindly split the file and upload it.			
Upload your supporting documents here			
Add Attachment	Description	View File	
1 Add Attachment		View Attachment	+ -
PREVIOUS		NEXT	

Page 9: Document Upload Checklist

Required Documents for Carnegie Mellon University to apply for Need based grant (freshmen students)

Remember, we only require the HR/employer salary letter(s) at the time of initial submission. All other documentation (listed below) is not required upon initial submission, but will be required once the preliminary award letter is issued if you are admitted.

1. Valid passport for students as well as for all members of the family.
2. Qatari Resident Permit for yourself, if issued, as well as for all members of the family.
3. National ID & Birth Certificate.
4. Educational payments receipts for you and your siblings.
5. **Income certificate from employer for both parents.**
6. Bank statements for both parents for the last 12 months as well bank letters (in Qatar and in your home country- if applicable)
7. In case the family has her own business company; please provide
 - a) Registration documents
 - b) Latest balance sheet and profit & lost.
 - c) 12 months bank statement in the name of the business
 - d) Tax form (if applicable)
 - e) Letters of scholarship / grant / sponsorship (if applicable).
8. Savings bank statement or letter
9. Home ownership and asset information (if applicable)
10. Rent contract (if applicable)
11. Tax form document (if applicable)
12. Bank loans letter(s) stating initial amount, remaining balance, amount of installments as well as expiry of the loan(s), if any.
13. Credit Bureau Document mandatory for Residents of Qatar (both Parents)

Page 10: Student Declaration

Read the Student Declaration and click Accept and Validate button so the application will be submitted and Student Financial Services will be able to review afterward.

Student Declaration:

- * I understand that my application will not be reviewed until all fields on this Need Based Grant application form are filled out.
- * I understand that the Need Based Grant, if eligible, will not be finalized until all required documents are submitted to and reviewed by Qatar Foundation.
- * I will inform Carnegie Mellon University in Qatar in writing within 15 days if my circumstances change in any way that might affect any amount of Need Based Grant I have received, or you have paid/or are likely to pay on my behalf.
- * I understand that if I give you false information, or do not provide you with complete information, you may withdraw my Need Based Grant at any time and will not be able to apply again.
- * To the best of my knowledge and belief, the details I have given on this form are complete and accurate.
- * I agree to provide Carnegie Mellon University in Qatar with any further information that is requested.

* I authorize the Qatar Foundation to verify any information relevant to my Need Based Grant application and to contact resources including but not limited to the following:

-- Employers (past or present), Schools, Banks, Chamber of Commerce, Ministry of Interior.

* I also authorize the aforementioned to release the requested information to Carnegie Mellon University in Qatar throughout my enrollment.

* I understand that all related information to my Need Based Grant is confidential and by sharing this info with others, I jeopardize my receipt of Need Based Grant.

* I understand that I need to inform Carnegie Mellon University in Qatar of any changes affecting my Financial Aid application within 10 business days (scholarship, change in income, expenses, etc).