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:

- 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.

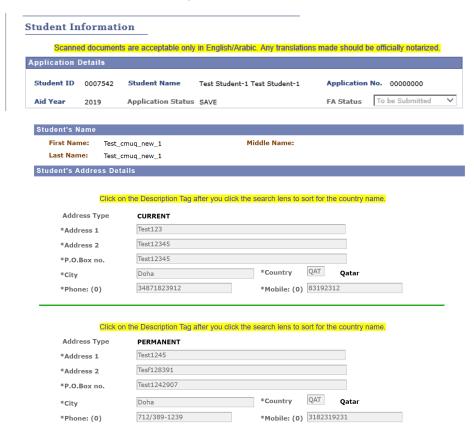
If you are facing technical difficulties or have questions related to parts inside the grant application itself, please email fao@qf.org.qa and cc our grant program email cmuq-grants@qatar.cmu.edu).

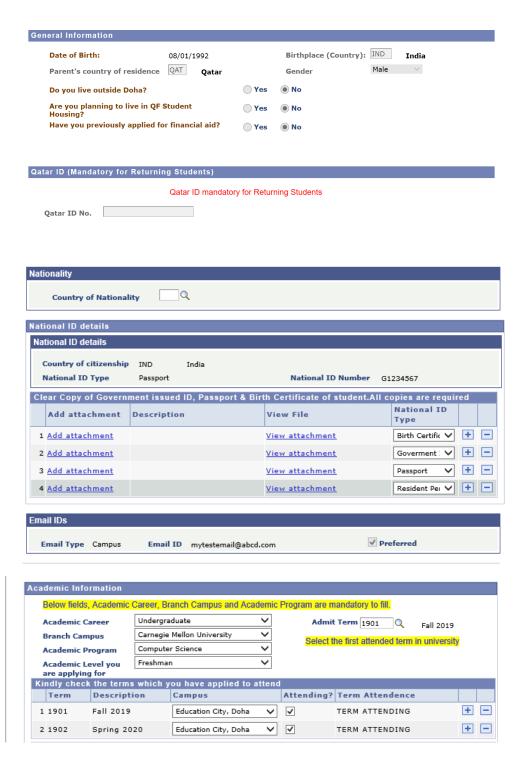
Only one document required for the initial submission

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

- 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.





Page 2: Family Information

- 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.





Years with Employer

Page 3: Financial Information Page

Occupation / Job Title Employer

Family members info. including Parents, Siblings & Yourself

- 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

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	Housing \$0	Annual Bonus \$0
	Daily \$0	Others \$0
	Transportation \$0	
	Total annual inco	me \$0
MOTHER	Basic Salary \$0	Utilities \$0
	Allowances \$0	Air Travel \$0
	Housing \$0	Annual Bonus \$0
	Daily \$0	Others \$0
	Transportation \$0	

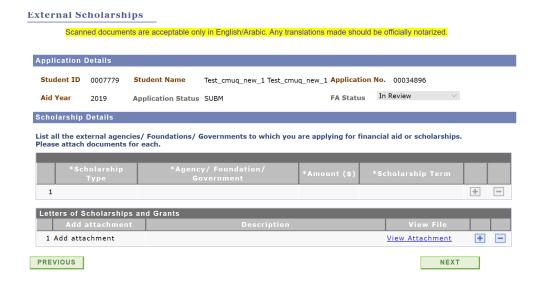
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	Allowances \$0 Housing \$0	Annual Bonus \$0
	Daily \$0	Others \$0
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Page 4: External Scholarships

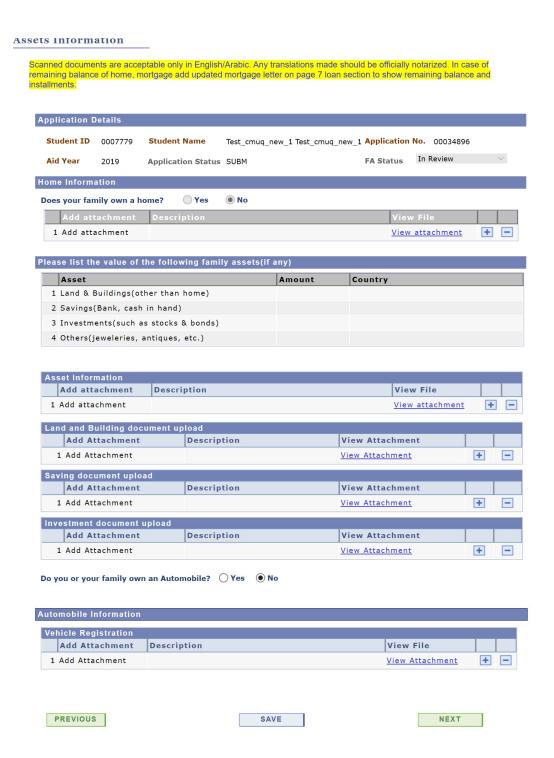
In this page you are required to provide the following:

- 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.



Page 5: Assets Information

- 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
- List details of automobiles owned by family and upload valid and complete car registration for each.



Page 6: Expenses Information

- 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)

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

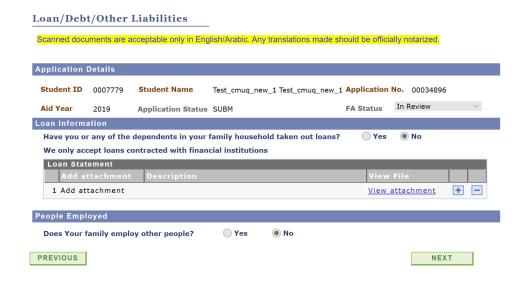


Page 7: Loan/Debt/Other Liabilities

In this page you are required to provide the following:

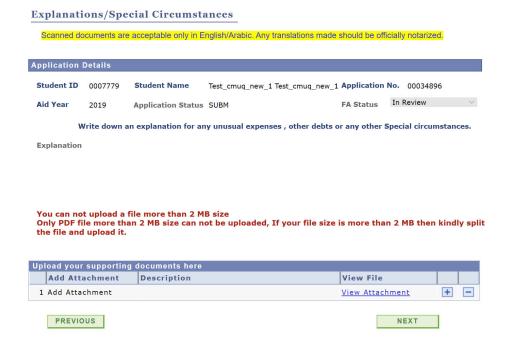
1. List values of loans taken by your family from official monetary institute or bank (if applicable)

- 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).



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.



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).