



MyGJU Guests Portal User Guide

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Overview

- ▶ Making an account
- ▶ Obtaining the account activation code
- ▶ Getting account credentials
- ▶ Logging into your account
- ▶ Viewing your profile page
- ▶ Paying the Admission Application Fee
- ▶ Viewing the admission application fee payments
- ▶ Filling a new admission application
- ▶ Editing an admission application

Making an Account (1)

1. Go to this URL → <https://guests.gju.edu.jo>



Username:

Password:

Activation Code:

Login

[Make an Account](#) [Forgot Login Credentials!](#)


This portal can be used by prospective students to submit and manage admission applications. Make an account and then login using the specified username and password, as well as the activation code that was sent to your personal email address.

[GJU Website](#) [Admission Information](#)

2. Click the Make an Account link

Making an Account (2)

1. Fill in your account information
2. Make sure the password is complex (is at least 8 characters long, contains a number, upper case letter, and a special character)
3. Make sure to use a valid email address, as the activation code that you need to login to your account will be sent to it
4. Click the Save button



الجامعة الألمانية الأردنية
German Jordanian University

Account Information

Name (EN): *

Name (AR):

Username: *

Password: *

Confirm Password: *

Email: *

Confirm Email: *


Nationality: *

National ID: * The activation code that you will need to login to your account will be sent to the entered email address, would you like to proceed with the account creation accordingly?

Passport ID: *

Date of Birth: *

Mobile No.: *





Retype the characters in the above image:

I understand that by submitting this form the above data will be available to the German Jordanian University.

5. Click the OK button to confirm

Making an Account (3)

1. If the account was created successfully, you will receive an email like the one below containing your activation code.

 Reply  Reply All  Forward



Mon 7/27/2020 8:00 PM

GJU Guest Service

GJU Account Activation Code

To 

Hello Ali Omar,

Your GJU Account Activation Code follows **007324** ← 2. Save this code to use it to login to your account

You may now use this code along with your specified username and password to login to your account.

Please save this code and do not share it with others!

Best regards,

GJU IT Team

This is an automated message, so please do not reply to this email!

Forgot Login Credentials (1)

1. Go to this URL <https://guests.gju.edu.jo>



Username:

Password:

Activation Code:

Login

[Make an Account](#) [Forgot Login Credentials!](#)

This portal can be used by prospective students to submit and manage admission applications. Make an account and then login using the specified username and password, as well as the activation code that was sent to your personal email address.

[GJU Website](#) [Admission Information](#)

2. Click the Forgot Login Credentials link

Forgot Login Credentials (2)

1. Enter the email that you used to make your account

Send Credentials

Enter the personal email address that you used when you made the account:

aliomar@yahoo.com

YDYE

Retype the characters in the above image:

YDYE

Are you sure that you want to send your account credentials to the specified email?

OK Cancel




Cancel Send

2. Click the Send button

3. Click the OK button

Forgot Login Credentials (3)

If you entered the right email, you will receive an email like the one below containing your account credentials.

 Reply  Reply All  Forward



Mon 7/27/2020 8:24 PM

GJU Guest Service

GJU Account Credentials

To 

Hello Ali Omar,

Upon your request your account credentials are as follows:

Username: aliomar

Password: aliomar123!

Activation Code: 007324

Please save your credentials and then delete this email. It is also recommended to change your password and reset your activation code once you login!

Best regards,

GJU IT Team

Login to Your Account (1)



1. Enter your username, password, and activation to login to your account

Username: aliomar

Password: ●●●●●●●●

Activation Code: 007324

Login

[Make an Account](#) [Forgot Login Credentials!](#)

This portal can be used by prospective students to submit and manage admission applications. Make an account and then login using the specified username and password, as well as the activation code that was sent to your personal email address.

[GJU Website](#) [Admission Information](#)

2. Click the Login button to login to your account

Login to Your Account (2)

If the login is successful you will navigate to this page



The screenshot shows the user interface for 'MyGJU Guests'. At the top left is the logo featuring a graduation cap and an open book. The text 'MyGJU Guests' is displayed in blue and orange. On the top right, the university's name is written in Arabic and English, accompanied by its logo. Below the header, a greeting reads 'Hello Ali Omar Ali Omar;' followed by a link for 'Admission Information'. On the right side of this section, there are three icons: 'AR Arabic', a question mark for 'Help', and a door icon for 'Logout'. A row of three buttons is visible: 'Profile' (highlighted in blue), 'Payments', and 'Prospective Student'. Below these buttons is a 'View Profile' button.

View Your Profile (1)

To view your profile below, click the View Profile button

The screenshot shows the 'MyGJU Guests' portal interface. At the top, there is a navigation bar with the user's name 'Hello Ali Omar Ali Omar;' and links for 'Admission Information', 'Arabic', 'Help', and 'Logout'. Below this, there are three main tabs: 'Profile', 'Payments', and 'Prospective Student'. The 'Profile' tab is active, and a 'View Profile' button is highlighted with a red arrow. The profile information is displayed in a table-like format with the following details:

Name:	Ali Omar Ali Omar
Nationality:	Jordanian
National ID:	2346789
Passport ID:	
Date of Birth:	2001-07-04
Mobile No.:	962-77-8884444
Username:	aliomar
Password:	aliomar123!
New Password:	<input type="text"/> <input type="button" value="Change Password"/>
Activation Code:	007324 <input type="button" value="Reset Activation Code"/>
Electronic Payment No.:	20200727372397
Email:	<input type="text"/> <input type="button" value="Reset Email"/>

Use the Electronic Payment No. to pay the Admission Application Fee via the eFAWATEERcom service through your bank's e-banking system, or in person in the Finance Department at the GJU main campus.

The system sends your login credentials to this email address in case you forgot them.

View Your Profile (2)

To view your profile in Arabic, click the Arabic button



MyGJU Guests

الجامعة الألمانية الأردنية
German Jordanian University

Hello Ali Omar Ali Omar; [Admission Information](#)

AR Arabic ? Help Logout

Profile Payments Prospective Student

View Profile

Profile > View Profile

User Information

Name:	Ali Omar Ali Omar
Nationality:	Jordanian
National ID:	2346789
Passport ID:	
Date of Birth:	2001-07-04
Mobile No.:	962-77-8884444
Username:	aliomar
Password:	aliomar123!
New Password:	<input type="text"/> <input type="button" value="Change Password"/>
Activation Code:	007324 <input type="button" value="Reset Activation Code"/>
Electronic Payment No.:	20200727372397
Email:	<input type="text"/> The system sends your login credentials to this email address in case you forgot them.

Use the Electronic Payment No. to pay the Admission Application Fee via the eFAWATEERcom service through your bank's e-banking system, or in person in the Finance Department at the GJU main campus.

View Your Profile (3)

The Arabic view of your profile is shown below





الجامعة الألمانية الأردنية
German Jordanian University

Hello Ali Omar Ali Omar; [Admission Information](#)

[خروج](#) [المساعدة ?](#) [انجليزي EN](#)

الطالب المتوقع قبوله

الدفعات

ملفي

مشاهدة الملف

بيانات المستخدم

علي عمر علي عمر	الاسم:
الأردنية	الجنسية:
2346789	الرقم الوطني:
	رقم جواز السفر:
2001-07-04	تاريخ الميلاد:
962-77-8884444	رقم الموبايل:
aliomar	اسم المستخدم:
!aliomar123	كلمة السر:

تغيير كلمه السر
✎

تغيير رمز التفعيل
✎

007324

كلمة سر جديدة:

رمز التفعيل:

رقم الدفع الإلكتروني:

البريد الإلكتروني:

يستخدم رقم الدفع الإلكتروني لدفع رسم طلب القبول عبر خدمة (eFAWATEERcom) من خلال الخدمات المصرفية الإلكترونية لبنكك، أو نقدياً في الدائرة المالية في الموقع الرئيسي للجامعة الألمانية الأردنية. يقوم النظام ببعث معلومات الدخول الخاصة بك لهذا البريد الإلكتروني في حال نسيانها.

20200727372397

Paying the Admission Application Fee

- ▶ Login to the E-Banking portal of your bank
- ▶ Find the **E-Fawateercom** services within your bank's portal
- ▶ Select the **German Jordanian University** as a service provider
- ▶ Select **Other Fee**
- ▶ **Select Admission Application Fee**
- ▶ Enter your **Electronic Payment Number** as your ID

You can find your **Electronic Payment Number** (رقم الدفع الالكتروني) in the **View Profile** page in the guests portal (see previous slide)

Profile Payments Prospective Student

View Profile

Profile > View Profile

User Information

Name: Omar Ali Omar

Electronic Payment No.: 20200727372397

Use the Electronic Payment No. to pay the Admission Application Fee via the eFAWATEERcom service through your bank's e-banking system, or in person in the Finance Department at the GJU main campus.

View Your Payments

Hello Ali Omar Ali Omar; [Admission Information](#) AR Arabic ? Help Logout

Profile **Payments** Prospective Student

View Payments

1. Click on the Payments Tab

2. Click on the View Payments button

Payments > View Payments

Account Information

Name:	Ali Omar Ali Omar	Nationality:	Jordanian
Electronic Payment No.:	20200727372397	National ID:	2346789
Email:	firas.alhawari@gju.edu.jo	Date of Birth:	2001-07-04
Username:	aliomar	Mobile No.:	962-77-8884444

Other Fees Payments

Voucher No.	Fee Type	Amount (JD)	Payment Method	Check Number	Check Date	Name on Check	Note	Is Used	Receipt	Application Id
19	Admission Fee	25.000	Cash					Yes	View	14532

Filling an Admission Application (1)

1. Click on the Prospective Student Tab

2. Click on the Admission Applications button

▸ Prospective Student ▸ Admission Applications

Manage Admission Applications									
Application Id	Application Date	Application Year	Application Semester	First Choice	Program	Application Submitted	Acceptance Status	Payment Voucher No.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No records found									
<input type="button" value="View"/>		<input type="button" value="Edit"/>							
Total Rows: 0									
<input type="button" value="+ New Application"/>									

3. Click on the New Application button

Note: To be able to fill an admission application you must pay the application fee using one of the following methods:

- 1) Use your **Electronic Payment No.** (found in the View Profile page) to pay the Admission Application Fee (under Other Fee) via the eFAWATEERcom service through the e-banking channel of your bank.
- 2) Use your **Electronic Payment No.** (found in the View Profile page) to pay the Admission Application Fee in person in the Finance department at the GJU main campus.



Filling an Admission Application (2)

If you did not pay yet, you will get this page in English or Arabic

Profile

Payments

Prospective Student

Admission Applications

► Prospective Student ► Admission Applications ► [New Application](#)

Admission Application Payment Information

You cannot add a new admission application because you did not pay the Admission Application Fee yet, or your payment is used to cover the fee of another application (go to Payments->View Payments for more details). If you did not make the needed payment yet, you may use your Electronic Payment No. (see the Profile->View Profile page) to pay the Admission Application Fee via the eFAWATEERcom service through your bank's e-banking system, or in person in the Finance Department at the GJU main campus. In case the payment was used to cover the fee of another application, click the Back button to go to the previous page, select that application and edit it if it is not submitted yet.

← Back Next →

الطالب المتوقع قبوله

الدفعات

ملفي

طلبات القبول

◀ الطالب المتوقع قبوله ▶ طلبات القبول ▶ انشاء طلب جديد

معلومات الدفع لطلب القبول

لا يمكنك تعبئة طلب القبول لعدم دفع رسوم الطلب للآن، او لان الرسم استخدم لتغطية رسم طلب اخر (يمكنك التأكد من ذلك من صفحة مشاهدة الدفعات). ان لم تقم بالدفع للآن يمكنك استخدام رقم الدفع الالكتروني (موجود في صفحة مشاهدة الملف) عبر خدمة (eFAWATEERcom) من خلال الخدمات المصرفية الالكترونية لبنكك، او نقديا في الدائرة المالية في الموقع الرئيسي للجامعة الألمانية الاردنية. وفي حال ان الرسم استخدم لتغطية رسم طلب اخر، انقر على كبسة عودة للرجوع للصفحة السابقة ومن ثم اختر الطلب المعني وقم بتعديله ان لم يتم ارساله للآن.

← التالي عوده →



Filling an Admission Application (3)

If you already paid the fee, you will get this page in English or Arabic

Profile

Payments

Prospective Student

Admission Applications

► Prospective Student ► Admission Applications ► New Application

Admission Application Payment Information

The admission application fee payment of 25.0 JDs with voucher no 19 will be used to pay the admission application fee. If you agree, click the Next button to start filling the application. Otherwise, click the Back button to cancel.

← Back

Next →

الطالب المتوقع قبوله

الدفعات

ملفي

طلبات القبول

◀ الطالب المتوقع قبوله ◀ طلبات القبول ◀ انشاء طلب جديد

معلومات الدفع لطلب القبول

دفعة رسم طلب القبول بقيمة 25.0 دينار اردني ورقم سند 19 سيتم استخدامها لسداد قيمة طلب القبول هذا. ان كنت موافق انقر على كبسة التالي للبدء بتعبئة الطلب. وان كنت غير موافق انقر على كبسة عودة لالغاء الحركة.

← التالي

عوده →

Filling an Admission Application (4)

1. Fill in your personal information

Hello Ali Omar Ali Omar; [Admission Information](#) AR Arabic Help Logout

[Profile](#) [Payments](#) [Prospective Student](#)

[Admission Applications](#)

Prospective Student > Admission Applications > New Application > [Student Information](#)

Any edited information will not be saved until you click the Next button. When the information is saved you can logout of the system and come back at another time to finish your application. To edit a pending application, go to the Admission Applications page and select the pending application to be edited.

Name

Name (AR): *

Name (EN): *

Personal Information

Nationality: * National ID: * Passport ID: *

Date of Birth: * Birth Place (EN): * Birth Place (AR): *

Gender: * Religion: * Marital Status: *

Mother Name:

Contact Information

Country: *

P.O. Box: Email: *

Street (EN): Secondary Email:

Street (AR): Mobile No.: *

City (EN): Phone No.:

City (AR): Parent Mobile No.: *

County (English): Parent Phone No.:

County (Arabic):

ZIP Code:

Other Information

Previously Accepted *

3. Click on the Back button to work on it later

2. Click on the Next button to save and continue

Filling an Admission Application (5)

Hello Ali Omar Ali Omar; [Admission Information](#) AR Arabic Help Logout

[Profile](#) [Payments](#) [Prospective Student](#)

[Admission Applications](#)

Prospective Student > Admission Applications > New Application > Student Information > [Certificate Information](#)

Any edited information will not be saved until you click the Next button. When the information is saved you can log out of the system and come back at another time to finish your application. To edit a pending application, go to the Admission Applications page and select the pending application to be edited.

Filtering Criteria

Select desired degree: **Bachelor**

School Certificate Information

School Certificate Country of Origin: Jordan Year of School Certificate: 2020

School Certificate Type: Tawjihi School Study Method: Regular

School Certificate Branch: Scientific School Grade: 95

School Name: Amman School Expected School Grade: 0.0

School Type: Governmental School Full Mark: 100.0

School Educational Zone: Amman fifth district School Rating: Excellent

School Certificate Files

Uploaded Files:

Tawjihi Transcript [Download](#) [Delete](#)

Personal Photo [Download](#) [Delete](#)

Upload File

File Type: Select One

(Valid file size: 2 MB; Valid file types are pdf, jpg, gif, png, and zip)

[Choose](#) [Upload](#) [Cancel](#)

[Back](#) [Next](#)

1. Fill in your Tawjihi certificate information if you are applying for a **Bachelor** degree

2. Upload the related files, e.g., Tawjihi transcript, personal photo, etc.

4. Click on the Back button to go to the previous page

3. Click on the Next button to save and continue

Filling an Admission Application (6)

Pick three or less majors from the possible choices in the Available Majors list, pick them in the order of preference. The first choice is your first preference.

1. Select a desired major

2. Click the Select button to send it to the Selected Majors list

3. Go to the next slide to see what happens now

Available Majors

	Major	Faculty
<input type="radio"/>	Mechatronics Engineering	School of Applied Technical Sciences
<input type="radio"/>	Industrial Engineering	School of Applied Technical Sciences
<input type="radio"/>	Mechanical and Maintenance Engineering	School of Applied Technical Sciences
<input type="radio"/>	Energy Engineering	School of Natural Resources Engineering and Management
<input type="radio"/>	Civil Engineering	School of Natural Resources Engineering and Management
<input type="radio"/>	Water & Environmental Engineering	School of Natural Resources Engineering and Management
<input type="radio"/>	Pharmaceutical & Chemical Engineering	School of Applied Medical Sciences
<input type="radio"/>	Biomedical Engineering	School of Applied Medical Sciences
<input type="radio"/>	Management Sciences	School of Management and Logistic Sciences
<input type="radio"/>	Logistic Sciences	School of Management and Logistic Sciences
<input type="radio"/>	International Accounting	School of Management and Logistic Sciences
<input type="radio"/>	Computer Science	School of Electrical Engineering and Information Technology
<input checked="" type="radio"/>	Computer Engineering	School of Electrical Engineering and Information Technology
<input type="radio"/>	Electrical and Communication Engineering	School of Electrical Engineering and Information Technology
<input type="radio"/>	Architecture	School of Architecture and Built Environment
<input type="radio"/>	Design & Visual Communication	School of Architecture and Built Environment
<input type="radio"/>	German and English for Business and Communication	School of Applied Humanities and Languages
<input type="radio"/>	Translation: German,English,Arabic	School of Applied Humanities and Languages
<input type="radio"/>	Special Studies SAT	Special Studies
<input type="radio"/>	Special Studies Regular	Special Studies
<input type="radio"/>	Special Studies Exchange	Special Studies

Select

Selected Majors

	#	Priority	Major	Faculty
No Data Found				

Filling an Admission Application (7)

Available Majors

	Major	Faculty
<input type="radio"/>	Mechatronics Engineering	School of Applied Technical Sciences
<input type="radio"/>	Industrial Engineering	School of Applied Technical Sciences
<input type="radio"/>	Mechanical and Maintenance Engineering	School of Applied Technical Sciences
<input type="radio"/>	Energy Engineering	School of Natural Resources Engineering and Management
<input type="radio"/>	Civil Engineering	School of Natural Resources Engineering and Management
<input type="radio"/>	Water & Environmental Engineering	School of Natural Resources Engineering and Management
<input type="radio"/>	Pharmaceutical & Chemical Engineering	School of Applied Medical Sciences
<input type="radio"/>	Biomedical Engineering	School of Applied Medical Sciences
<input type="radio"/>	Management Sciences	School of Management and Logistic Sciences
<input type="radio"/>	Logistic Sciences	School of Management and Logistic Sciences
<input type="radio"/>	International Accounting	School of Management and Logistic Sciences
<input type="radio"/>	Architecture	School of Architecture and Built Environment
<input type="radio"/>	Design & Visual Communication	School of Architecture and Built Environment
<input type="radio"/>	German and English for Business and Communication	School of Applied Humanities and Languages
<input type="radio"/>	Translation: German,English,Arabic	School of Applied Humanities and Languages
<input type="radio"/>	Special Studies SAT	Special Studies
<input type="radio"/>	Special Studies Regular	Special Studies
<input type="radio"/>	Special Studies Exchange	Special Studies

Select

Selected Majors

	#	Priority	Major	Faculty
<input type="radio"/>	1	First Choice	Computer Engineering	School of Electrical Engineering and Information Technology
<input type="radio"/>	2	Second Choice	Computer Science	School of Electrical Engineering and Information Technology
<input type="radio"/>	3	Third Choice	Electrical and Communication Engineering	School of Electrical Engineering and Information Technology

Remove

← Back Next →

Now, the selected majors will show up in the Selected Majors list

If needed, select a major and Click the Remove button to remove it from the Selected Majors list

2. Click on the Back button to go to the previous page

1. Click on the Next button to save and continue

Filling an Admission Application (8)

1. Review your application information

» Prospective Student » Admission Applications » New Application » Student Information » Certificate Information » Desired Majors » Application Summary

General Information

Application Date: 2020-07-27
 Application Id: 14532
 Program: Regular Program
 Desired Degree: Bachelor

Student Information

Name (EN): Ali Omar Ali Omar
 Name (AR): علي عمر علي عمر

Nationality: Jordanian
 Gender: MALE
 Date of Birth: 04/07/2001
 Place of Birth: Amman

National ID: 2346789
 Passport ID:
 Religion: Islam
 Mother Name: Salma

Certificate Files

Personal Photo

Tawjih Transcript

Selected Majors

#	Priority	Major	Faculty
1	First Choice	Computer Engineering	School of Electrical Engineering and Information Technology
2	Second Choice	Computer Science	School of Electrical Engineering and Information Technology
3	Third Choice	Electrical and Communication Engineering	School of Electrical Engineering and Information Technology

Commitment

I hereby certify that all of the above information provided in this application is complete and correct and I authorize that German Jordanian University to verify any information provided as part of this application. I understand that withholding relevant information or falsification of information in this application or in any of the documents submitted with it may be considered grounds for non-admission, or after admission, grounds for dismissal. If admitted to the university, I agree to comply with all the German Jordanian University current and possible future rules and regulations. I am aware that to qualify for graduation from the German Jordanian University each and every student must spend one academic year, studying and training in Germany. I am also aware that I shall personally be responsible for all the financial expenses during my resident in Germany.

2. Click on the Back button if you like to modify any information from the previous pages

3. Click on the Submit button when all is fine and you are done

Viewing/Editing an Admission Application

Hello Ali Omar Ali Omar; [Admission Information](#) AR Arabic ? Help Logout

Profile Payments **Prospective Student**

Admission Applications

► Prospective Student ► Admission Applications

Manage Admission Applications									
Application Id	Application Date	Application Year	Application Semester	First Choice	Program	Application Submitted	Acceptance Status	Payment Voucher No.	
14532	2020-07-27	2018	First	Computer Engineering	Regular Program	Yes	Pending	19	<input type="button" value="View"/> <input type="button" value="Edit"/>

Total Rows: 1

1. Select an application

2. Click on the View or Edit button as desired to navigate to the respective pages

Note: You will not be able to edit an already submitted application

Good Luck!