

# New UGME Application System

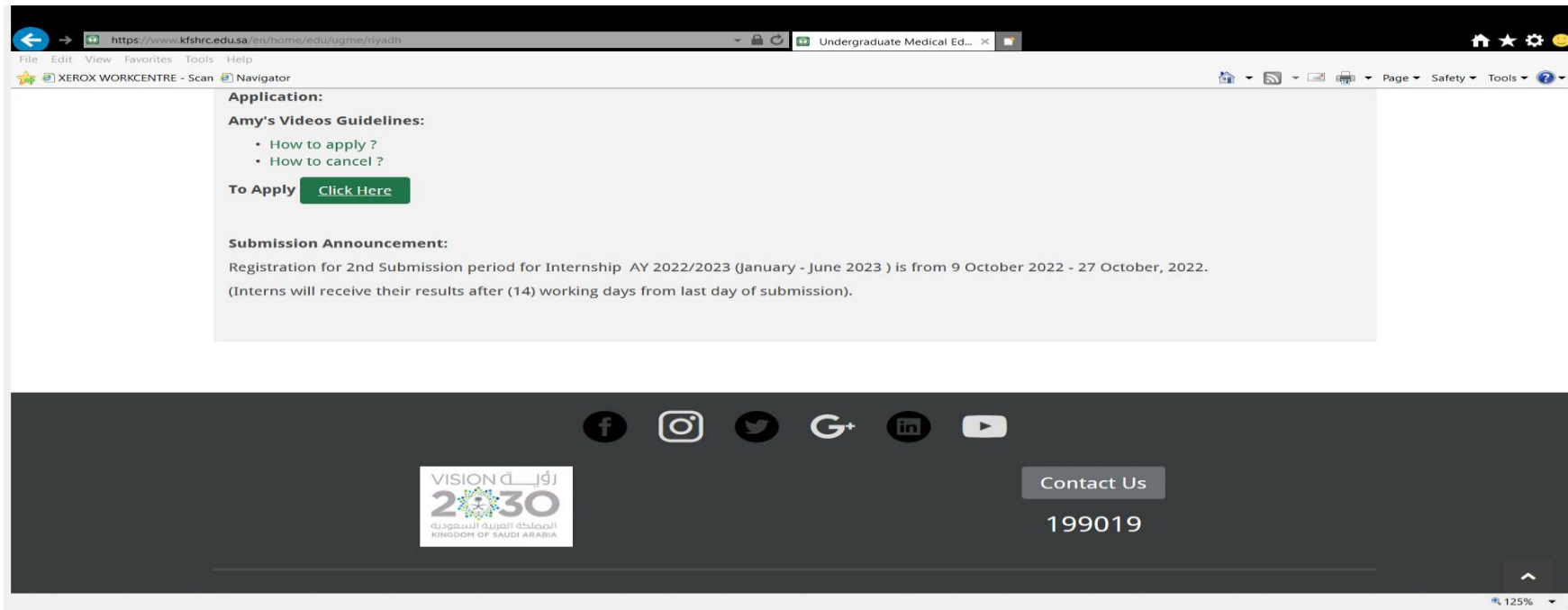
How to Submit your Application

# Step 1.

- ▶ Choose the training Type you are applying for :
- ▶ **Full-time Clerkship** ( for Alfaisal Medical Students Only)
- ▶ **Summer Elective/Mandatory Elective** ( For medical Students and pre-Intern Students only)
- ▶ **Medical Internship** ( For Medical Interns Only)
- ▶ **Clinical Research** ( For Students and interns applying for Research)

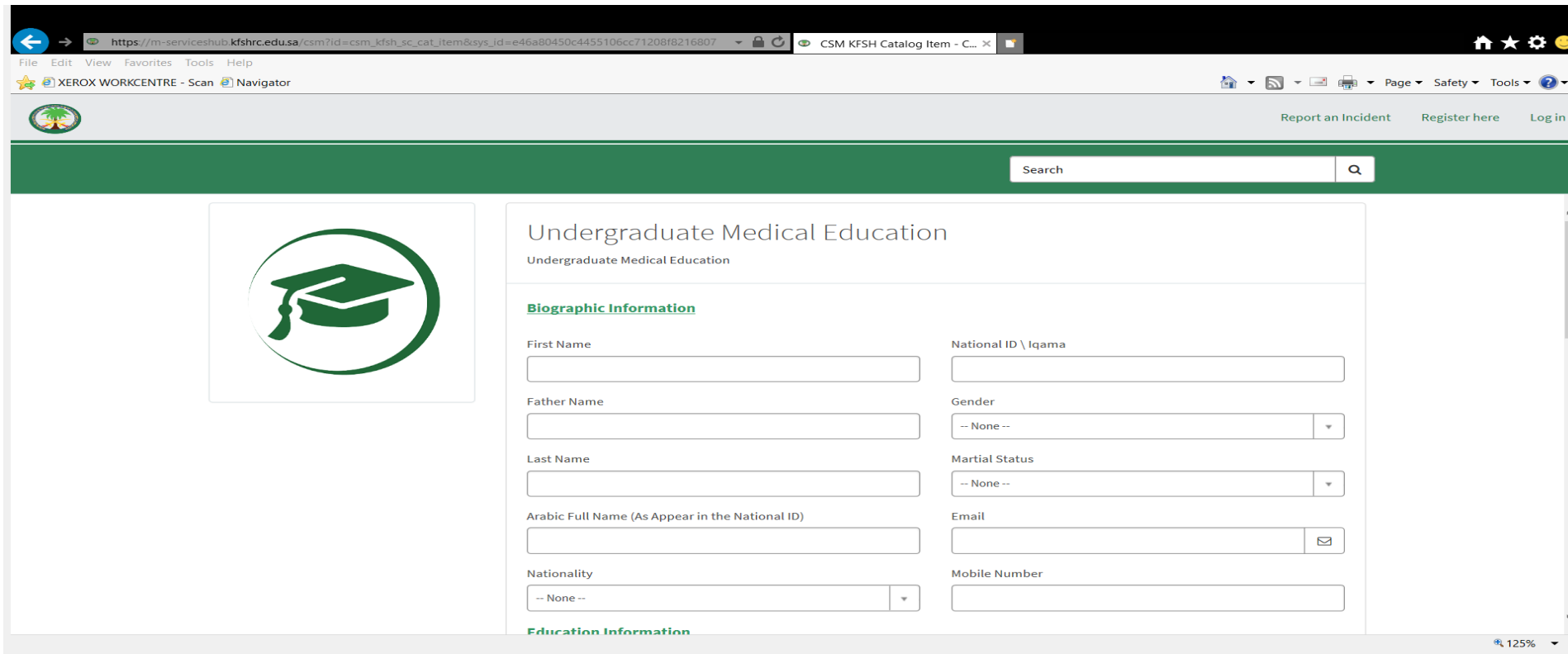
# Step 2.

- ▶ After choosing the correct training program, choose click here to apply :



# Step 3.

- ▶ You must create an account by registering before you fill out the request form:



The screenshot shows a web browser window with the URL [https://m-serviceshub.kfshrc.edu.sa/csm?id=csm\\_kfsh\\_sc\\_cat\\_item&sys\\_id=e46a80450c4455106cc71208f8216807](https://m-serviceshub.kfshrc.edu.sa/csm?id=csm_kfsh_sc_cat_item&sys_id=e46a80450c4455106cc71208f8216807). The page title is "Undergraduate Medical Education". On the left, there is a circular logo featuring a green graduation cap. The main content area is titled "Undergraduate Medical Education" and contains a registration form. The form is divided into two sections: "Biographic Information" and "Education Information".

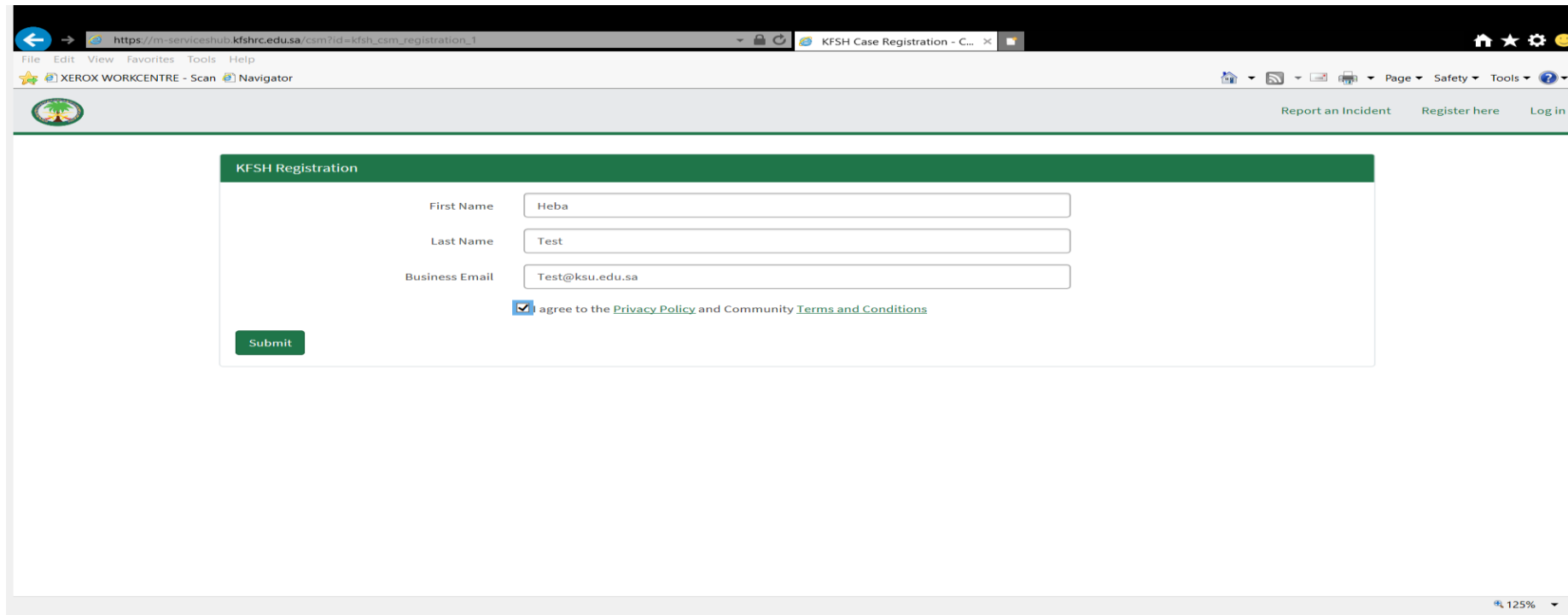
**Biographic Information**

First Name	<input type="text"/>	National ID \ Iqama	<input type="text"/>
Father Name	<input type="text"/>	Gender	-- None --
Last Name	<input type="text"/>	Martial Status	-- None --
Arabic Full Name (As Appear in the National ID)	<input type="text"/>	Email	<input type="text"/>
Nationality	-- None --	Mobile Number	<input type="text"/>

**Education Information**

# Step 4.

- ▶ Fill out the form with your First and Last name and university email, then click on submit. You will receive an email with your user name and password after registration is completed.



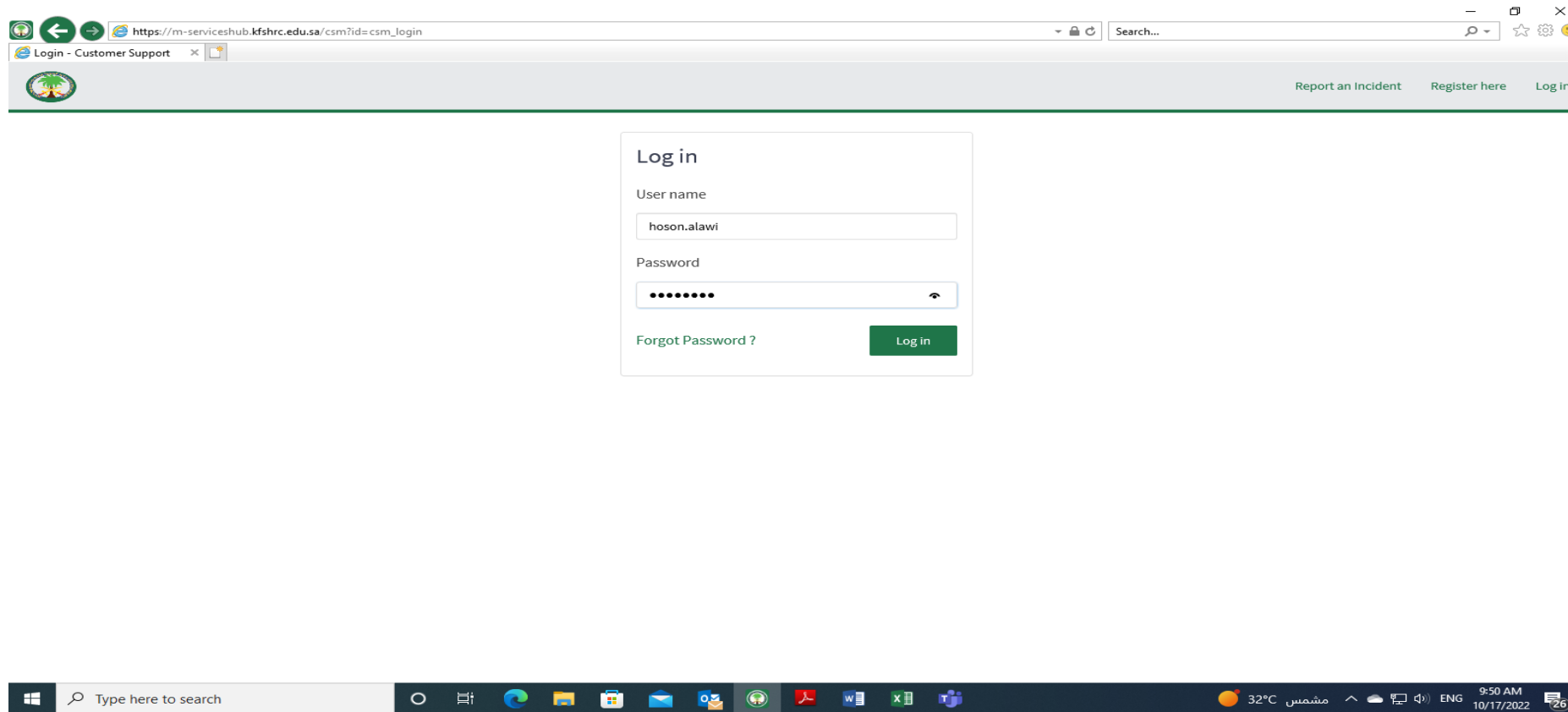
The screenshot shows a web browser window displaying the KFSH Registration form. The browser's address bar shows the URL: [https://m-serviceshub.kfshrc.edu.sa/csm?id=kfsh\\_csm\\_registration\\_1](https://m-serviceshub.kfshrc.edu.sa/csm?id=kfsh_csm_registration_1). The page title is "KFSH Case Registration - C...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page header features the KFSH logo on the left and navigation links "Report an Incident", "Register here", and "Log in" on the right. The main content area is titled "KFSH Registration" and contains the following form fields:

- First Name:
- Last Name:
- Business Email:
- agree to the [Privacy Policy](#) and Community [Terms and Conditions](#)
- 

The browser's status bar at the bottom right shows a zoom level of 125%.

# Step 5.

- ▶ Once you have registered, log into the page in order to fill out your application:



The screenshot displays a web browser window with the following elements:

- Address Bar:** Shows the URL `https://m-serviceshub.kfshrc.edu.sa/csm?id=csm_login`.
- Page Header:** Includes a logo on the left and navigation links for [Report an Incident](#), [Register here](#), and [Log in](#) on the right.
- Log in Form:** A central white box titled "Log in" containing:
  - User name:** A text input field with the value "hoson.alawi".
  - Password:** A password input field with masked characters (dots) and a visibility toggle icon.
  - Buttons:** A green "Log in" button and a link for "Forgot Password?".
- Taskbar:** The Windows taskbar at the bottom shows the search bar, several application icons, and system tray information including the temperature (32°C), date (10/17/2022), and time (9:50 AM).

## Step 6.

- ▶ 1. fill out all the required information.
- ▶ 2. Make sure to choose the correct training site (Riyadh, Jeddah, Maddinah)
- ▶ 3. Choose the training program and desired department and training date
- ▶ 4. Attach all required documents correctly, then submit, you will receive an email upon submission.

The screenshot shows a web browser window with the URL [https://m-serviceshub.kfshrc.edu.sa/csm?id=csm\\_kfsh\\_sc\\_cat\\_item&sys\\_id=e46a80450c4455106cc71208f8216807](https://m-serviceshub.kfshrc.edu.sa/csm?id=csm_kfsh_sc_cat_item&sys_id=e46a80450c4455106cc71208f8216807). The page title is "CSM KFSH Catalog Item - Cust...". The user is logged in as "Hoson Alawi".

The form contains the following fields and options:

- Training Site:** Radio buttons for Jeddah, Madinah, and Riyadh (Riyadh is selected).
- Studying Level:** Radio buttons for Medical Student, Post Grad Master Student, and Medical Intern (Medical Intern is selected).
- Training Applying For:** Training Type dropdown menu set to "Medical Internship Training".
- Note:** "Please ensure selected period covers 1 month, example 1/9/2020".
- Start Date:** A date picker field.
- Required Documents (PDF files):** Letter University with an "Upload" button.
- Program Objectives or/ AY calendar or/ Evaluation:** A text area.
- Healthcare Screening Test:** A text area.
- Training Rotations:** A dropdown menu with a search icon, showing a list of options: -- None --, Adult Hematology, Anesthesiology, Cardio Surgery, Cardiology Adult, Cardiology Peds, and Critical Care Medicine Adult.
- Had a previous training at KFSH&RC?:** A dropdown menu set to "-- None --".

The Windows taskbar at the bottom shows the system tray with a temperature of 33°C, the date 10/17/2022, and the time 10:49 AM.

## How to Attach Documents After submitting an Application

- ▶ 1. Log into your account
- ▶ 2. Go to My cases located on the top of the page
- ▶ 3. Click on the application number you wish to update/attach a document to
- ▶ 4. Attach the document and save.