



In the name of Allah the compassionate the merciful



**University of Khartoum**  
**The Graduate College**  
**Application and Registration Guide**  
**For the year 2016**

**Section - I**

**Application guidelines and procedures**

**Applicants must:**

1. Know the exact dates for the beginning and the end of applying for the intended program by visiting the announcements page.
2. Review the admission requirements for degrees to know the documents required to be attached to the application, the information needed to fill in the application form, Applicants for by research degrees need to contact the concerned department for the availability of a staff member to supervise the proposed topic. in addition make sure you know the exact tuition fees for the programme and the method of payment (tuition fees may be changed any time without any prior notification; before receiving the admission letter).
3. Create a new account in the Graduate College system by entering to the Programmes page and clicking the link of the programme you wish to join and then clicking create new account. The user name for the account will be his/her email address (The applicant should ensure that the email address provided is valid and if he/she has no email then he/she has to create a new one and make sure it is working before using it as user name).The email of the applicant is required for all stages of application and registration so he/she has to use his/her email and not any other person's email.
4. Check his/her email within 24- 72 hours after account request. He/she will find an email containing the instructions which he/she is requested to follow. (Check the junk or spam if the email message is not found in the "in box"). If the email message is not found please contact the concerned board registrar by sending an email.
5. Pay the application fees as follows:
  - i. For Sudanese resident in Sudan during study: 250 SDG(two hundred and fifty Sudanese pounds non refundable) paid in any branch of Faisal Islamic Bank –Sudan, using the number sent to the applicant in the email message
  - ii. For Sudanese resident outside Sudan during study and non Sudanese: 50 US dollars (fifty US dollars non refundable) paid in any branch of Faisal Islamic Bank –Sudan, using the number sent to the applicant in the email message
6. Entre the programmes page on the website 24 hours after payment of the application fees to fill out the application form using the unique user name (email address) and the password of the applicant. (If the applicant faces any

problem in entering the application form 72 hours after payment of the application fees, he/she can contact the concerned registrar by email as shown)

About us page in the Graduate College website and then can call him/her if the problem persists).

- I. Humanities and Educational Studies Board +249 155661037
  - II. Basic Sciences and Engineering Studies Board +249 155661036
  - III. Medical and Health Studies Board +249 155664068
  - IV. Agricultural and Veterinary Studies Board +249 155661557
7. Fill in the data required on the application form for the programme the applicant wishes to undertake.
  8. Make sure to attach the required documents according to the requirement of each degree and programme. (Read more about this in the requirements and documents **'in section II'**; as well as to ensure the type of the scanned document and that the maximum allowable size of the photos and documents is complying with the required before uploading).
    - I. Scanned copies of certificates of the Intermediate Diploma – Bachelor – Postgraduate Diploma – Master – Personal photo – Experience certificate -Letter of Finance of study – National ID card/ Passport (File type JPEG maximum file size 100 KB)
    - II. Scanned copies of Transcripts, if in more than one page – Research proposal (File type Pdf maximum file size 990KB)
  9. Send the application form by clicking on the “Apply” button at the end of the form after verifying the data and required attachments and wait until a message indicating successful application pops up on the screen (the waiting time depends on the speed of the internet and the attached files size).
  10. Frequently check his/her e-mail before the set date for the beginning of the registration to confirm receipt of the message of acceptance or rejection (The message of rejection usually offers reasons as to why the application was rejected).
  11. Check the announcements in the Graduate College website for the list of accepted students and the period specified to review the originals. The accepted applicants are requested to:
    - i. Come to the office of the concerned board’s registrar at the Graduate College with their original required documents, to confirm them with the copies sent in paragraph 8.
- OR**
- ii. The original documents may be sent by express mail to the following address:

**The Graduate College, University of Khartoum – P. O. Box 321 Zip code 11115, Khartoum Sudan.**

(In this case the College is not bound to resend them back and requires the applicants to collect them personally or by a person with a written authenticated authorization from the applicant).

**Important:** applicants whose original documents have been received after the deadlines for confirmation will not be processed

12. Check the email for letter of acceptance.

## **Section - II**

### **Required Documents and the General Requirements for Admission to Different Degrees**

#### **1) Required Documents:**

*Fill in the online application form and attach the electronic (scanned) copies of the required documents to be uploaded on the website of the Graduate College within the electronic application form*

Scanned copies of requested certificates for graduates from institutions of higher education in Sudan (Bachelor's degree certificate and transcript, post graduate diploma certificate and transcript and master's degree certificate and transcripts 'if applicable') must be validated(authenticated) by the General Directorate of Admissions, Certificate Validation and Accreditation - Ministry of Higher Education and Scientific Research.

Scanned copies of requested certificates for graduates from institutions of higher education outside Sudan (Bachelor's degree certificate and transcript, postgraduate diploma certificate and transcripts and master's degree certificate and transcript 'if applicable' or its equivalent) should be dealt with as follows:

- i. Must be translated to English if in a language other than Arabic or English.
- ii. The documents must be accreted by the Ministry of Foreign Affairs and the Sudanese Embassy in the country in which the degree was obtained.
- iii. Then the certificates and transcripts must be evaluated and **certified**(*authenticated*) by the General Directorate of Admissions, Certificate Validation and Accreditation - Ministry of Higher Education and Scientific Research

Scanned copies of certificates and transcripts of

- i. Intermediate diploma
- ii. Bachelor degree(obtained by bridging from intermediate diploma)

Obtained from higher education institutions of Sudan; must be **certified** (*authenticated*) by the General Directorate of Admissions, Certificate

Validation and Accreditation - Ministry of Higher Education and Scientific Research.

Bachelor degrees certificates and transcripts obtained by distance learning from higher education institutions of Sudan, must comply with the following:

- i. The certificates and transcripts must be **certified** (*authenticated*) by the General Directorate of Admissions, Certificate Validation and Accreditation - Ministry of Higher Education and Scientific Research.
- ii. Copy of Sudan high school certificate or equivalent is also required and must be **certified** (*authenticated*) by the Federal Ministry of Education-Sudan.
- iii. Copy of the capacity exam results must be obtained and certified (*authenticated*) from the relevant faculty /institute the candidate is applying to.

Copy of bank slip for application fee paid to the Graduate College bank account.

Passport size photograph.

Copy of Sudanese national ID card or a copy of the main page of a valid passport (for non-Sudanese).

The applicant should not be enrolled in any other program, even in another university/college for the duration of the study.

## **2) General Requirements for different degrees:**

### **A. General Requirements for Admission for postgraduate diploma**

1. Bachelor degree or its equivalent from the University of Khartoum or any other recognized university/college, with practical experience of at least one year.
2. Full-time study.

### **B. Documents required for applying for postgraduate diploma (in addition to the documents mentioned in section II above)**

1. Copy of a Bachelor's degree certificate from the University of Khartoum or any other recognized university/college.
2. Copy of Bachelor's degree transcript.
3. A certified certificate of work experience.
4. A letter of release for full-time study (workers in government or private institutions).

5. A letter of scholarship (if any).

**C. General conditions for admission to master's degree**

1. Bachelor's degree (honors) or its equivalent in area of specialization from the University of Khartoum or any other recognized university/college.
2. General Bachelor degree holders should **either**:  
Pass a qualification exam, held at the University of Khartoum in the faculty/institute where the applicant intends to pursue his/her study with grade 'good' minimum.

**Or**

Provide a postgraduate diploma from the University of Khartoum or any other recognized university/college with grade 'good' minimum.

3. Bachelor's degree (honors) in specialization other than the one intended may be accepted on recommendation from the Faculty Research Board only for degrees by coursework or coursework and research (please see website to know the specific requirements of each program).

**D. Required documents for master's degree (in addition to the documents mentioned in section II above)**

1. Copy of Bachelor (honors) degree certificate or its equivalent in area of specialization from the University of Khartoum or any other recognized university/college.
2. Copy of Bachelor's degree transcript.
3. Copy of post graduate diploma certificate and transcript (for general bachelor's degree holders), or certified qualification exam result from the faculty applied for.
4. Copy of the research proposal (for applicants of master degree by research).
5. A letter of scholarship (if any).

**E. General requirements for admission for diploma /M.Sc program.**

1. General Bachelor's degree from University of Khartoum or its equivalent with a minimum grade 'good' minimum. **OR**  
General Bachelor's degree from University of Khartoum or its equivalent with grade 'pass' and appropriate practical experience in the field of study for acceptance. The faculty concerned can determine any additional conditions for applicants (please refer to the programs page to learn more about the specific conditions of each program).

2. Bachelor's degree (honors) or general bachelor's degree and a postgraduate diploma in the specialization with minimum grade 'good' from the University of Khartoum or its equivalent and any other conditions seen fit by the faculty concerned for the applicant to join study after the first semester (see program page to know the specific conditions of each program).

**F. Documents required to apply for diploma/master degree (in addition to the documents mentioned in section II above).**

1. Copy of the bachelor's degree certificate or its equivalent from the University of Khartoum or any other recognized university/college.
2. Copy of bachelor's degree transcript from the University of Khartoum or its equivalent.
3. Copy of postgraduate diploma certificate and transcript with a grade of 'good' from the University of Khartoum or its equivalent for the applicants who wish to apply for study after the first semester of the program (please refer to the programmes page to learn about the specific regulations of each program).
4. A certified certificate of work experience.

**G. General regulations for admission to doctorate degree**

1. Master's degree in the specialization area from the University of Khartoum.
2. Applicants who are **not graduates** of the University of Khartoum should **either**:
  - i. Be holder of bachelor's degree with minimum grade of 'very good', postgraduate diploma with a grade of 'good' and master's degree.

**Or**

  - ii. Pass a qualifying examination with a grade of 'good' in addition they should satisfy any other regulations set by the faculty/institute in addition to a master's degree.
3. Proof of experience, and competence to study and research.
4. Get recommendations of two academics who know the applicant.

**H. Documents required to apply for doctorate degree (in addition to the documents mentioned in section II above)**

1. Copy of Bachelor's degree certificate (for master's degree holders from universities other than the University of Khartoum).
2. Copy of transcript of bachelor's degree (for master's degree holders from universities other than the University of Khartoum).
3. Copy of three letters of recommendation from academics supporting the ability of the applicant.

4. Copy of master's degree certificate from University of Khartoum or its equivalent.
5. Copy of the research proposal (for doctorate degree applicants by research).

**I. General regulations for admission to clinical doctorate degree**

1. Bachelor of Medicine and Surgery from the University of Khartoum or any other recognized university/college.
2. Completion of internship period.
3. Experience of not less than 2 years after the internship period.
4. Registration in the Sudan Medical Council.
5. Pass an oral or written examination as determined by the department concerned in some cases.

**J. Required documents for clinical doctorate degree (in addition to the documents mentioned in section II above)**

1. Copy of bachelor's degree certificate in Medicine and Surgery from the University of Khartoum or any other recognized university/college.
2. Copy of transcript of bachelor's degree in Medicine and Surgery from the University of Khartoum or its equivalent.
3. Copy of certificate of successful completion of the internship period.
4. Copy of certificate of registration in Sudan Medical Council.
5. Copy of oral or written exam result from the faculty section (in case of a need of an examination).

**K. General regulations for admission to the doctorate degree in medicine by research**

1. Bachelor's degree of Medicine and Surgery or its equivalent from the University of Khartoum or any other recognized university/college..
2. Registration in the Sudan Medical Council.
3. Professional qualification in the field the applicant wishes to apply for. This qualification must allow him/her to register as a qualified specialist in Sudanese Medical Council.
4. Any additional requirements as determined by the faculty.
5. Full-time or part-time as defined by the faculty.

**L. Documents required to apply for a doctorate degree in medicine by research (in addition to the documents mentioned in section II above)**

1. Copy of bachelor's degree certificate in medicine and surgery or its equivalent from the University of Khartoum or any other recognized university/college.
2. Copy of transcript of bachelor's degree in medicine and surgery.
3. Copy of professional qualification certificate certified by the Sudan Medical Council.

**M. General conditions for the admission of Sudanese living outside Sudan**

1. Application is only for master or doctorate degrees by research.
2. Applicants must satisfy the general regulations of admission for the degree applied for.
3. Approval of the institution, in the country of residence where the applicant will conduct his research.
4. Approval of a supervisor, in the country of residence of the applicant, who meets qualifications and any status specified by the Graduate College. Also approval from the external supervisor workplace to oversee part of research that is outside Sudan.

**N. Documents required for application for Sudanese living abroad**

1. Documents required for application for the degree.
2. Copy of letter of approval from the institution where the applicant will conduct his research.
3. Copy of letter of approval from the supervisor in the country of residence of the applicant.
4. Copy of letter of approval from the external supervisor workplace.

**O. General conditions for the admission of non-Sudanese living in Sudan**

Satisfy all requirements for admission to the degree.

**P. Required documents for non-Sudanese living in Sudan**

Documents required for application for the degree.



### **General regulations for the admission of non-Sudanese living outside Sudan**

1. Satisfy all requirements for admission to the degree.
2. Application is only for master or doctorate degrees by research.
3. Approval of the institution where the applicant will conduct his research.
4. Approval of external supervisor (qualified by the terms and regulations specified by the Graduate College) in the applicant's country of residence to help the internal supervisor in overseeing the research.
5. Commitment to reside in Sudan for a period not less than six months for doctorate degree students and four months for master degree students where consultations with the internal supervisor will be conducted.

### **Documents required for non-Sudanese living outside Sudan**

1. Documents required for application for the degree
2. Copy of letter of approval of institution where the applicant will conduct his research.
3. Copy of letter of approval from the supervisor in the country of residence of the applicant.

## **Section – III**

### **Registration steps**

1. Receive a notice of acceptance.
2. Payment of the fees specified in the specified time
  - a) In Faisal Islamic Bank – University of Khartoum Branch for local currency using the payment number sent in the email for the specified payment Installment (each Installment has a payment number).
  - b) In the University of Khartoum account number 1988 at Faisal Islamic Bank of Sudan – Khartoum University Branch for foreign currency (for non Sudanese and Sudanese with external registration).
3. Receipt of registration letter by applicant.
4. Payment of ID card fees at the graduate college.
5. Receive the ID card from the academic secretary office.