



German Year Outgoing Applications Flow in MyGJU for Students

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Overview

- ▶ The main objective of this presentation is to show the German Year (GY) outgoing applications flow in the MyGJU portal [1, 2] from the student perspective
- ▶ The following features will be covered:
 - ▶ Managing B1/B2 certificates
 - ▶ Adding a GY outgoing application
 - ▶ Selecting a partner or wish host universities
 - ▶ Uploading the learning agreement file

Adding a B1 /B2 Certificate (1)

Profile Academic Affairs Financial Affairs Registration

Course Sections Schedules Evaluations Grades Transcript Other Affairs

Academic Affairs Other Affairs

Student Information

Name:	[Redacted]	Student ID:	[Redacted]
Degree:	Bachelor	Enrollment Year:	Second 2014 / 2015
Faculty:	School of Electrical Engineering and Information Technology	Student Status:	Enrolled
Department:	Computer Engineering Department	Program:	Regular Program
Major:	Computer Engineering	Study Plan Credit Hours:	179
Study Plan:	Computer Engineering 2014	Account Status:	Active

Other Affairs

Academic Calendar	Student Status	Advisors
Study Plan	Hold Status	Language Certificates
Study Plan versus Transcript	Major Transfers	GY Outgoing Applications

Click the Language Certificates link

Adding a B1 /B2 Certificate (2)

Profile **Academic Affairs** Financial Affairs Registration

Course Sections Schedules Evaluations Grades Transcript Other Affairs

▸ Academic Affairs ▸ Other Affairs ▸ **Language Certificates**

Student Information

Student ID:	<input type="text"/>	Faculty:	School of Electrical Engineering and Information Technology
Name:	<input type="text"/>	Department:	Computer Engineering Department
Degree:	Bachelor	Major:	Computer Engineering

Note that the system does not allow adding more than one B1 certificate and more than one B2 certificate

Language Certificate							
	Certificate Type	Certificate Number	Location	Certificate Date	Result	File	Status
No records found							
Edit		Delete					

Total Rows: 0

Back Add

Click the Add button

Adding a B1 /B2 Certificate (3)

- ▶ Enter the B1 or B2 (the selected **certificate type** determines that) certificate information as shown on the right
- ▶ Enter the **date** and **score** of each taken test
- ▶ If a test is not taken yet just check the **Exclude checkbox** beside it
- ▶ **Save** your changes as you go

▶ Academic Affairs ▶ Other Affairs ▶ Language Certificates ▶ Add Language Certificate

Certificate Information

Status: Pending

Certificate Type: B1

Certificate Number: 1125-B1-999

Certificate Date: 01-09-2020

Certificate Location (EN): Amman

Certificate Location (AR):

Student Note:

Result				
Exclude	Name	Date	Attained Score	Maximum Score
<input type="checkbox"/>	Reading	01-09-2020	92	100
<input type="checkbox"/>	Listening	01-09-2020	85	100
<input type="checkbox"/>	Writing	01-09-2020	87	100
<input checked="" type="checkbox"/>	Speaking		0	100

Language Certificate File

Uploaded File:

Upload File

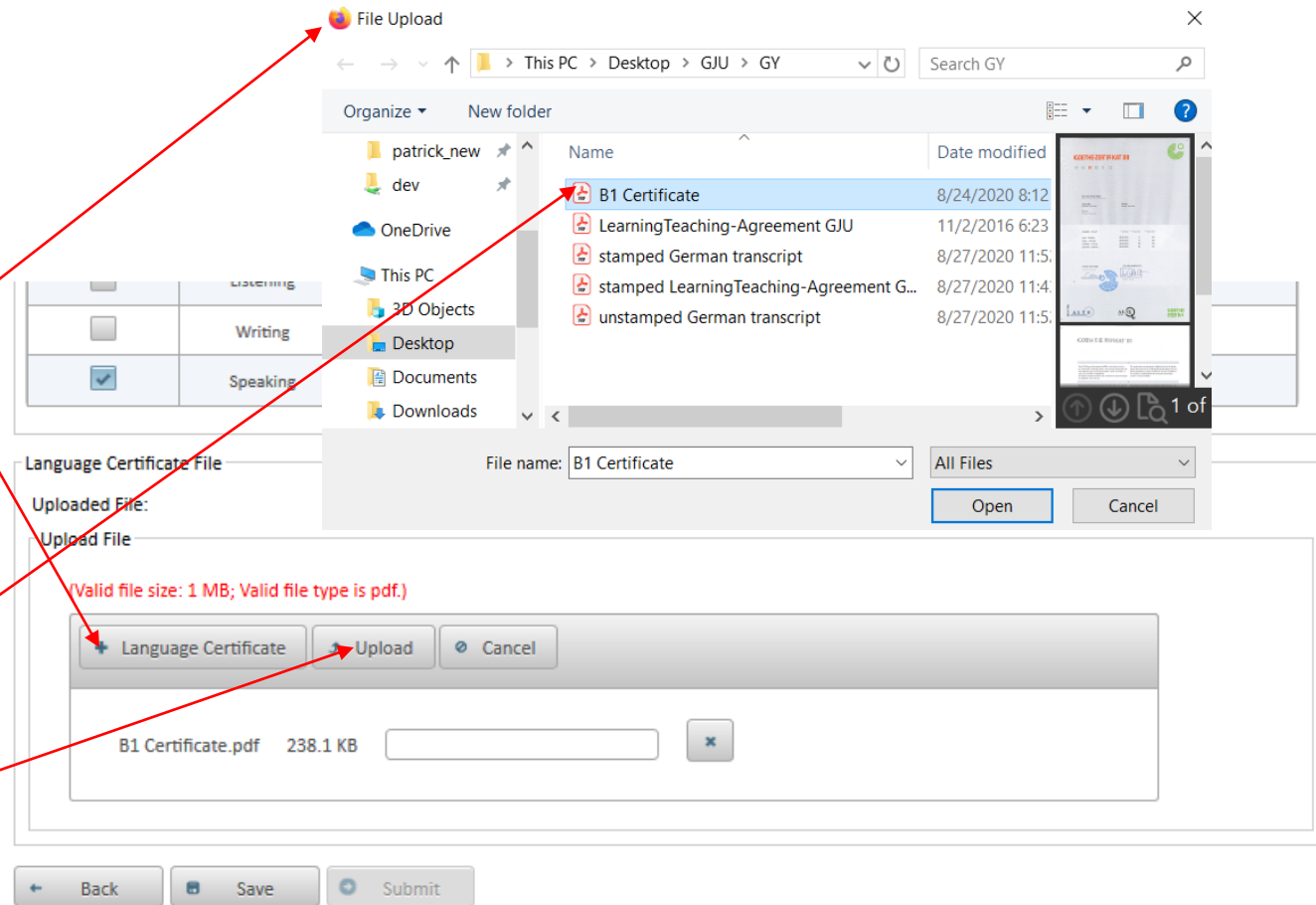
(Valid file size: 1 MB; Valid file type is pdf.)

+ Language Certificate ↗ Upload ⌂ Cancel

+ Back Save Submit

Adding a B1 /B2 Certificate (4)

- ▶ To upload your B1/B2 certificate file, scan/save all your results in one pdf file.
- ▶ Click the **Language Certificate** button
- ▶ A **File Upload** window will show up, go to the directory in which you saved your certificate file.
- ▶ **Select** the File
- ▶ Click the **Upload** button, then the file will be scanned for viruses and uploaded



Adding a B1 /B2 Certificate (5)

Academic Affairs > Other Affairs > Language Certificates > Add Language Certificate

Certificate Information

Status: Pending

Certificate Type: B1

Certificate Number: 1125-B1-999

Certificate Date: 01-09-2020

Certificate Location (EN): Amman

Certificate Location: Academic Affairs > Other Affairs > Language Certificates

Student Note: Your request was submitted successfully

Student Information

Student ID: [Redacted] Faculty: School of Electrical Engineering and Information Technology

Name: [Redacted] Department: Computer Engineering Department

Degree: Bachelor Major: Computer Engineering

Note that the system does not allow adding more than one B1 certificate and more than one B2 certificate

Language Certificate							
	Certificate Type	Certificate Number	Location	Certificate Date	Result	File	Status
	B1	1125-B1-999	Amman	2020-09-01	Reading 92 Listening 85 Writing 87	1125-B1-999	Submitted

Language Certificate

Uploaded File: [Edit] [Delete]

• 1125-B1-999 Total Rows: 1

Upload File: [Back] [Add]

(Valid file size: 1 MB; Valid file type is pdf.)

[+ Language Certificate] [Upload] [Cancel]

[Back] [Save] [Submit]

- ▶ When all the certificate information is entered, the **Submit** button will be enabled
- ▶ Click the **Submit** button to submit your certificate for GLC approval/rejection/return
- ▶ Note that after submitting the certificate you cannot edit it unless it is returned back to you by GLC

After successful submission

Editing/Deleting a B1 /B2 Certificate

Profile Academic Affairs Financial Affairs Registration

Course Sections Schedules Evaluations Grades Transcript Other Affairs

Academic Affairs > Other Affairs > Language Certificates

Student Information

Student ID: [Redacted] Faculty: School of Electrical Engineering and Information Technology
 Name: [Redacted] Department: Computer Engineering Department
 Degree: Bachelor Major: Computer Engineering

Note that the system does not allow adding more than one B1 certificate and more than one B2 certificate

Language Certificate							
	Certificate Type	Certificate Number	Location	Certificate Date	Result	File	Status
	B1	1125-B1-999	Amman	2020-09-01	Reading 92 Listening 85 Writing 87	1125-B1-999	Submitted

Total Rows: 1

The Delete button is disabled in this case, because you cannot delete a Submitted certificate

- Select the certificate record
- Click the Edit button to change it, or click the Delete button to delete it

- Note 1:** If the certificate is Submitted you will only be able to view it
Note 2: You cannot change or delete a Submitted certificate
Note 3: To check the certificate approval status (by GLC) check the value in this column



Adding a GY Outgoing Application (1)

Profile Academic Affairs Financial Affairs Registration

Course Sections Schedules Evaluations Grades Transcript Other Affairs

Academic Affairs Other Affairs

Student Information

Name:	[Redacted]	Student ID:	[Redacted]
Degree:	Bachelor	Enrollment Year:	Second 2014 / 2015
Faculty:	School of Electrical Engineering and Information Technology	Student Status:	Enrolled
Department:	Computer Engineering Department	Program:	Regular Program
Major:	Computer Engineering	Study Plan Credit Hours:	179
Study Plan:	Computer Engineering 2014	Account Status:	Active

Other Affairs

- [Academic Calendar](#)
- [Study Plan](#)
- [Study Plan versus Transcript](#)
- [Student Status](#)
- [Hold Status](#)
- [Major Transfers](#)
- [Advisors](#)
- [Language Certificates](#)
- [GY Outgoing Applications](#)

Click the GY Outgoing Applications link

Adding a GY Outgoing Application (2)

Period Type	From Date	To Date
GY Outgoing Application Submission	01-09-2020 00:00	30-09-2020 00:00

Hello [User] To view the open academic calendar events please click [here!](#) AR Arabic ? Help Logout

[Profile](#) | [Academic Affairs](#) | [Financial Affairs](#) | [Registration](#)

[Course Sections](#) | [Schedules](#) | [Evaluations](#) | [Grades](#) | [Transcript](#) | [Other Affairs](#)

Click here to see if the submission period is open

Academic Affairs > Other Affairs > GY Outgoing Applications

Student Information

Student ID:	[Redacted]	Faculty:	School of Electrical Engineering and Information Technology
Name:	[Redacted]	Department:	Computer Engineering Department
Degree:	Bachelor	Major:	Computer Engineering

Note: If you are eligible to apply for the GY, you may at most add one application during the GY outgoing application submission period

	Second Nationality	Student Partner Name	Host University Name	Semester	Year	Application Status	Transcript Data
No records found							
Edit		Delete					

Click the Add button, if the submission period is open, to add/submit your GY outgoing application

Total Rows: 0

[← Back](#) | [+ Add](#)

Note: you must satisfy the required GPA and passed credit hours requirements of your major to be able to apply! Also, the submission period must be open!

Adding a GY Outgoing Application (3)

▶ Academic Affairs ▶ Other Affairs ▶ GY Outgoing Applications ▶ Add Application

Application Submission Checklist

- Cumulative GPA \geq 61
- The total passed credit hours and currently registered credit hours for First 2020/2021 \geq 108 for Computer Engineering

Application Status

Application Year: 2020
Application Semester: First
Status: Pending

Personal and Contact Information

Name:

Nationality: Jordanian

Second Nationality:

Gender: Female

Date of Birth:

GJU Email:

Mobile No.:

1. Specify second nationality, if any

Student Notes:

2. Add note here if you like

3. Click the Save button

4. Click the Submit button and confirm

Editing/Deleting a GY Outgoing Application

Profile Academic Affairs Financial Affairs Registration

Course Sections Schedules Evaluations Grades Transcript Other Affairs

Academic Affairs > Other Affairs > GY Outgoing Applications

Student Information

Student ID: [Redacted] **Faculty:** School of Electrical Engineering and Information Technology
Name: [Redacted] **Department:** Computer Engineering Department
Degree: Bachelor **Major:** Computer Engineering

1. Select the application

Note: If you are eligible to apply for the GY, you may at most add one application during the GY outgoing application submission period

GY Outgoing Applications							
	Second Nationality	Student Partner Name	Host University Name	Semester	Year	Application Status	Transcript Data
	Canadian	N.A.	N.A.	First	2020	Submitted	N.A.
	Edit				Delete		

The Delete button is disabled in this case, because you cannot delete a Submitted certificate

Total Rows: 1

Back Add

2. Click the Edit button to edit the application, or click the Delete button to delete the application

Note 1: If the application is Submitted you will only be able to view it

Note 2: You cannot change or delete a Submitted application

Note 3: To check the application status, view the value in this column

Specifying your Partner or your Wish Host Universities in your GY Outgoing Application

When you are asked by the IO User [3] to specify your Partner (i.e., the student you wish to go with to Germany) or your wish host universities:

1. Select the application (see slide 12)
2. Click the Edit button, and follow the steps shown below

GY Outgoing Applications							
	Second Nationality	Student Partner Name	Host University Name	Semester	Year	Application Status	Transcript Data
<input checked="" type="radio"/>	Canadian	N.A.	N.A.	First	2020	Pending Host Universities or Partner Selection	N.A.

Note: The status of the application in this case is as shown above

3. Select a desired option

Host Universities or Student Partner Selection

Select Option:

GY Host Universities:

Host University Assignm

Assigned Host Univer

Learning Agreement

- Berlin University
- Bonn University
- Bremin University

Host Universities or Student Partner Selection

Select Option:

Student ID:

Partner Name:

Partner ID:

You can select either of the options, but NOT both

4. Select up to 5 (if any) desired host universities
4. Enter your desired partner's student ID
5. Click the Search button, then make sure the retrieved partner name and ID are as expected

Finally, click the Submit button when done

Uploading the Learning Agreement in your GY Outgoing Application

When you are asked by the IO User [3] to upload your Learning Agreement, then:

1. Select the application (see slide 12)
2. Click the Edit button, and follow the steps shown below

GY Outgoing Applications							
	Second Nationality	Student Partner Name	Host University Name	Semester	Year	Application Status	Transcript Data
	Canadian	N.A.	Berlin University	First	2020	Pending Learning Agreement Upload	N.A.

Note: The status of the application in this case is as shown above

Learning Agreement

Uploaded File:

Upload File

(Valid file size: 1 MB; Valid file type is pdf.)

1. Click the Choose Learning Agreement File button
2. When the File Upload window shows up; browse for, and select, the desired file
3. Click the Upload button

Finally, click the Submit button when done

References

1. MyGJU. Available from <https://mygju.gju.edu.jo> [last accessed September, 2020].
2. F. Al-Hawari. MyGJU student view and its online and preventive registration flow. International Journal of Applied Engineering Research, 2017, 12(1):119-133.
3. F. Al-Hawari and O. Al-Sawaeer. German year outgoing applications flow in MyGJU for administrators, 2020.