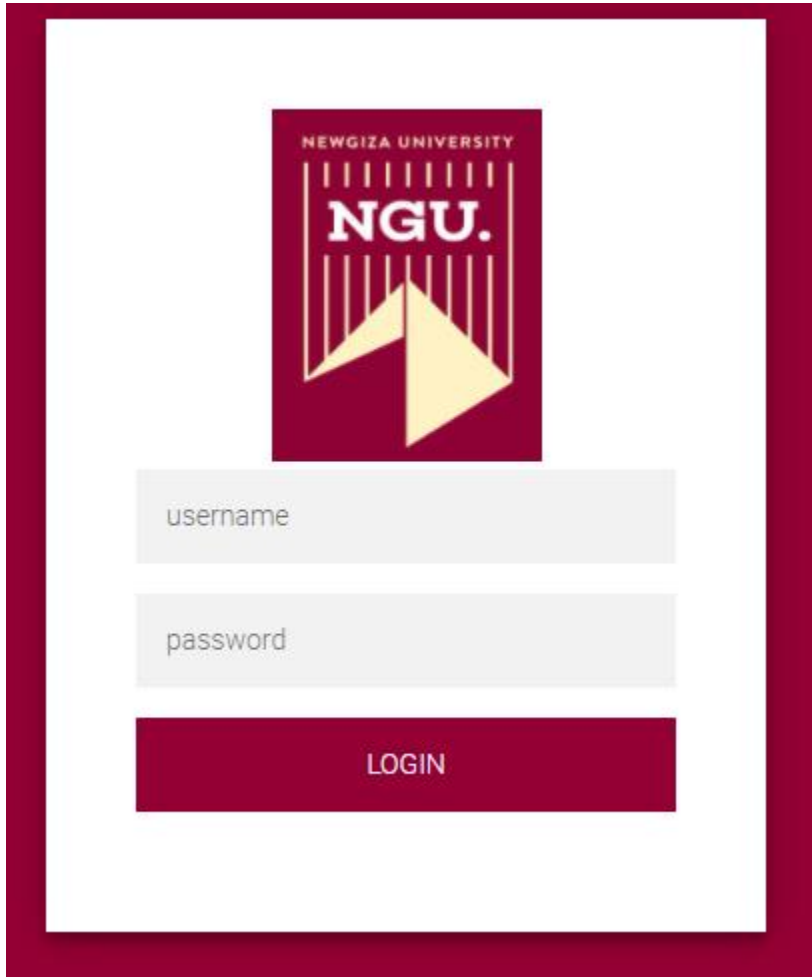


Online Form request

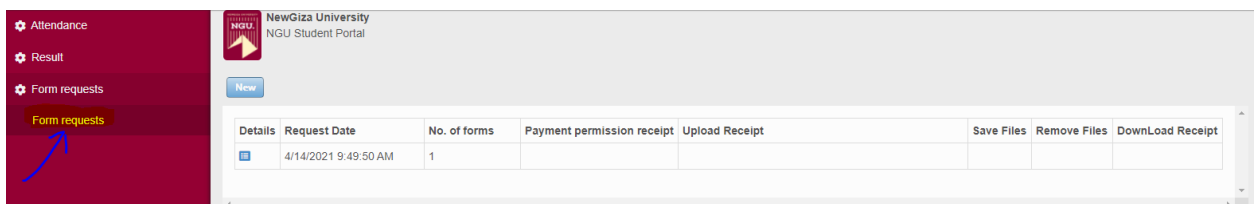
- First: Submit step

1. Login to S-portal using this link <http://sportal.ngu.edu.eg> :




The image shows the login interface for the NewGiza University (NGU) Student Portal. It features the NGU logo at the top, which consists of a maroon square with the text 'NEWGIZA UNIVERSITY' and 'NGU.' above a stylized yellow and maroon geometric design. Below the logo are two input fields: 'username' and 'password', both with placeholder text. At the bottom is a maroon button with the text 'LOGIN' in white capital letters.

2. After login Choose Form request from menu, this page contains all your previous requests. To add new request, click new button.



The image shows the dashboard of the NewGiza University Student Portal after login. On the left is a maroon sidebar menu with options: 'Attendance', 'Result', 'Form requests', and 'Form requests' (highlighted in yellow with a blue arrow pointing to it). The main content area has a header with the NGU logo and 'NewGiza University NGU Student Portal'. Below the header is a 'New' button. A table displays the user's previous form requests.

Details	Request Date	No. of forms	Payment permission receipt	Upload Receipt	Save Files	Remove Files	DownLoad Receipt
	4/14/2021 9:49:50 AM	1					

3. After click new button, a list of all available form will be displayed, you can choose all the forms you need then click next .

Available Forms

- ☒ التسجيل بتدريب التربية العسكرية / For Fees :750 L.E
- ☐ Official Transcript of Records Issuing Request - With Ministry of higher Education stamp - 10 Days / For Fees :400 L.E
- ☐ UnOfficial Transcript of Records Issuing Request - Rush Service - 3 Days / For Fees :200 L.E
- ☐ UnOfficial Transcript of Records Issuing Request - Normal Service - 5 Days / For Fees :100 L.E
- ☒ Absence Excuse Form -
- ☐ English Enrollment Certificate Issuing Request - Normal Service - 3 Days / For Fees :100 L.E
- ☐ English Enrollment Certificate Issuing Request - Rush Service - 2 Days / For Fees :200 L.E
- ☐ 10 - ختم وزارة التربية و التعليم - طلب شهادة قيد (باللغة العربية) Days / For Fees :200 L.E
- ☐ 3 - ختم الجامعة فقط - طلب شهادة قيد (باللغة العربية) Days / For Fees :100 L.E
- ☐ End of year assesment - Petition request - - 5 Days / For Fees :300 L.E
- ☐ Registration Break Request - First Category (A week before the start of the new academic year) - 5 Days / For Fees :300 L.E
- ☐ Registration Break Request - Before the mid - term / end of year exam - 5 Days / For Fees :500 L.E
- ☐ WithDrawal Form - NGU Stamp - 3 Days / For Fees :400 L.E
- ☐ WithDrawal Form - With Ministry of higher Education stamp - 10 Days / For Fees :500 L.E
- ☐ تسجيل بالامتحانات التكميلية (الثانوية العامة) / For Fees :1000 L.E

[Next](#)

4. Then you have to fill the form data, please be sure that all the data is correct and you read all the conditions included in the form.

NewGiza University
NGU Student Portal

ID Number
English Name as exist in passport
Date of birth
Year
Arabic Name as exist in National Id
Place Of Birth
School
Mobile No
Email

التسجيل بتدريب التربية العسكرية

أقدم بطلب للتسجيل في تدريب التربية العسكرية والذي يعد شرط اساسي من شروط التخرج من الجامعة

برجاء اختيار الإمتحان المطلوب التسجيل به:

الخدمة	قيمة التسجيل
التسجيل بتدريب التربية العسكرية	750 ج.م

ملاحظات أخرى:

In case of absence excuse request, you can attach excuse supporting documents as follows:

Absence Excuse Request

☒ Medical
 ☐ Non-Medical

In Case Of Non- Medical Please Specify

Period Of Absence :

 From :

 To :

ملاحظات أخرى:

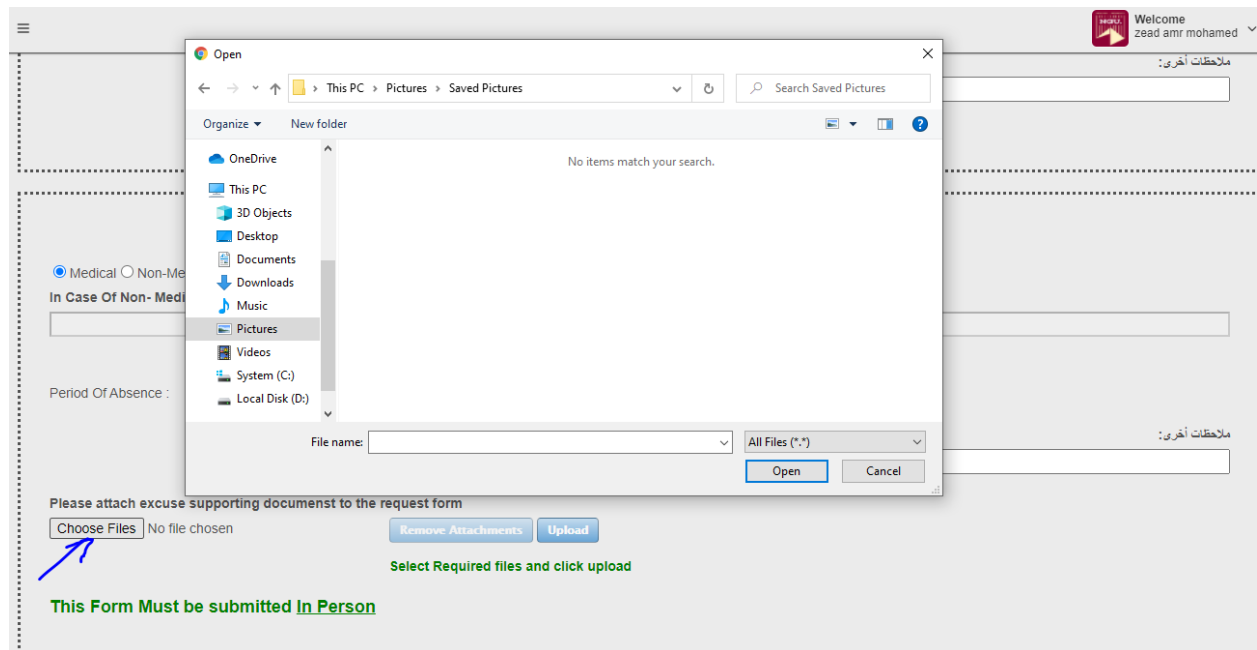
Please attach excuse supporting documentst to the request form

No file chosen

Select Required files and click upload

This Form Must be submitted In Person

- From Choose file, you can choose the file you want to upload, Only .jpg, .png, .jpeg, .gif , .pdf Files are allowed



- After selecting the file, don't forget to click upload before going to next step, you can clear your selection from remove attachments button As long as you don't click upload.

Note: Some Forms Must be submitted in person, as mentioned clearly in some forms. You can only fill the form, but it will not be processing till you go to registrar office with your guardian.

5. After filling this form you have to click next, then a grid contains your request will be shown, you can use to revise your request, delete any item from delete button, after revising you have to click submit .

Delete	Form	Fees / L.E	No. Of Copies	Total Fees
	السجل بتدريب الترتيب العسكرية - / For Fees :750 L.E	750	1	750
	Absence Excuse Form -			

Submit Previous Cancel

Now, your new request has been added, you can see its details by using Details button.

New

Details	Request Date	No. of forms	Payment permission receipt	Upload Receipt	Save Files	Remove Files	DownLoad Receipt
	4/14/2021 10:54:48 AM	2					
	4/14/2021 9:49:50 AM	1					


When click details button you can see each form included in your request with its current status as shown.

Form	Duration	Fees / L.E	No. Of Copies	Total Fees	Request Status	Print Request	Comments
السجل بتدريب الترتيب العسكرية -		750	1	750	Pending		
Absence Excuse Form -		0	1	0	Pending		

Return

Notes:

- After submitting your request, all its items will be revised first by registrar, you can see its current status as pending till approving by registrar.
- You shouldn't go through any payment processing till you receive registrar's approval.
- You can send and receive comments or inquiry for a form using comment button.

Form	Duration	Fees / L.E	No. Of Copies	Total Fees	Request Status	Print Request	Comments
- السجل بتدريب التربية العسكرية		750	1	750	Pending		
Absence Excuse Form -		0	1	0	Pending		


[Return](#)

previous comments Exist

[Send Comment](#)


Write your comment and press send.

- In Forms which required submit in person, you can down load your request to present in registrar office from request status.



NewGiza University

NGU Student Portal

Form	Duration	Fees / L.E	No. Of Copies	Total Fees	Request Status	Print Request	Comments
- السجل بتدريب التربية العسكرية		750	1	750	Pending		
Absence Excuse Form -		0	1	0	Pending		

[Return](#)

After click print request, a report will be shown and you can print and use.

1 of 2 ?
Find | Next

Period of absence from :

2021-04-04

To :

2020-12-12

Extra Remarks:

Please attach excuse supporting documents to the request form

This form will be processed upon completing the following steps:

- Student must apply 10 days prior the Non Medical excuse (Travel)
- Fill in the required data; incomplete request forms will be disregarded.
- Must attach supporting documents to the request form.
- The requested form with the attachments are returned to Registrar Office.
- Submitting the excuse request does not mean final acceptance. Request form and attachments are
- This form must be submitted in person to the Registrar offic

I have read the above rules and will comply with them

Student Signature

14/04/2021 11:11 AM

[Close](#)

• Second : Financial step

6. After your request is revised by registrar and approved, now you can go through financial step, you will receive notification by Email when your request is approved.
Now, you can find button with name payment permission receipt you can use to download receipt contains fees you have to pay.

NewGiza University
NGU Student Portal

New

Details	Request Date	No. of forms	Payment permission receipt	Upload Receipt	Save Files	Remove Files	DownLoad Receipt
	4/14/2021 10:54:48 AM	2		Choose File No file chosen			
	4/14/2021 9:49:50 AM	1		Choose File No file chosen			

Now, you can find the status of your request's form changes from pending waiting for payment for forms who has fees, and for processing for others which haven't fees.

NewGiza University
NGU Student Portal

Form	Duration	Fees / L.E	No. Of Copies	Total Fees	Request Status	Print Request	Comments
الـصـجـل بـشـرـيـب الـقـرـيـبـة الـمـسـكـريـة -		750	1	750	Waiting for payment		
Absence Excuse Form -		0	1	0	Processing		

Return

7. After payment you have to upload the receipt, choose file in update receipt then click save file. You can remove file as long as you don't click save.

Attend
Result
Form

Organize New folder

File name: All Files (*.*)

Open Cancel

Upload Receipt	Save Files	Remove Files	DownLoad Receipt
Choose File No file chosen			
Choose File No file chosen			

Note: If the payment amount covers some items only in request not all items, the request will be suspended with all its items.

8. Your request status now is waiting for payment confirmation as shown :

**NewGiza University**
NGU Student Portal

Form	Duration	Fees / L.E	No. Of Copies	Total Fees	Request Status	Print Request	Comments
- السجل بتدريب التربية العسكرية		750	1	750	Waiting for Payment Confirmation		
Absence Excuse Form -		0	1	0	Processing		

Return

9. After financial approving, Registrar will start processing your request then you can received. You will receive notification for each change in your request status by email.