

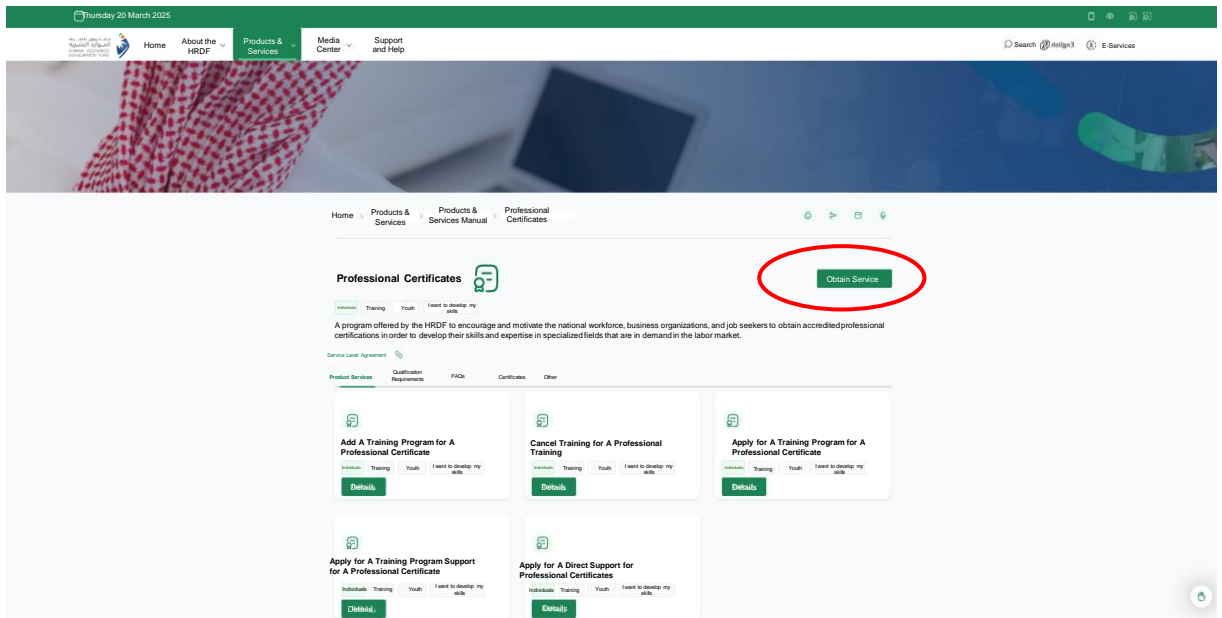


User Manual


For Applying for Direct Support
for Professional Certificates

Apply for A Direct Support

1. Select "E-Services/ Retail"
2. Insert the National Single Sign-On Data
3. Click on "Our Programs"
4. Select from the Menu: "Professional Certificates"
5. Select "Direct Support Applications"




Individuals


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Training Chances



Political Science Specialist
Ministry of Tourism
Riyadh
Today




Information Systems Analyst
Lebara Mobile
Riyadh
Yesterday



Law Specialist
Leejam Sports Company
Riyadh
Yesterday

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[Add New Application](#)

Professional Certificate Application


Application Status
--Select--


Application No.

Application No.	Certificate Name	Certificate Date	Status	Application Date	Details
No records to display					

0 records

1. Select the certificate from the supported certificates list
2. From "Support Details", select the invoice currency and insert the amount is entered according to what is recorded in the invoice, after adding the certificate issuance date as indicated on the professional certificate.
3. Fill in the training venue cell
4. Download the authorization form and sign it to be attached.
5. Attach all requirements along with abiding by attaching them as per their names.
6. Sent the Support Application


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Program Name: Professional Certificate Support

Add New Application

Certificate Details

1

Certificate Name *
--Select--

Additional Information

Support Details

2

☒ Certificate Support Only
☐ Certificate and Training Support

Support Application Type	Date of Certificate/ Program Completion	Currency	Cost in Foreign Currency	Cost in SAR	Support Value in SAR
Certificate Support	Day - Month - Year	SAR			
Total Support in SAR					

Note: Cost in SAR is calculated based on the exchange rate on the application submittal date

Training Venue

3

Region
--Select--

City *
--Select--

Attachments

4

All Documents must be in PDF Format

To Upload the Authorization, please download the Authorization Form , fill it, and upload it.

Professional Certificates *

5

Attach File

Authorization *

Attach File

Professional Certificate costs invoice *

6

Submit Certificate Application

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