



شؤون الطلاب  
Student Affairs  
جامعة قطر QATAR UNIVERSITY

# The Step by Step Guide to transfer/change your Financial Aid type application

Student Financial Services Section

To apply for transferring financial aid type from Tuition Fees Aid to Monthly Aid and the opposite, please follow the below steps:

1. Go to Banner Self-Service link:

[https://mybanner.qu.edu.qa/PROD/twbkwbis.P\\_GenMenu?name=homepage](https://mybanner.qu.edu.qa/PROD/twbkwbis.P_GenMenu?name=homepage)

2. Log in with your username and password.

3. Click “Student Services”.

4. Click “Financial Aid Services”.



5. You be directed to the below dashboard that contains all financial aid application related information (e.g. announcements, application periods, ... etc.):

**Student Financial Aid**

Student Service

Quick Access

- Apply Application
- Transfer Financial Aid Application
- Section Announcement

Log Out العربية

**Financial Aid Application calendar. It contains the periods to apply new/renew applications, change financial aid service type, and complete missing documents)**

**Notifications related to your application (e.g. change application status, Financial Aid Section comments)**

**Here you can apply for changing from one financial aid type to another (e.g. from tuition aid to monthly aid)**

**Section's general announcements for all students (e.g. the start of Application period for Student Financial Aids)**

**Information related to the financial aid application that is still active**

**Calendar**

Service ↑	Application Type	Start Date	End Date
APPLY FOR TUITION FEES PAYMENT DEFERRAL	Apply Application - NEW/RENEW	31-MAY-22	12-JAN-23
APPLY FOR TUITION FEES PAYMENT DEFERRAL	Incomplete - Returned to student	31-MAY-22	12-JAN-23
COMPUTER LAPTOP LOAN	Apply Application - NEW/RENEW	31-MAY-22	12-JAN-23
	Incomplete - Returned	24-	12-

**Notification**

26-OCT-22  
Your MONTHLY AIDRequest is ELIGIBLE

**Your Requested Application**

1 MONTHLY AID  
From :Spring 2019 TO : Fall 2020

Status / حالة الطلب	Support Amount / مقدار المساعدة	Percentage / النسبة	Reason of Rejection or Suspension / سبب الرفض او الايقاف
ELIGIBLE	500	-	Exceed Period

6. After you click “Transfer Financial Aid Application”, you will be directed to the below page. Please answer the two questions, then press “Next”:

The screenshot shows a web interface for transferring a financial aid application. At the top, there is a blue header with 'Student Financial Aid' on the left, 'Student Service' with a dropdown arrow in the middle, and 'Log Out' and 'العربية' on the right. Below the header is a sub-header 'Transfer Financial Aid Application'. The main content area contains two numbered questions:

- 1** \* Select a Financial Aid Service to be transferred:  
A dropdown menu is shown with 'TUITION FEES AID' selected. A yellow callout box with a purple arrow pointing to the dropdown contains the text: 'Select the Financial Aid Type you want to change it'.
- 2** \* Select a Financial Aid Service:  
A dropdown menu is shown with 'MONTHLY AID' selected. A yellow callout box with a purple arrow pointing to the dropdown contains the text: 'Select the Financial Aid Type you want to benefit from it'.

At the bottom right, there is a blue 'Next' button. A yellow callout box with a purple arrow pointing to the button contains the text: 'After you answer the two questions, please click here to move forward'.



7. After that, You will be directed to the below page. Please select the bank name and write the IBAN number for the student's bank account and click "Next":

The screenshot shows a web form titled "Student Financial Aid" with a blue header. In the top right corner of the header, there are links for "Log Out" and "العربية". Below the header, there is a "Student Service" dropdown menu. A blue instruction bar reads: "Please select your bank name since you enter the IBAN." The form contains two input fields: a dropdown menu for "Bank Name:" and a text input field for "IBAN:". A blue "Next" button is located at the bottom right. Three yellow callout boxes with purple arrows provide instructions: the first points to the "Bank Name:" dropdown, the second points to the "IBAN:" text field, and the third points to the "Next" button.

Select the student's bank name

Write the student's IBAN number that consist of 29 digits

After you answer the questions, please click here to move forward

Next

**Note: this page only appears if you transfer/change your application type from Tuition Fees Aid to Monthly Aid. It will not appear if you transfer from Monthly Aid to Tuition Fees Aid.**



8. After that, You will be directed to the below page. Please read it carefully and refer to the available links in this page to know the required documents to be submitted with the application, then select “I know the required documents” and click “Next”:

Student Financial Aid Log Out English

Student Service

Apply for Financial Aid Services

3 Read to know what Is requierd Document?/المستندات المطلوبة للتقديم ? يجب قراءة ما هي المستندات المطلوبة للتقديم?

Please visit the [Required Documents Webpage](#) to know the documents you need to upload while applying for Tuition Fees Aid, Housing Fees Aid, Monthly Financial Aid, Transportation Fees Aid, or Emergency Aid. In addition, you can visit the [External Funding Aids Webpage](#) to know the documents you need to upload while applying for a program provided by external funding institution, after reading the conditions for the intended program. Also, you can contact us for more inquires through the communication channels available at [CONTACT US](#)

يرجى التكرم بزيارة [صفحة المستندات المطلوبة لمعرفة المستندات المطلوبة](#) عند التقديم على خدمات تسديد الرسوم الدراسية و/أو رسوم السكن الجامعي عن طريق الجامعة أو المساعدة المالية الشهرية أو الإعفاء من رسوم المواصلات أو المساعدات الطارئة، أو زيارة [صفحة مساعدات الدعم الخارجي لمعرفة المستندات المطلوبة للتقديم](#) على أحد البرامج التي توفرها الجهات الخارجية الداعمة بعد أن تقرأ الشروط الخاصة بهذا البرامج، كما يمكنك التواصل معنا لمزيد من الاستفسارات عبر وسائل التواصل الموضحة في [صفحة إتصل بنا](#).

لدي علم بالمستندات المطلوبة للتقديم   
- I know the required document

Next



9. After that, You will be directed to the below page. In case of transferring from Tuition Fees Aid to Monthly Aid, please **make sure that you uploaded “To Whom It May Concern” letter that states the student’s bank account number** before moving forward, by following the below steps, then click “Submit The Application”:

**1. Select the document type**

**2. Select the file that you need to upload from your device**

**3. You can write any clarifying comment related to the file that you want to upload**

**4. Click here to upload the selected file**

**5. You will see here the uploaded file (In case you need, you can select the file to be deleted and upload a replacement file before submitting the application)**

**6. This button can be used to delete the file you selected using the “Delete” column**

**7. After you uploaded the required document, please click here to move forward**

Apply for Financial Aid Services

Add Your Document

Document: [Dropdown]

File: Choose File No file chosen

Please attach any supporting documents. (Allowed extensions: .PDF,.JPG,.GIF,.PNG,.BMP, and .TIFF)/الرجاء ارفاق جميع المستندات المطلوبة وفق التصنيفات التالية/ (.PDF,.JPG,.GIF,.PNG,.BMP, and .TIFF)

File Related Comment

Upload document

Your Uploaded Documents Document

Delete (🗑️)	File name	Document
<input type="checkbox"/>	يمكن رفع المستندات الناقصة.png	To Whom It May Concern Letter For Student Bank Account

Start Cancel

Delete Selected Document

Submit The Application

10. After that, You will be directed to the below acknowledgment page. Please read it and click “Agree” to complete the application:

إقرار صحة البيانات - Acknowledgment

×



'I hereby certify that the mentioned data is true and accurate and I bear the whole responsibility in case it proves false. I undertake to inform Student Financial Aid Section in case of any change. I understand that it is my responsibility to inform Student Fund and Financial Aid Section at Qatar University in the event I gain employment, start getting fixed remuneration from any organization or obtain financial aid from a third-party. I also agree to have the amount equivalent to the financial aid granted by Qatar University to be deducted from my account if it was proven that I am ineligible for financial aid based on the financial aid policies and procedures during any semester. In addition, I acknowledge that I have read and agreed on the [financial aids Policies](#) and receipt mechanism provided for herein.

أقر بأن جميع البيانات المذكورة في هذا الطلب صحيحة وكاملة، وأنحمل المسؤولية الكاملة في حال ثبت أنها غير صحيحة، وأتعهد بإبلاغكم بأية تغييرات تطرأ عليها. وأنحمل مسؤولية إعلام قسم المساعدات المالية الطلابية بجامعة قطر في حالة حصولي على عمل منتظم أو أجر ثابت من أي جهة أو الحصول على مساعدات مالية من جهة خارجية. كما أنني أوافق أيضاً بأن يتم الخصم من حسابي ما يعادل مقدار المساعدات المالية الممنوحة من جامعة قطر في حال ثبت عدم استحقاقي للحصول على المساعدة المالية وفق السياسات والإجراءات المنظمة خلال أي فصل دراسي استفتت فيه من الخدمة. وبالإضافة إلى ذلك، أقر بأنني قد قرأت السياسات المنظمة للمساعدات المالية ، وأوافق عليها كما وردت.

موافق/Agree



11. After submitting the application, you will be redirected to the main dashboard where you can follow up the application status, duration (From-To), support amount, and reason of rejection or suspension. Also, you can apply her for other additional financial aid service according to what is available during the application period:

**Student Financial Aid** Log Out العربية

**Student Service** (Dropdown)

**Quick Access**

- Apply Application
- Transfer Financial Aid Application

**Section Announcement**

01-JUN-22  
**Important Announcement**  
The application period started for Fall 2021

**Calendar**

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The financial aid service that you applied to get it

Application duration (Form-To) appears in green color below the financial aid service you for it

This table shows all application related details: status – support amount in case of QU fees aids and monthly aid – percentage of tuition/housing aids that are financed by QU – reason or rejection/suspension (the support amount and percentage will NOT be shown for the external funding financial aid applications)