

2016

How to Request for A reference letter

SIS Team

Corporate Educational Technology

1/1/2016



- Login into : <https://user-eservices.ksau-hs.edu.sa:8443/ps/ps/?cmd=login>
- Enter your KSAU-HS username & Password then click Sign in.

- 2- Click on the **Apply for Reference Letter**

- Click on **Add a New Form** to add a new request

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value ← 2

▼ Search Criteria

Sequence Number: [=] []

Subject: [begins with] []

Document Key String: [begins with] []

Priority: [=] []

Due Date: [=] [] []

Approval Status: [=] []

Case Sensitive

Search Clear Basic Search Save Search Criteria



→ Fill the requesting form with the required information then click on **Save**

Favorites | Main Menu > Service Center > COSHP-R-M > Apply for Reference Letter

Form | Instructions | Attachments

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Apply for Reference Letter

*Subject: Request for a reference letter

Priority: 3-Standard Due Date:

Status: Initial

*First Name (Arabic): احمد

*Father Name (Arabic): محمد

*Grand Father Name (Arabic): طارق

*Family Name (Arabic): الاحمدي

*First Name (English): Ahmad


*FatherName (English): Mohammad

*Grand Father Name(English): Tariq

*Family Name (English): Alahmadi

*Badge Number: 564856

More Information:



→ After clicking on **Save** you will have the Seq # , now Click on Submit button to send the request and wait for the approval .



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Form Instructions Attachments

Seq #: 122 **Apply for Reference Letter**

* Subject: Request for a reference letter

Priority: 3-Standard Due Date:

Status: Initial

*First Name (Arabic): احمد

*Father Name (Arabic): محمد

*Grand Father Name (Arabic): طارق

*Family Name (Arabic): الاحمدي

*First Name (English): Ahmad

*FatherName (English): Mohammad

*Grand Father Name(English): Tariq

*Family Name (English): Alahmadi

*Badge Number: 564856

Note: you will be notified via email with the approval/deny.



➔ After receiving the email, login into the system again and click on **Apply for a Reference Letter**.





➔ Then click in **Search** Button and Select your form by looking for Sequence number.(for our example our Seq # is 122)

Favorites Main Menu > Service Center > COSHP-R-M > Apply for Reference Letter

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Sequence Number: = [] []
Subject: begins with [] []
Document Key String: begins with [] []
Priority: = [] []
Due Date: = [] [] []
Approval Status: = [] []

Case Sensitive

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Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-8 of 8 Last

Sequence Number	Subject	Form	Document Key String	Priority	Due Date	Approval Status	Created Datetime
115	Testing for Ver 2 of Reference Letter form	RE_COSHPRM	(blank)	3-Standard	(blank)	Approved	02/24/2016 10:00AM
117	test2	RE_COSHPRM	(blank)	3-Standard	(blank)	Approved	02/24/2016 10:18AM
118	TEST3	RE_COSHPRM	(blank)	3-Standard	(blank)	Approved	02/24/2016 10:21AM
119	Testing	RE_COSHPRM	(blank)	3-Standard	(blank)	Pending	02/25/2016 8:55AM
120	testinq	RE_COSHPRM	(blank)	3-Standard	02/25/2016	Approved	02/25/2016 9:11AM
121	test	RE_COSHPRM	(blank)	3-Standard	(blank)	Pending	02/25/2016 9:25AM
122	Request for a reference letter	RE_COSHPRM	(blank)	3-Standard	02/25/2016	Approved	02/25/2016 9:56AM
123	test	RE_COSHPRM	(blank)	3-Standard	(blank)	Pending	02/25/2016 11:00AM

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➔ Then click on **Approval status** to view the status (Approved or denied).

Favorites Main Menu > Service Center > College of Medicine > Apply for Reference Letter

Form Instructions Attachments

Seq #: **Apply for Reference Letter**

Subject: Request for Referece Letter

Priority: 3-Standard Due Date: 2015/12/23

Status: Approved **Approver Status**

*Badge Number: 53115
*Academic Year(G): 2015 Academic Year(G) E.x: 2015-2016
*Academic Year (H): 1437 Academic Year (H) E.x: 1437-1438

More Information:

Return to Search Previous in List Next in List Notify

Form | Instructions | Attachments



Apply for Reference Letter

Subject: Request for Reference Letter

Review/Edit Approvers

Apply for Reference Letter: 155:Approved [View/Hide Comments](#)

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Approved

mutawakelm
Approver-College of Medicine
15/12/23 - 2:14 PM

Comments

mutawakelm at 15/12/23 - 2:14 PM
Form is approved, kindly download the soft copy of approved form from attachment tab

OK

- Read the comment then go back by clicking on **Ok** button
- Click on **Attachments** Tap to download your application by clicking on **Open**.

Favorites | Main Menu > Service Center > COSHP-R-M > Apply for Reference Letter

Form | Instructions | **Attachments**

Seq #: 122 **Apply for Reference Letter**

Subject: Request for a reference letter

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Description	Attached File	Open
1		Open

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Description	Attached File	Attach	Open
1 REFECOSHP_RM.pdf	REFECOSHP_RM.pdf	Attach	Open

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- Then you will able to view your Letter.



Good Luck