

Admission, Registration and Examinations Department
Arab Open University – Saudi Arabia

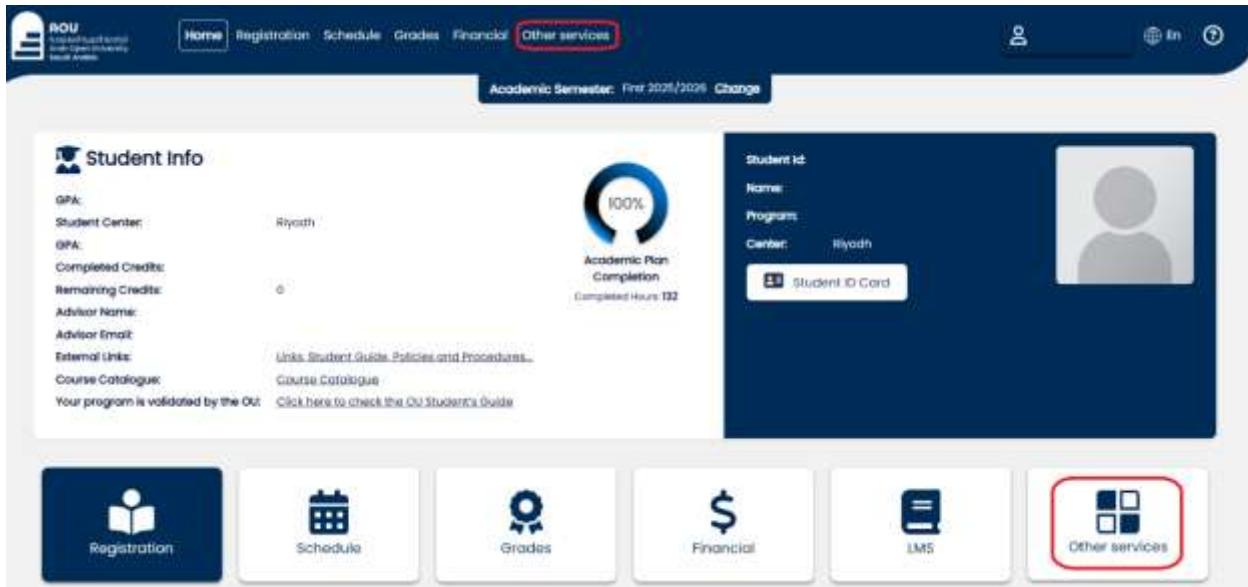
Exam – different center (In KSA)

Dear Student,

You can submit and pay the fees for Exam – different center (In KSA) service by following the steps below through the [Student Information System \(SIS\)](#):

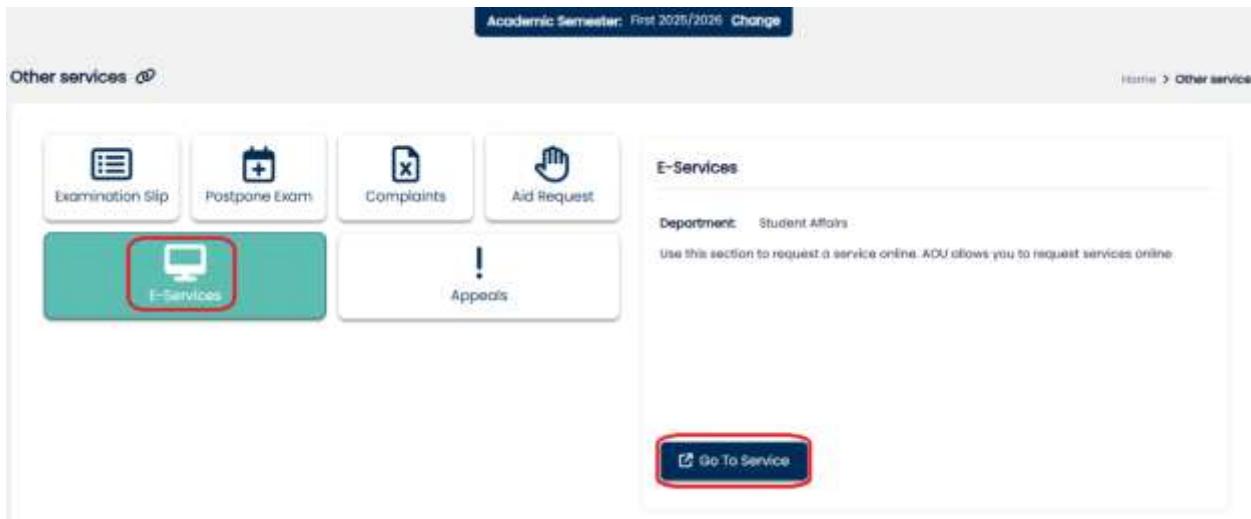
First:

Go to the "Other Services" tab



The screenshot shows the SIS interface with the 'Other services' tab highlighted in red. The 'Other services' tab is located in the top navigation bar, just below the 'Home' tab. The main content area displays 'Student Info' with various student details and a circular progress bar indicating 100% completion. Below this, there are several service icons: 'Registration', 'Schedule', 'Grades', 'Financial', 'LMS', and 'Other services', with 'Other services' also highlighted in red.

Then go to the "E-Services" screen



Second:

Activate Exam – different center fee receipt as shown below:



- داخل السعودية (تأدية امتحان (In KSA) في مركز آخر

Select "Exam- different center (In KSA) تأدية امتحان في مركز آخر from the menu and fill all required fields, and then request the service

New Service

Service *

Exam- different center (In KSA) - تأدية امتحان في مركز آخر (داخل السعودية)

يجب عليك التأكد من عرض جميع المقررات بشاشة جدول الامتحانات قبل تقديم طلب بهذا الخطاب
أدرك أنه سيتم تحويل الرسم المدكوره ملحوظ لكل سبعة وسبعين غير كافية للالاسترداد

Center *

Jeddah

Examination Sessions *

MTA

Course Code *

ACCT305

I agree to the terms and conditions

Submit

- Step 4: Click the "Click here" button to go to the payment Page



Your request has been successfully submitted.

You will be notified by email regarding your request.

If there are any fees related to your request, [Click here](#) to pay now; otherwise your request will be deleted.

OK

- Step 5: Click the "Pay" button



Online Payment

Cumulative Balance: 0.075 SAR

Paid this semester: 4072.925 SAR

Required this semester: 0.075 SAR

#	Description	Amount	Due Date	Semester	Select Slip
1	2025/2026 Spring Request: Exam- different center (in KSA) - (داخل المعهد) (داخل المختبر) (داخل المكتب)	215.625	10/02/2026	2025 / 2	<input type="checkbox"/>

1 Records - Showing 1 to 1

Total: 215.625

[Amount Details](#) [Payment Orders](#) [Pay Now](#)

The required amount must be paid within **two hours (215.625 riyals For each course)** from the time of requesting the service to avoid canceling the request. After paying the amount, the order status will be modified from Requested to Pending(**Approval of the request to attend the exam**)



E-Services

Requested Services

Service	Year	Semester	Request Date	Status	Copies	Service Field 1	Admin Comments
Exam- different center (in KSA) - (داخل المعهد) (داخل المختبر) (داخل المكتب)	2025/2026	2	10/12/2025	Pending	1		

In case the fees are not paid within two hours from the time of requesting the service, the request will be cancelled, and the order status will be changed from Requested to Deleted



E-Services

Requested Services

Service	Year	Semester	Request Date	Status	Copies	Service Field 1	Admin Comments
Exam- different center (in KSA) - (داخل المعهد) (داخل المختبر) (داخل المكتب)	2025/2026	3	10/03/2026	Deleted	1		(Not completed/Paid by student, Deleted by sis 20360310: 14:30:17)