HOW to APPLY ONLINE

STEP 1: GO TO THE CNA-Q Online Application page.
**STEP 2: Create a new account**

Create a Username and Password to set up an account.

Make note of your username and password as you will need these every time you wish to access your application information.

You will need to prepare and scan your documents (High School transcripts, Qatari ID card, and Passport Photo page) before you start.
NOTE: A valid email IS ABSOLUTELY required to continue the process, as this will be our primary means of communicating with you. If you do not have a valid Email account please create one before proceeding.
Press Accept to go to the next page
This page will allow you to select your program information:

- Select your Nationality from the drop menu
- Select the school you wish to apply to
- Select the Academic program you wish to apply to
Enter valid Qatar National ID number

Enter expiration date for Qatar National ID

Click "Continue"
This Page will allow you to enter your personal information:

1. First name, Middle name and Last name
2. Your date of birth and country of birth
3. Your gender
4. Nationality
5. Mother’s and Father’s nationality
You need to enter a valid P.O.Box in Qatar
Your mobile number, and any another contact phone number you have
This Page will allow you to enter your personal information:

8. Select your school, if your school is from outside Qatar choose Out of State
9. Please select if you are still in high school or completed high school.
10. Choose your school stream and enter your academic average and your graduation year.
11. Choose if you attended a post-secondary institution
12. Enter your emergency contact number and the what is related you
13. Enter his/her home phone number and mobile
14. Click yes if you have any special needs, and specify in the box below. If not select no
You need to upload your documents now, the required documents are:

1. High school transcript
2. Qatari ID card and
3. Passport photo page

You are now at the last stage of your online application, You have 3 options:

1. **Save for later**: means your application is saved in our system but you need to pay to complete your application process by visiting our office, you can also choose “Proceed to payment” button.

2. **Proceed to payment**: will take you to the next page where you will make payment using your credit card.

3. **Back**: will take you back to pages if you have to correct any information. Note: Please click “Save for later” button before you go back otherwise all your information will not be saved.

Click browse to select your file
- When you select your file click upload
- Keep doing the same steps until you finish uploading all your documents
Your application process is not complete until you have paid the application fee of **QAR100.00** either Online or by visiting us at the College and paying at the front desk of the Registrar’s Office
Thank you