User Guide for Admission System Applicant Portal - ECAE



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S.No	Title
1	Create New Login Detail
2	How to Apply for Programs
3	How to Change Password
4	Upload Extra Documents
5	Revoke Application





Steps to complete your application



1. Get Your Documents Ready

- Passport
- Emirates ID
- Family Book
- Residence Visa
- Academic Qualifications & Transcripts
- Work Experience Letter
- CV
- Photo





Homepage - Emirates College for Advanced Education (ecae.ac.ae)







<u>Homepage - Emirates College for Advanced Education (ecae.ac.ae)</u>

كلية الأمتارات للكنطوتر التربويي	Emirates College Advanced Education		ECAE	Admissio	ns			
A Home	Discover -	Register -					My EC.	AE Account
Important: Wh	ile admission will be ope	n, any progra	am starting date	will be subject to a pr students	ogram meeting requiren	nent for the minim	um number	r of enrolled
Acade	mic Programs							
Available / Please choose th	Academic Program	<u>NS</u> Table below, and	d then click Apply N	low				
<u>Post Gradua</u> IN SERVICE <u>محدمة</u>	<u>tes Diplomas</u> للمطمين التاء ال							
Apply	Program				Admission Criteria/Note	Semester Start Date	Open Date	Close Date
Apply Now	In-Service Postgraduate Diple	oma in Educatio	on Teaching Science	e	Academic Year 2025-2026 Fall	25/08/2025	03/02/2025	01/06/2025
Apply Now	In-Service Postgraduate Diple	oma in Educatio	on Teaching Mathen	natics	Academic Year 2025-2026 Fall	25/08/2025	03/02/2025	01/06/2025
Apply Now	In-Service Postgraduate Diple	oma in Early Ch	ildhood Education		Academic Year 2025-2026 Fall	25/08/2025	03/02/2025	01/06/2025
Apply Now	In-Service Postgraduate Diple	oma in Teaching) English Language		Academic Year 2025-2026 Fall	25/08/2025	03/02/2025	01/06/2025
Apply Now	In-Service Postgraduate Diple	oma in Educatio	n Arabic Language	for Secondary	Academic Year 2025-2026 Fall	25/08/2025	03/02/2025	01/06/2025
Apply Now	In-Service Postgraduate Diple	oma in Educatio	on Islamic Studies fo	or Secondary	Academic Year 2025-2026 Fall	25/08/2025	03/02/2025	01/06/2025
Apply Now	In-Service Postgraduate Diple Early Years/Primary	oma in Educatio	n Arabic Language	and Islamic studies for	Academic Year 2025-2026 Fall	25/08/2025	03/02/2025	01/06/2025

4. Create An ECAE Account

Login if you have an account

Apply to any ECAE program by registering as a new user or by logging in to your existing MyECAE account.

Please Enter your user name ar d password:	
EMail	
eman.elkaleh@ecae.ac.ae	
Password	
Login to MyEC/ E Register New User	

Create MyECAE Account ...

	t.	Have ECAE Account Click
Official full name in Engli	sh as in passport*	
Full Name		
Personal Mobile Number	*	
050 V Primary Mot	bile Number	
Date Of Birth *		
Day 🗸 Month	✓ Year ✓	
Your email will be used as	your username to login to your applicant account	
	-	
Confirm your email addre	295	
Confirm your email addre Email Password (min lentgh 8 c	barachters)	
Confirm your email addre Email Password (min lentgh 8 c	ess charachters)	
Confirm your email addre Email Password (min lentgh 8 c	ess charachters)	
Confirm your email addre Email Password (min lentgh 8 c Confirm your password Re-type Your Password	ess charachters)	
Confirm your email addre Email Password (min lentgh 8 c Confirm your password Re-type Your Password	ess charachters)	



Thank you ...

Please check your email to confirm it, then click on the Goto Login Button.



6. Select the Program

When you login the system will take you to _____ the program page

Academic Programs ...

Available Academic Programs

Please choose the Academic Program from the Table below, and then click Apply Now

Post Graduates Diplomas

للمعلمين اثناء الخدمة IN SERVICE

	Apply	Program	Admission Criteria/Note	Semester Start Date	Open Date	Close Date
	Apply Now	In-Service Postgraduate Diploma in Education Teaching Science	Academic Year 2025-2026 Fall	25/08/2025	03/02/2025	01/06/2025
	Apply Now	In-Service Postgraduate Diploma in Education Teaching Mathematics	Academic Year 2025-2026 Fall	25/08/2025	03/02/2025	01/06/2025
	Apply Now	In-Service Postgraduate Diploma in Early Childhood Education	Academic Year 2025-2026 Fall	25/08/2025	03/02/2025	01/06/2025
→ [Apply Now	In-Service Postgraduate Diploma in Teaching English Language	Academic Year 2025-2026 Fall	25/08/2025	03/02/2025	01/06/2025
	Apply Now	In-Service Postgraduate Diploma in Education Arabic Language for Secondary	Academic Year 2025-2026 Fall	25/08/2025	03/02/2025	01/06/2025
	Apply Now	In-Service Postgraduate Diploma in Education Islamic Studies for Secondary	Academic Year 2025-2026 Fall	25/08/2025	03/02/2025	01/06/2025
	Apply Now	In-Service Postgraduate Diploma in Education Arabic Language and Islamic studies for Early Years/Primary	Academic Year 2025-2026 Fall	25/08/2025	03/02/2025	01/06/2025

Choose the program and click apply now





ECAE Admissions

A Home D	Discover -	Apply for Academic Program	My ECAE Account 🗸		Welcome : TEST TEST - Logout
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Apply for Academic Program ...

Please Confirm your selection

Pre-Service Early Years/Primary Postgraduate Diploma in Education / Academic Year 2025-2026 Term 1 - Fall





My Applications ...

List Of My Applications

Select your application from the Table below, and then click View Now

Application	Program	Semester	Status	Mode		Offer	Date	Messages	View	
1559130056	application_id	Pre-Service Early Years/Primary Postgraduate Diploma in Education	program	Academic Year	2025-2026 Term 1 - Fall	semester	Incomplete Application	Messages	View Now	to start the application

Section A - Personal Information

		infor	mationas	s in		
	Section A - Personal Information:	уоиг	passport			
Personal Information						
✓ Address and Contract Information	PERSONAL INFORMATION	sport *				
Education Details	eman salah	port			\bigcirc	
English Proficiency	Official full name in Arabic as in pass	port *			Ň	
Work Experience	If your name is not printed in Arabic on yo	our passport, please type N	/Α			
Motivation and Attributes	Full Name in Arabic				Attach File	
Additional Information	Date of Birth *	Country of Birth	*			
Required Documents	06 🗸 February 🗸 1990	✓ Please Sele	ct Country of Birth	~		
Terms and Conditions	City of Birth *	Gender *		Marital Status	\$ *	
Campus	City of Birth	Please Select Ger	nder 🗸 🗸	Please Se	elect Marital Status -	- ~
Submit Application						
	PASSPORT INFORMATION					
	Country of Citizenship/Nationality *		What is your citizen	ship/residency	status *	
	Please Select Nationality	~	UAE National			~
	Passport Number * Count	ry of issue *	Expiry Date *			

Enter personal

Section A - Personal Information

FERSONAL INFORMATION			
Official full name in English as in pas	sport *		
Zayed Mohamed			
Official full name in Arabic as in pass	port *		Ň
f your name is not printed in Arabic on y	our passport, please typ	be N/A	
ز اید محمد			Attach File
Date of Birth *	Country of E	Birth *	
06 ~ February ~ 1990	✓ United Ar	ab Emirates	~
City of Birth *	Gender *		Marital Status *
Abu Dhabi	Male	~	Married
PASSPORT INFORMATION Country of Citizenship/Nationality *		What is your citiz	enship/residency status *
United Arab Emirates	~	UAE National	
Passport Number * Count	try of issue *	Expiry Date *	
12543 Un	ited Arab Emirates 🗸	01 🗸 Janu	Jary 🗸 2026 🗸
Nother Name *			Mother's Nationality *
			-

ERP Number	(Ministry Of Education Employ	yees Only) - E.g. (XX-12345)		
AA	12345			
Al Ethbara Numb	per *	Town Number *		
12345		122		
Family Book Nur	nber *	Family Number *		
123645		1235		
United Arab Em Identity Car	دولة الإمارات العربية المتحدة بطاقة هوية	لمیت داد. ۲۰ میلی داد. مربع اور کو اور ۲۰ میلی داد. مربع اور کو اور ۲۰ میلی داد. مربع اور کو اور ۲۰ میلی داد.		
United Arab Em	دولة الإمارات العربية المتحدة	Sex as روی او Dans of Bern. 1505/1005 کېښې: دکتر Bern 1505/1005		
20	رقم الهوية / ID Number	Barneser galan Every Dele supplication Contraction added also Deleter Sample		
en e	784-1968-5208474-0	LARGE AND A DECEMBER		
المرزوقي Name:Ahmed Abdull ية المتحدة	الإسم: تعد عبدالله العدد جبل a Ahmed Jaber Almarzoogi الجنسية: الإمار الت العريز	ILARED873102456784198528173218 8505154M19120211H8<<<<<< KALATHINGAL<		
Nationality: United A) Front Side Image	ID Back Side Image		



A Home Disc	cover - Apply for Academic Program My E	ECAE Account -	Welcome : eman s:
Who should apply? On			cience subject and Mathematics (Cycle 1- Cyc
Manage My Pro			Application Status: Incomplete Application Application Mode: Editable Application Messages: 2 , New Messages: 2
Application Number: 912046018 - teachers of a Science subject and	Master Of Education and Inpovelion Teaching Scient Mathematics (C Sle <u>1 Cycle 3) in Abu Dhabi and A</u>	ace / Acarlemic Year 2020/22 Il Áin	× Summer - Univ Emirates Schools Establishment UAE.
✓ Personal Information	S otic Data Save	Successfully	
Address and Contract Informa	tion H GH P iss	_	d o intend to complete
~	Aadu		Ok
Proficiency	a complete Higher Education Rec	helor I evel Program	
Work Experience			
Motivation and Attributes			
Additional Information			
Required Documents			
Firms and Conditions			
III Campus			Name Higher Education Institution *

Section B – Address and Contact Information

Personal Information	Section B - Address and Contract Ir	nformation:						
Address and Contract Information	MAILING ADDRESS							
Education Details	Please provide your mailing address	s below						
English Profisioney	P.O.Box *	Country *	Emirate/City *					
Work Experience	15551	United Arab Emirates	✓ Abu Dhabi ✓					
Tork Experience								
Motivation and Attributes	HOME ADDRESS							
Additional Information	Please provide your home address temporarily living somewhere else	below. It may be where you currently live or	it may be your family's address if you are					
Required Documents	Country *	Emirate/C	ity *					
Terms and Conditions	United Arab Emirates	✓ Abu Dha	abi 🗸 🗸					
Campus	Area *							
Submit Application	Khalifa A	Khalifa A						
	Street *							
	Al Asayl							
	CONTACT DETAILS							
	Please provide your contact details	below						
	Primary Mobile Number *	Home Telephone Number *	Secondary Mobile Number (optional)					
	050 🗸 6560015	02 🗸 2451456	050 🗸 050					
	EMERGENCY CONTACT DETAILS	5						
	Please provide the mobile number of a friend or relative who may be called upon in case of emergency. Emergency contact number must be different from contact numbers provided above.							
	Emergency Mobile Number *	Emergency Relationship to you	* Please specify the relationship*					
	050 🗸 5024891	Brother	✓ Other Relation					
			Save					

Section C - Education Details

Personal Information	Section C - Education Details:		No Data Found	
✓ Address and Contract Information	HIGHEST QUALIFICATION DETAILS Please provide details of the highest academic qualification you Academic qualification *	have completed or intend to complete		+ Add information about another qualification (Optional)
 English Proficiency Work Experience 	A complete Higher Education Bachelor Level Program	~		PREVIOUS APPLICATION FOR ADMISSION TO EMIRATES COLLEGE FOR ADVANCED EDUCATION Have you ever applied for admission to Emirates College for Advanced Education?
 Motivation and Attributes Additional Information 	BACHELOR'S DEGREE LEVEL EDUCATION Please provide details about your Bachelor Degree education.			 Yes ● No Have you ever been admitted to and attended classes at Emirates College for Advanced Education? Yes ● No
 Required Documents Terms and Conditions 	United Arab Emirates			Have you ever received a degree from or completed a program at the Emirates College for Advanced Education? O Yes
Campus	City/Emirate *	Name Higher Education Institution *		Have you ever been withdrawn for Academic reasons from the Emirates College for Advanced Education? Yes <a>No
Submit Application	Abu Dhabi 🗸	ZAYED UNIVERSITY	~	Please provide your ECAE Student ID number if you have a record of.
	Degree Awarded *			ECAE Student ID Number
	Bachelor of Science (B.Sc)			Save
	Major			
	Please provide your major information as shown on your transcri	pt/certificate		
	Biology			
	Graduation Date *	GPA or Equivalent *		
	20 V June V 2015 V	3.20		

Section D - English Proficiency

✓ Personal Information	Section D - English Proficien	<mark>cy</mark> :	No Data Found
✓ Address and Contract Information	Do you have an IELTS Acad ● Yes ○ No	demic, TOEFL IBT OR Equivalent Certificat	te?
 Education Details 	English Test Name	English Test Date	Score
Finglish Prolitienty	IELTS Academic 🗸 🗸	01 🗸 January 🗸 2022	6.0
Work Experience	Test Report Form Number		
Motivation and Attributes	1254		
Additional Information			
Required Documents	English Test Result:	T (D)	T . A
F Terms and Conditions	lest lype	Test Date	lest Score
Campus	Certificate Number	Test Document	
Submit Application			
			Save

Section F - Employment

✓ Personal Information	Section F - Employment:	No D	ata Found
✓Address and Contract Information	1. Please provide information about your current employment sta	atus.	
 Education Details 	 Yes O No 		
 English Proficiency 	If yes, please provide information about your current Job and att	tach a very recently issued employment letter:	
Monk Experience	Job Title	Name of Organization	
Motivation and Attributes	Science leacher	Zayed School	
Additional Information	Education	Number of Years of experience	~
Required Documents	Attach your Employment Letter	Work Cortificate File Na	
Terms and Conditions	(Note: Your Employment Letter date must be as close as possible	le to your application	lile
Campus	submission date).	apprication	Attach
Submit Application		🖆 Br	owse Constant
	2. Please provide information about your employment history		letter
	Do you have any work experience other than your current w	/ork experience?	
		Sav	/e

Section G - Motivation and Attributes

Section G - Motivation and Attributes: Personal Information Please write an essay of three paragraphs 500-1000 words reflecting on your motivation to pursue a graduate degree in Address and Contract Information Education. What are your personal achievements? Education Details · Why are you interested in pursuing a graduate education study at ECAE? · How will a graduate degree in education help you in achieving your goals? · What skills and personal characteristics make you a good candidate for this graduate program? Please write/paste your essay document.* - Career Advancement -Upgrading my knowledge and skills - Applying latest knowledge and teaching techniques in my classroom -Seeking promotion Save

It's Optional you can skip it

- English Proficiency
- ✓ Work Experience
- Additional Information
- Required Documents
- Terms and Conditions
- Campus
- Submit Application

Section H - Additional Information

✓ Personal Information	Section H - Additional Information:	
✓ Address and Contract Information	How did you first hear about ECAE	
 Education Details 		
 English Proficiency 	Do you have a medical disability?	
✓ Work Experience	U Tes O NO	
 Motivation and Attributes 		Save
P Additional Information		

- Required Documents
- Terms and Conditions
- P Campus

Submit Application

Section I - Required Documents

✓ Personal Information	Section I - Required Documents:				
✓ Address and Contract Information	Uploading Required Documents:				
 Education Details 	You are responsible for making sure that all your documents are su Incomplete applications will not normally be assessed.	ubmitted on time and meet the College's re	quirements.		
	Along with the application, all applicants will need to submit require	ed supporting documents by the applicatior	n deadline.		
English Proficiency	Applicants are required to submit their scanned documents as part	t of their applications and not by email.	the leader of an feature		
✓ Work Experience	preparing and uploading documents Here.	cation is complete and accurate, please toil	ow the instructions for		
 Motivation and Attributes 	In order to complete your application for Admissions, please upload details for each required document description.	d the Application required documents. Use	the links below to see		
 Additional Information 	Document Title	File	Status		
Required Documents				1	Upload the docum
Terms and Conditions	+ Photograph * View Sample	(3) (5)	Not-Found	Saus	and save before
Campus			🗁 Browse	Save	moving to the next
Submit Application	+ Person and AVIew Occursio		Nat Found		
	Trassport view Sample		Browse		
	+ Emirators ID * View Samela		Not Found		
			Browse		
			A Not Town 1		
	<u>+ leacher license</u> Teacher license *		⊶ Not-Found		
			🗁 Browse		
	+ Family Book * View Sample		Not-Found		
			🗁 Browse		

Section I - Required Documents

✓ Personal Information	Section I - Required Documents:			
✓ Address and Contract Information	Uploading Required Documents:			
 Education Details 	You are responsible for making sure that all your documents are su Incomplete applications will not normally be assessed.	bmitted on time and meet the College's	requirements.	
 English Proficiency 	Along with the application, all applicants will need to submit require Applicants are required to submit their scanned documents as part	d supporting documents by the applicati of their applications and not by email.	on deadline.	
✓ Work Experience	After you have checked the information you provided in your application preparing and uploading documents Here.	ation is complete and accurate, please f	ollow the instructions for	
✓ Motivation and Attributes	In order to complete your application for Admissions, please upload details for each required document description.	I the Application required documents. Us	se the links below to see	
 Additional Information 	Document Title	File	Status	
 Required Documents 				
 Terms and Conditions 	+ Photograph * View Sample		✓ Uploaded	Uploaded
Campus			Browse	documents will
• Submit Application	+ Passport * View Sample		✓ Uploaded	be in green
			🗁 Browse	
	+ Emirates ID * View Sample		✓ Uploaded	
			🗁 Browse	
	+ Teacher license Teacher license *		✓ Uploaded	
			🗁 Browse	
	+ Family Book * View Sample		✓ Uploaded	
			Browse	

Section J-Declaration

Personal Information

- Address and Contract Information
- Education Details
- English Proficiency
- ✓ Work Experience
- Motivation and Attributes

Additional Information

Required Documents

Forms and Conditions

P Campus

Submit Application

Section J - Declaration:

- I certify that to the best of my knowledge the above information and submitted documentation is true.
- · I accept that falsification of information may result in the rejection of my application or dismissal from the College
- I confirm that all supporting work submitted as part of this application is entirely my own original work, except where clearly
 indicated otherwise.

✓I agree to the Terms and Conditions

Save



Personal Information	Section K - Campus Data:				
Address and Contract Information	The Master of Education in Educational Leadership for School Improvement / Academic Vear 2025/2026 Term 1 – Fall				
Education Datails	Program is offered in Abu Dhabi, Alain and Ajman				
English Profisionary	Campus				
English Proticiency	Abu Dhabi – Emirates College for Advanced Educatior 🗸				
Motivation and Attributes					
Additional Information	Save				
Additional mormation					
Terms and Conditions	Select the campus				
	and save				
 Submit Application 					

Submit Application

Section K - Campus Data: Personal Information The Master of Education in Educational Leadership for School Improvement / Academic Year 2025/2026 Address and Contract Information Term 1 – Fall Program is offered in Abu Dhabi, Alain and Ajman Please indicate your primary campus of interest. Education Details Campus English Proficiency Abu Dhabi – Emirates College for Advanced Education ~ ✓ Work Experience Motivation and Attributes Save Additional Information Required Documents Terms and Conditions Make sure that all sections are in green then Submit Application submit your application



Submit Application ...

Please Confirm Submit for In-Service Postgraduate Diploma in Education Teaching Science Academic Year 2025-2026 Fall

Application ID: AdmissionData





My Applications ...

List Of My Applications

Select your application from the Table below, and then click View Now





How to Change Password







ECAE Admissions

A Home	Discover -	Register 🕶		My ECAE Account
--------	------------	------------	--	-----------------

Important: While admission will be open, any program starting date will be subject to a program meeting requirement for the minimum number of enrolled students

Apply to any ECAE program by registering as a new user or by logging in to your existing MyECAE account.

Please Enter your user name and password:		
EMail		
Username		
Password		
Password		
Login to MyECAE Register New User	Forgot Password?	Click on Forgot
		Password? Hyper Link to change the password.





ECAE Admissions

♣ Home Discover ▼ Register ▼

mportant: While admission will be open, any program starting date will be subject to a program meeting requirement for the minimum number of enrolled students

Reset My Password ...

Please Enter your email :							
EMail							
Email							
Re-type Your Email							
Confirm Email							
Reset My Password		Provide your email					
		address and click on					
		Reset My Password					



Upload Extra Documents





A Home	Discover -	Apply for Academic Program	My ECAE Account -			Welcome : TEST TEST - Logout
While admission will be open, any program starting dat			My Application(s) – View		Click on My Application(s) - V	iew Im number of enrolled
			Update My Contact Details/Residence Address		tress	
My Applications			Change My Email (User I	D)		
			My Offers			

List Of My Applications

Select your application from the Table below, and then click View Now

Messages	View	Application	Program	Semester	Status	Mode	Offer	Date
Messages	View Now	2012232366	In-Service Postgraduate Diploma in Education Teaching Science	Academic Year 2025-2026 Fall	New Application – Unverified	Read	No	16/04/2025



My Applications ...

List Of My Applications

Select your application from the Table below, and then click View Now



Click on View Now





 Fersonal Information 	Section A - Personal Information:	
Address and Contract Information	PERSONAL INFORMATION	
 Education Details 	TEST TEST TEST	
 English Proficiency 	Official full name in Arabic as in passport *	
✓ Work Experience	If your name is not printed in Arabic on your passport, please type N/A	
Motivation and Attributes	N/A Attach File	
 Additional Information 	Date of Birth * Country of Birth *	
 Required Documents 	21 V March V 1994 V Armenia V	



Upload Extra Documents ...

Applicant Extra Documents:

Document Title *

Document Title

please attach your Document file.





Revoke Application







List Of My Applications

Select your application from the Table below, and then click View Now

Messages	View	Application	Program	Semester	Status	Mode	Offer	Date
Messages	View Now	2012232366	In-Service Postgraduate Diploma in Education Teaching Science	Academic Year 2025-2026 Fall	New Application – Unverified	Read	No	16/04/2025



My Applications ...

List Of My Applications

Select your application from the Table below, and then click View Now



Click on View Now







Revoke Application ...

Please Confirm Revoke for In-Service Postgraduate Diploma in Education Teaching Science / Academic Year 2025-2026 Fall Application ID: AdmissionData



For Application Support

Follow us on Instagram: ecae.ae

Please visit this link to apply: <u>https://admission.ecae.ac.ae/Admission.aspx</u>

or call: Graduate Admissions Office: (+971) 02 5099 833 ECAE Switchboard: (+971) 02 5099 888 Email: <u>admissions@ecae.ac.ae</u>





Thankyou

