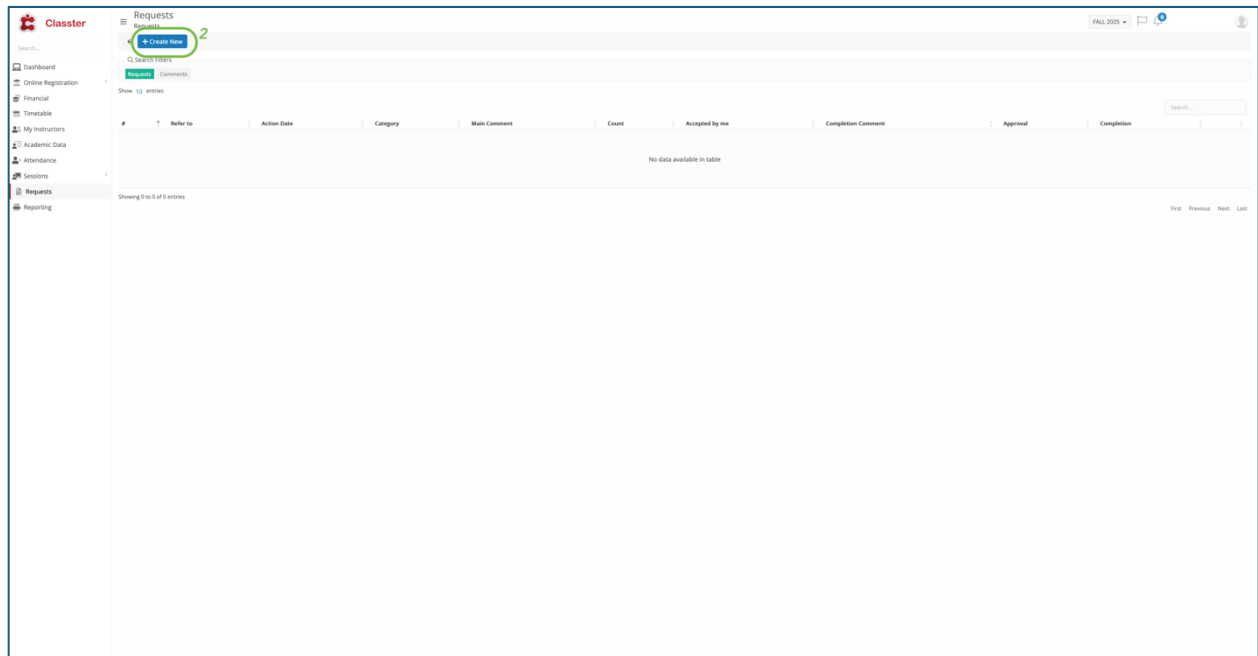


How to request installment plan on student portal (Postgraduate)

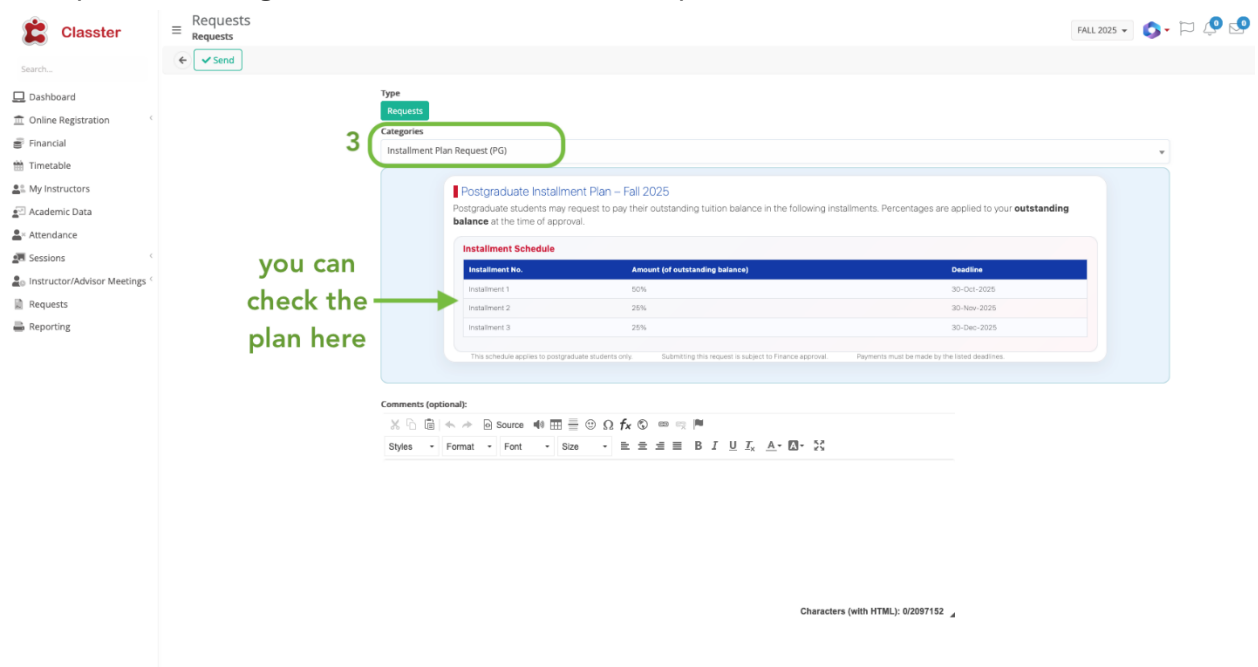
1) When you log in to student portal, make sure you are on the term you want to apply the installment, after that click on “Requests”

The screenshot displays the student portal interface for the American University of Bahrain. The left sidebar contains a navigation menu with the following items: Dashboard, Online Registration, Financial, Timetable, My Instructors, Academic Data, Attendance, Sessions, **Requests** (highlighted with a green circle), and Reporting. The main content area shows a 'Timeline View' with a message 'You don't have any notifications' and a 'Quick Actions' section with links to Message Center, Online Payment, Sessions, and Files. On the right, there is a 'Timetable' section for the week of 18 - 24 Aug 2025, which is currently empty. The top of the page includes the university's name in Arabic and English, and the term 'FALL 2025' is selected in the top right corner.

2) Click on Create new



3) Make sure that you choose the Category “Installment Plan Request (PG)” so it show you the option for Postgraduates student installment plan



4) If you have a comment or a question, you can add it, and the finance department will check it

6) As shown below, the request has been Approved by Finance.

Search...

Dashboard

Online Registration

Financial

Timetable

My Instructors

Academic Data

Attendance

Sessions

Requests

Reporting

Requests

Requests

[Create New](#)

Search Filters

Approved

Comments

Show 10 entries

#	Refer to	Action Date	Category	Main Comment	Count	Accepted By me	Completion Comment	Approval	Completion
		21/08/2025	Instalment Plan Request (UPI/GQ)					Approved	

Showing 1 to 1 of 1 entries

FALL 2025