1. Visit the UGRIP page (https://mbzuai.ac.ae/ugrip/) to know more about the application dates, program duration, application criteria and documentary requirements.

2. Click the APPLY NOW button to go to the online application portal and create an account.

3. To create an account in the online application portal, provide the required information, tick the reCAPTCHA box (I’m not a robot) and click the Submit button.
4. A few minutes after the account registration submission, an automated email containing a temporary password and further instructions will be sent to the applicant’s registered email address.

```
Dear [Applicant],

Thank you for creating a registration on the MBZUAI online application portal.

Please login with your registered email address and temporary password (RRPby94#) and ensure that the reCAPTCHA box (I'm not a robot) has been ticked before clicking the 'Login' button.

First time login will require password change wherein the temporary password will serve as the 'Old Password'. Then, a new password, that follows the password requirements, has to be nominated and confirmed.

After the initial password configuration, you will be redirected to the registration page wherein you'll need to re-login with your registered email address and new password. In case of forgotten password for later logins, the 'Forgot Password' link may be utilized.

To initiate the application process, kindly click on the 'Create New Application' button on the online application portal dashboard.

Once you've completed the online application form and uploaded all the requirements, your application will be evaluated thoroughly and you'll be notified of the decision in due course.

Feel free to email us if you need any assistance.

Regards,

[Name]
[Office]
[Email]
[Website]

[MBZUAI University of Artificial Intelligence]
Masdar City, Building 18, 3rd Floor
Abu Dhabi, UAE

The world's first specialist research-based AI university.
```

5. The temporary password and registered email address will be used for the initial log-in to the account. Ensure that the reCAPTCHA box (I’m not a robot) is always ticked before clicking the 'Login' button.

6. First time logins will require password change. In such cases, the temporary password received from the system will serve as the 'Old Password'. Afterwards, a new password, that follows the password requirements, must be nominated and confirmed.

```
Change Password

A. Old Password or Temporary Password (received from MBZUAI)

B. New Password
   - Enter a strong password

C. Confirm New Password

D. Save

Password Strength: Strong
- 1 Lowercase & 1 Uppercase
- 1 Number (0-9)
- 1 Special Character (!@#$%^&*)
- Atleast 10 Character
- Do not directly contain the Username as part of the password
```
7. After initial password configuration, the applicant will be redirected to the registration page wherein he/she will need to login with his/her registered email address and new password.

8. In case of forgotten password for later logins, the Forgot Password link in the online application registration page may be utilized.

9. Upon logging in, applicants will be able to view the Dashboard that contains their initiated or submitted application for the active admission cycle as well any other application/s from previous admission cycles. Each applicant may only apply to one program per admission cycle; multiple submissions will not be considered for evaluation.

To create a new application, applicants must click the Create New Application button, select Undergraduate Research Internship Program (UGRIP) Application as the application type, provide all the needed information and click the Proceed button.
10. In the subsequent tabs of the online application form, applicants would need to input all the required information. It is important to always click the **Save**, **Continue** and/or **Proceed** buttons, whenever applicable, to ensure that all information will be saved before going to another section of the online application portal.
12. Once the application is 100% complete, go to the Declaration tab, tick the I agree button and click Submit to submit the application.

13. An automated email notification will be sent to the applicant upon successful application submission.

14. After the application is submitted, applicants will no longer be able to edit their information or change/add documents. They have to email admission@mbzuai.ac.ae if they need to update anything or submit additional documents.

15. The applicant will receive an email with instructions from the Admission team if any of the previously submitted documents was incorrect or if additional requirements should be provided.

16. In case the applicant will not be able to complete the online application form in one sitting, he/she may opt to save his/her information and continue filling out the online form at a later time. The latter may be done by clicking on the application number in the Dashboard.

17. Upon application submission, the following actions may be done through the Dashboard:

   A. View the application status
   B. View the application summary
   C. View the submitted documents