General Instructions

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1. student should login to buap : on the of the screen there will be an icon:

</td>
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Wednesday September 23, 2020

Social Survey

لتعبئة نوذج المسح الإجتماعي الرجاء الضغط هنا

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click on the icon, if you get this message , it means that the Social Survey is closed

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استشارة المسح الإجتماعي غير متوفرة حالياً نرجى المحاولة في وقت آخر

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Social Survey is open:
  1. Application not submitted: you are enabled to update your information.
  2. you will get those forms :as soon as you fill one completely , the color will change from red to green.
  3. as soon as all forms become green, a new button will appear "Submit Application". if you press on the "Submit Application" another button will appear "Print Application"

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Completed Forms

Personal
  • **Contact Form**
  • **Miscellaneous**
Family
  • **Family Form**
  • **Income Form**
  • **Health Form**
  • **Loan Form**
Documents
  • **Documents**

1-

3-

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Social Survey is open:
4.   Application is submitted or accepted: any update should be through the Social Survey staff. you can send a request.

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Print Application

Go TO BUAP

Request to change info

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</table>
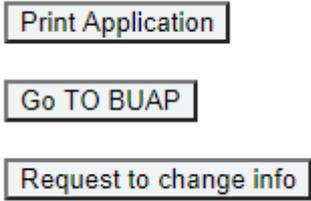
 Description of the software: **Updated Date:2020-09-23**
The interface of the online social survey designed in English to be accessible to all staff and students. The dropdown list can be in English or Arabic. Every field has a caption in Arabic. Whenever the student points the mouse on any field, the Arabic caption will show in a box. The information of the social survey is divided into four parts. Following the details:

Home   PERSONAL   FAMILY   Documents
General| Contact | Miscellaneous
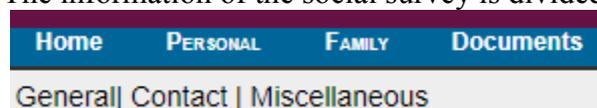
I.   Home:

Dear Student, The BUAP has been replaced by the social survey, Please read the instructions and complete the social survey information and bring all the documents required .

Instructions -
How to use the online Social Survey?
Social Survey Instruction Arabic | English
Required Documents

Completed Forms

Personal
- Contact Form
- Miscellaneous
Family
- Family Form
- Income Form
- Health Form
- Loan Form
Documents
- Documents

Switch Lists to Arabic Language

- In this section, a button Switch Lists to Arabic Language will show on the screen to choose the language of the dropdown list, which is "English" or "Arabic".
- The instructions of how to complete the online form.
- It shows also the completed forms
- After completing all forms, a submit button will appear on this page. Student should press this button to indicate that they have finished the application.
- After pressing the submit button :

Print Application

Go TO BUAP

Request to change info

1. a print button will appear "Print Application". This button prints the application summary in pdf format. Students should print the application and return it to office X with all required documents in order to consider his application.
2. Another button **"Request to change Info",** it shows only for the students who were submitted. the student will add the change and the system will send an email to the student.

Request to change info.: In this section the Student could send a request to update his/her info

Send the request

II.   Personal Information:

This section contains the information about the student himself. There are three categories:

1. General information:

The following screen will show all the information gathered when the student applied for the university. This information should be changed only through the registrar's office.

General Information

Student Name:	**xxxx xxx1 xxx2 xxx3**	**Student No:**	**9999999**
Arabic Name:		**Birth Date:**	16/08/1999
ID No. / Type:	4049205! / Palestinian ID	**Gender:**	Female
Nationality:	Palestinian	**Religion / Sect.:**	Moslem
Marital Status:	Single	**Street:**	Othman Street
City:	**Beit Jala**	**Region:**	Bethlehem
Country:	Palestine	**Email:**	**XXXX** @hotmail.com
Tel:	**999999999**	**Mobile:**	**05999999**

Academic Information

Faculty :	Faculty of Science	**Academic Year :**	3
Major :	Chemistry	**Grad. Year :**	0000
Minor :	Medical Laboratory Sciences	**Advisor :**	Hiba Jaraiseh
Withdraw :		**Probation :**	
High School	Nahhalin (Girls) (Bethlehem)	**Intensive Status:**	Intermedi

2. Contact information:

In the following screen, the student can add/update his private email, telephone number, mobile, if not living with the family the student should add the address. The student should press "Save" to save/update changes.

Contact Information: the student should fill or update his email, telephone or mobile. If the student is not living with the family , the address should be added.

Email	nnnn@hotmail.com
Home Telephone	022772157
Mobile	0599941411
Student Housing	Rent-with Student
Rent Amount	200
Region	Hebron
City	'Ein Sinia
Street	YMCA street

[Save Fmaily Information]

3. Miscellaneous:

This part includes information about:

1. Financial Assistants: if the student will apply for assistance or work-study, and if he already has a scholarship, he should add from where.
2. Student health: the student should add if he has a chronic disease or a disability. In both cases, he should specify the disease and the disability. The student should submit official documents.
3. A person who helps in paying tuition: In this screen, the students can add the names of persons who help him in paying tuition, the relationship and the amount of help in NIS. The student can add more than one person.

Miscellaneous:this section has different required categories, applying for financial aid, Health and the person who help the student in paying tuition.

Financial Assistants		
Do you want to apply for financial assistant from the University?	Yes ▾	
Do you Prefer to get a help through the work-study program in the university?	Yes ▾	
Do you have a scholarship?	Yes ▾	Scholarship name Amid East

Student Health	
Student Health Status	Disease Description
Chronic disease ▾	Diabetes
Disability Description	Disability Description
Hearing ▾	Left Ear Problem
Save Other Information	

Person Who pays tuition?			
Name of the Person Who pays tuition?	Relationship	Amount	
	— Choose Relationship — ▾		add Benefactor

Benefactor List		
Benfactor Name	**Donated Amount**	
Khalil	2000	Delete
Nihad	2000	Delete
Zzzz	1500	Delete

III. Family Information:

This section contains information about the family. The student should add number of family number living with him at home. This number is very helpful to the student to remind him to add information about all family members before submitting his information. This part is divided into 4 categories:

Family Member| Income | Health|Update Family Count

Loading

The page at http://buap.bethlehem.edu says:

Please Enter Your family member count

2

OK   Cancel

1. Family members:

Family information: the student should fill the required information below about each member of the family living with him at home. If the person is working, studying ir studying in a university, you should fill the information need about those items. Also, you should fill the name of the person who helps you in paying expenses.

Relationship	Name	Birth date
— Choose Relationship — ▼	[ ]	1901 ▼ Jan ▼ 1 ▼
Marital status	Identity Card type	Identity Card Number
— Choose Marital status — ▼	— Choose Identity Card type ▼	[ ]
Education Level	Health status	
— Choose Education Level - ▼	— Choose Health status — ▼	
Person Status	Disability Description	
— Choose Person Status — ▼	— Choose Disability Descrip ▼	

Add Family Member

Family Member List	View All					
Name	**Relation**	**Required Information**				
Xssss	GrandFather	Edit Not working Reason		Edit	Dead	Delete
Ooooo	Mother			Edit	Dead	Delete
Dddd	Father	Edit job Information		Edit	Dead	Delete
Sssss	Sister	Edit School Information	Edit "Person who pays Tuition"	Edit	Dead	Delete
Dirar	Brother	Edit job Information Edit University Information	Edit "Person who pays Tuition"	Edit	Dead	Delete

- The student should fill in the first "Number of persons living with him at Home". He can later update this number if entered wrong.
- Make sure to fill your fathers and mothers name even if they are dead. What if the student is married???

Adding a person living with you at home:
1. If the following information, relationship, name, birthdates, marital status, ID type, Identity card, education level, health status or person status or disability is missing the student can't add a family member.
    1. Name: only the first name
    2. If the father or mother is dead, you don't need to fill any information about them but only their names.
    3. Relationship: Relative from the first degree (father, mother, son, daughter, sister, brother, husband and wife). Relative from second degree (uncle, aunt, grandfather, grandmother, grandson, granddaughter, nephew and niece).

4.   Disability: a "Disabled person" is defined as someone with **"a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day to day activities".**
        Disability values:
1   Motor   حركية
2   Hearing   سمعية
3   Visual   بصرية
4   Verbal   نطقية
5   Behavioral   سلوكية
6   Double   مزدوجة
90 No disability لا يوجد اعاقة
99 Other   اخرى

5.   Health status: Chronic disease: **A disease that persists for a long time. A chronic disease is one lasting 3 months or more**. Chronic diseases generally cannot be prevented by vaccines or cured by medication, nor do they just disappear. Chronic diseases tend to become more common with age. The leading chronic diseases in developed countries include (in alphabetical order) arthritis, cardiovascular disease such as heart attacks and stroke, cancer

such as breast and colon cancer, diabetes, epilepsy and seizures, obesity, and oral health problems.

1	Chronic disease	مرض مزمن
2	Genetic disease	مرض وراثي
3	Psychiatric	الامراض النفسية
4	Urinary disease	أمراض الجهاز البولي
5	Cancer Diseases	الامراض السرطانية
90	Good	جيدة
99	Other	اخرى

6. The student should submit an original report for disability or chronic disease.

2. If the value of the "**Person Status**" is "**Working**", "**University Student**" or "**Working and University student**" or "**School Student**", do the following:

1. If the person status value = "**Working**", the student should fill "**Job Information**". If the information is complete then the color of the button "**Job Information**" will change from red to green and the button name becomes "Edit Job Information".

Work information:You should fill the following information:

Job Sector	خاص
Job classification	تعليمي
Job title	Teacher
Job Address	dsdfsdfs
Job Telephone	022775555
Monthly income (NIS)	2000-3000
Amount of contribution in the family	2000
Work in Bethlehem University	نعم

Save

2. If the person status value = "**University Student**", the student should fill "**University information**". If the information is complete then the color of

"**University Student**" will change from red to green and the button name become
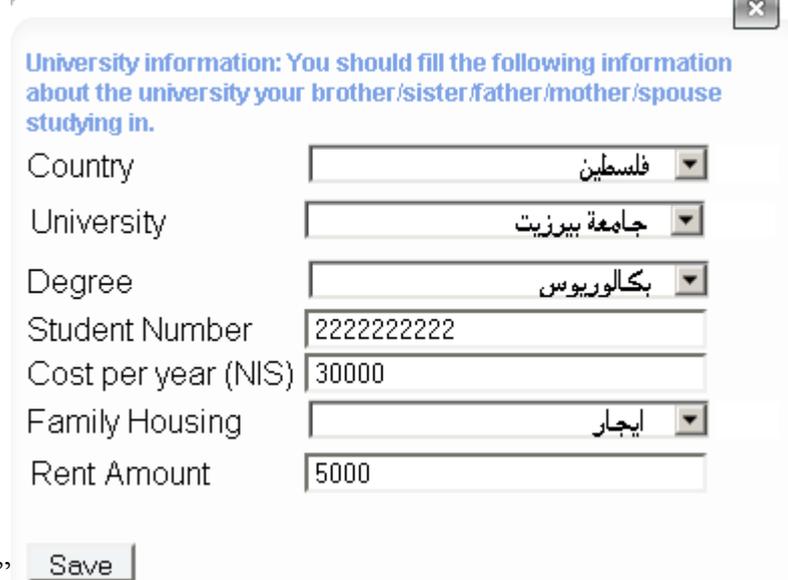
"**Edit University**"

3. If the person status value = "**Working and University student**", the student should fill both the "**University student**" and "Job information". If they are both filled complete, the color of the buttons will change from red to green.

4. If the person status value = "**School Student**", the student should fill the school information. If the information is complete then the color of "School Information" will change from red to green.
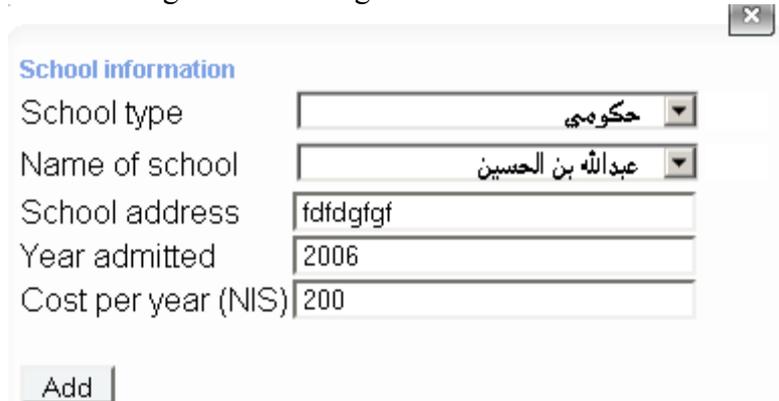
5. Any change in the "**Person Status**", this will delete the information about school, university and work if available.

6. In all the above cases, the student should fill "**Person who pays**". He can add several persons. If the information is complete, the color of the "**Person who pays**" will change from red to green and the button become "**Edit Person who pays**".

7. If the person status value = "**Not Working**", the student should fill the reason.

8. If the person status value = "**Retired**", the student should fill the salary.

9. If the person status value = "**House Wife**", the student should fill nothing.

3. "**View All**" button: this button displays all the information entered about the family.

Family List

Name	Relation	BirthDate	MaritalStatus	HealthStatus	ID Type	ID Number	Education	Status
	GrandFather	1923/01/1	Widow	Chronic disease	Military ID	48888888	Other	Does not Work
	Mother	1964/01/1	Married	Cancer Diseases	Military ID	78888888	Diploma	Housewife
	Father	1949/01/1	Married	Chronic disease	Military ID	899999999	BA	Working
	Sister	1994/01/1	Single	Cancer Diseases	Israeli ID-Palestinian	999888888	Secondary	School Student
	Brother	1989/01/1	Single	Chronic disease	Military ID	999999999	BA	Working and University Student

4.   To update the information in bullet 1 choose . In this screen, you cannot change the name or the relationship.

5.   If you want to delete a family member press . Mark the family member then press . All the information about this person is deleted.

6.   Add the names of persons who help the student in tuition and expenses.   The student can add more than one person

7.   Add the university information if the family member is studying at a university.

University information. You should fill the following information about the university your brother/sister/father/mother/spouse studying in.

Location   ----- إختر -----

Country   ----- إختر -----

Name of the University   ----- إختر -----

Student Number

Cost

Housing   ايجار ✔

Rent Cost

Add   Cancel

8.
9.   work information

Work information: You should fill the following information:

Job Sector   —— إختر قطاع العمل ——

Job classification   —— إختر تصنيف العمل ——

Job Address

Job Telephone

Monthly income (NIS)   —— إختر الدخل الشهري بالشيقل ——

Amount of contribution in the family

Save

2.   Family Income

This form is to document information about the family income for example, the monthly income and income from investment.

Monthly Income Information: The student should fill the total monthly income. In case the family have land, Taxi's, properties, or cattles please specify monthly income for each one.

Monthly Income (New Israeli sheqel) (Total income from property, land, salaries,....)

[   ]

Does your family own Business\Renting\Invenstment?

[نعم ▼] ✔   Monthly Income   [   ]

Does your family own Land?

[نعم ▼] ✔   Monthly Income   [   ]

Does your family own any Tazxi?

[نعم ▼] ✔   Monthly Income   [   ]

Does your family own animals?

[نعم ▼] ✔   Monthly Income   [   ]

[Save Fmaily Information]

3.   Health

This is to document the information about family insurance, housing and family social case.

Insurance/Social Case/Housing information: This page include the health insurance, origional documents.

Health Insurance	
Does your family have health insurance?	[نعم ▼] ✔
Health Insurance type	[—— إختر —— ▼]
Number of the family members included in the insurance?	[ ]

Social Case	
Is the family social case?	[نعم ▼] ✔
Type of the Social case?	[حكومي ▼] ✔
Number of the Social case?	[ ]

Family Housing	
Family Housing	[إيجار ▼] ✔
Rent Amount	[ ]
House description	[جديد ▼] ✔

[Save Fmaily Health Information]

4. Family Loan:

In this section the student will fill the information about the loan. the researcher will approve/disapprove the loan. the student can fill more than one loan.

IV.

V. Documents:

In this section the Student should upload all the required documents
Based on the student information, the system will show the required documents. select Choose File to select the documents. You can also add any other document by selecting Select another file . After all the documents are selected, select the Upload Documents to save the documents

Now , it will be like:

From this screen the student can View\Delete the document as soon as the information are not submitted. Later the student can upload more documents , the system will send a message to the staff.