Qabooli Portal

Applicant User Guide

Technical and Vocational Training Corporation (TVTC)

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المؤسسة العامة للتدريب التقني والمهني
Technical and Vocational Training Corporation

A step-by-step guide to account creation, application submission and application tracking.

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Application process

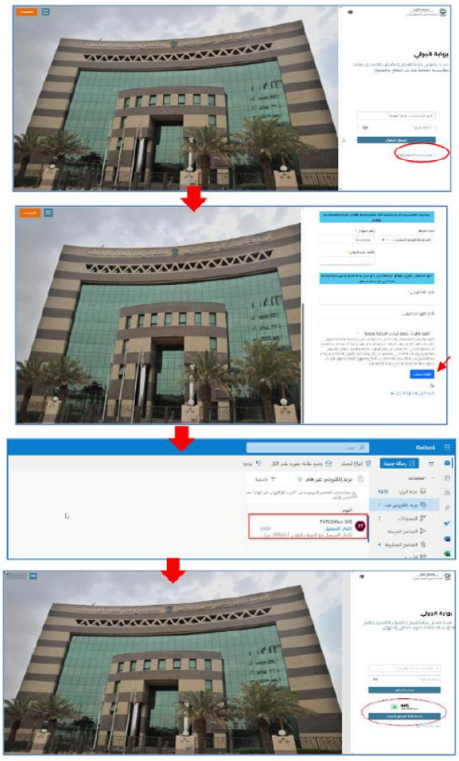
The application process consists of three stages: account registration, completing and submitting the application, and following up on its status.

Application Process – Stage 1 of 3

Sign in to the Qabooli Portal.

STAGE 1 – CREATE YOUR QABOOLI ACCOUNT

Account registration, email verification and password setup



1. Open the portal

Go to https://adm.tvtc.gov.sa/login.

2. Start registration

On the sign-in page, select “Create Account” if you do not already have an account.

3. Enter your details

Select your ID type and sign-in method (for example, Nafath). Enter your national ID number, personal mobile number and email address. Re-enter your email address to confirm it.

4. Confirm the declaration

Read the declaration and confirm that the information you entered is correct. Select “Create Account”.

5. Verify your email

Open the registration email sent to you. If it is not in your inbox, check your Junk or Spam folder. Follow the link to continue.

6. Set your password

Enter and confirm your new password, then select “Reset Password” to save it.

STAGE 1 – SIGN IN USING NAFATH

Use your registered account or the National Single Sign-On service



1. Open the sign-in page

Go to https://adm.tvtc.gov.sa/login.

2. Sign in with your account

Enter your registered email address or national ID number, then enter your password and select “Sign In”.

3. Or use Nafath

Select the “National Single Sign-On (Nafath)” option shown below the standard sign-in fields.

4. Complete authentication

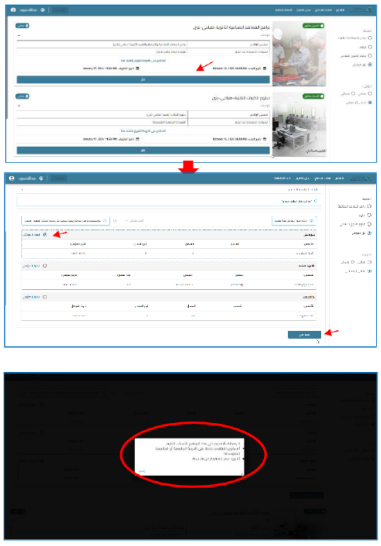
Follow the Nafath authentication instructions to verify your identity and return to the Qabooli Portal.

Application Process – Stage 2 of 3

Update your application profile: select an application programme and review the academic qualifications retrieved automatically.

STAGE 2 - SELECT A PROGRAMME

Review the academic qualifications retrieved automatically before starting your application



1. View available programmes

After signing in, the home page displays the available application programmes. Scroll down to view the full list.

2. Review your qualifications

The portal retrieves your academic qualifications from the relevant education systems, including Noor. The status shown indicates whether the qualification data has been received.

3. Check admission requirements

Review the requirements for the programme you wish to apply for and confirm that your qualification is eligible.

4. Select the qualification

Use the selection indicator on the relevant qualification record, then select “Apply Now”.

Important

If you do not meet one or more requirements, the portal displays the outstanding requirements. This may include a missing Qiyas test score or the absence of an eligible programme for the selected qualification.

Application Process – Stage 2 of 3

Complete the application form.

STAGE 2 – COMPLETE THE APPLICATION FORM

Provide your contact details, preferences and required undertakings



1. Basic Information

Review your personal information, academic qualifications, and achievement and aptitude test results. These details are retrieved automatically from the relevant education systems. Select "Next".

2. Contact Information and Bank Account

Enter your bank account details and emergency contact information. The bank account must be in your name so that any applicable monthly stipend can be transferred after admission. Select "Next".

3. Training Facility and Specialisation

Add the training facilities and specialisations you wish to study. Arrange them in order of preference. For each preference, select the relevant training unit or facility and specialisation.

4. Add preferences

Select "Add Another" to add another preference. If you choose a specialisation linked to a specific track, only preferences relevant to that track will be displayed. Select "Next" when finished.

5. Undertakings

Read the terms and conditions carefully. Tick the confirmation box to indicate that you have read and accepted them.

6. Save your application

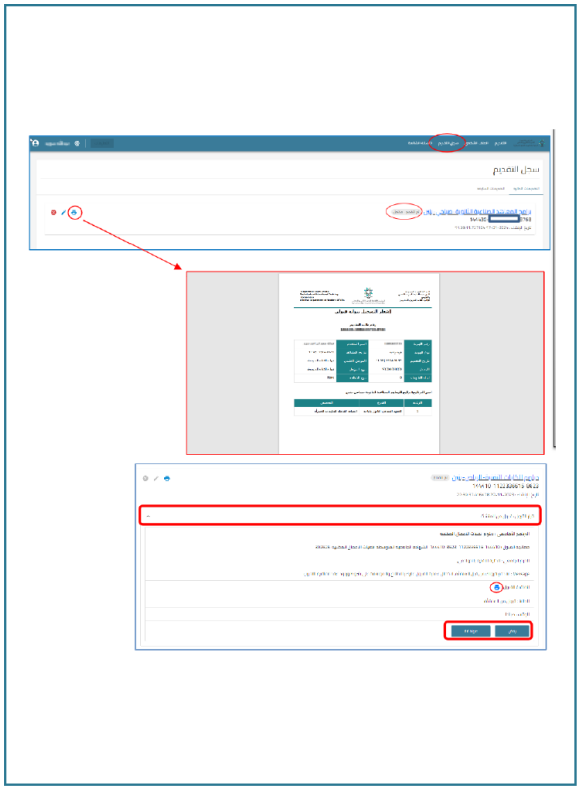
Select "Save" to complete the application process.

Application Process – Stage 3 of 3

Track your application, check its status and print a copy.

STAGE 3 – TRACK YOUR APPLICATION

Check the application status, print a copy and review the admission decision



1. Open Application Records

From the home page, select “Application Records” from the top navigation bar.

2. View submitted applications

The page displays a list of all applications you have submitted.

3. Check the application status

The current status appears next to the relevant programme name. Use this information to follow the progress of your application.

4. Print a copy

Select the printer icon next to the relevant application record to print a copy of your application.

5. Review the decision

If an admission decision has been issued, the record displays the decision status, such as “Accepted” or “Rejected”, as applicable.

6. View application details

Select the relevant application record to view its details, including the preferences you submitted. If an admission offer is available, review the details and follow the portal instructions to record your decision.