



## Academia Guide: Update Personal Details

## Types of Requests



### Address Detail

- Update address details

### Personal Details Change

- Update personal details

### General

- General Request
- Excused Leave Request


### Transfer

- Withdraw from program
- Withdraw from course

# Dashboard



- After logging in, you will be directed to the dashboard.

 ZADK Saudi Culinary Arts Academy - Al Khobar

Student

Menu Search

My Dashboard

15/12/2025 To 15/01/2026 Apply Reset

Collapse Dashboard

My Profile

Academics

Request

Calendar

January 11 - 17, 2026

Week

Jan 11, 2026 Mon 12 Tue 13 Wed 14 Today 9:30 am Fri 16 Sat 17

5am 6am 7am

Attendance Dashlet

Attendance %

AFFO 102 SELF 110 ENGL 111 CULN 103 ACLY 112

Course

Present Leave Absent

Notification Dashlet

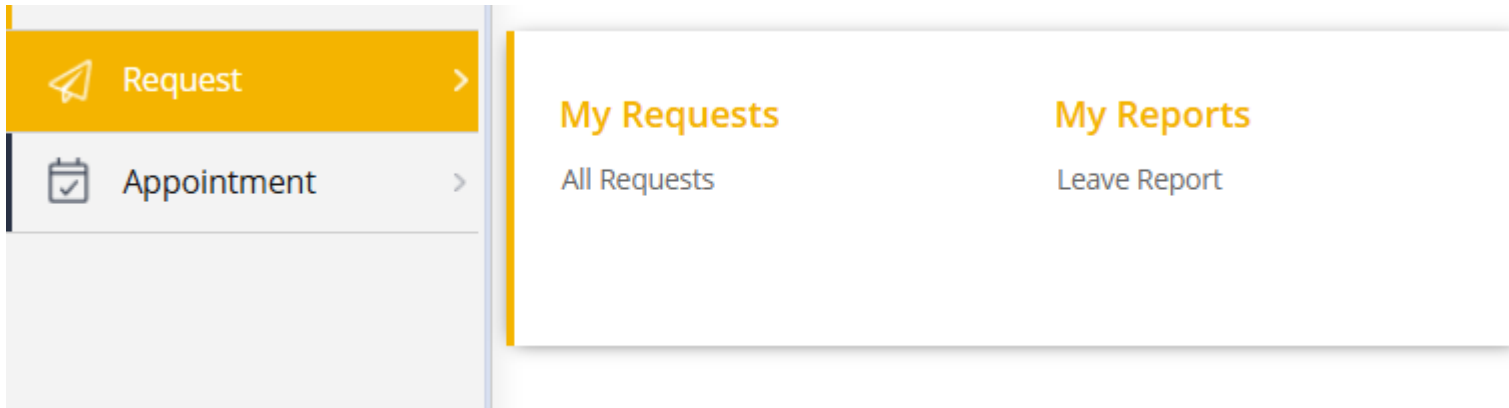
25 1-1 of 1

Subject	Content	Timing
Reset Password		

## To raise a Personal Detail Change request



- Navigate to “All Requests” from the *Request* menu



## To raise a Personal Detail Change request

### 1. Select “Raise Request”.

This will open a page with the type of requests that you can choose from.

### 2. Select “Personal Detail Change”

My Dashboard  All Requests

Request ID:

Service Request Status:

Request Category:

From Date:   To Date:

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Request ID	Request By	Requester Name	Program	Section	Request Category	Re
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**Raise Request**

**Personal Data Change Request**

- Address Detail
- Personal Detail Change**

**General**

- General Request
- Excused Absence Request
- Retake Examination

**Transfer**

- Withdraw From Course
- Withdraw From Program



## To update personal details



3. Set the *Data to be changed* to “Personal Detail Change”.

3. Update the data that you would like to change.

4. Click “Submit”.

5. Click “Upload & Submit”.

ZADK Saudi Culinary Arts Academy - Al Khobar

Student

My Dashboard All Requests Personal Data Change Request

~~Associate Diploma in Culinary Arts~~ ~~June 2025 - October 2~~

Period Name: Semester 1 Academy Location: ZADK Saudi Culinary Arts Academy - Al Khobar Campus: Not Available

**Basic Details**

Entered By: ~~Muhammad Masleh Al-Sadi~~ Request Assigned To:

Request By: \* Student Request Date: \* 17/06/2025 Effective Withdrawal Program Date: 17/06/2025

Request Reason/Remark: \*

Data to be changed: \*

Address Detail

Personal Detail Change

Clear



**If you face any technical issues or have any questions,  
please don't hesitate to contact us!**

**Student IT Support email:**

**[studentitsupport@zadk.com.sa](mailto:studentitsupport@zadk.com.sa)**

**Thursday, January 15, 2026**

By: Rajaa Zeidan,  
IT Support