



How to Register in Admission System at Alzahra University

For International Students



1) First, log in to the Admission System website at <https://admission.alzahra.ac.ir/en>.



2) In this section, you can read the list of fields of study.

Welcome to alzahra university application submission system.

To send you application, you have to **Register** in the system. If you registered before, you can **Login** to the system and send your application.

Please consider the following items:

1. Please prepare your required documents in advance (passport size photo, copy of your passport, copy of your certificates and transcripts (starting from High school).
2. Please note that the maximum size for each file is 2MB and the total size of your documents should be below 10MB.
3. The application submission has 10 steps. Complete all required fields in each step.
4. The system save all steps, so if you lost your connection or your submission is not complete, you can continue previous application.
5. Please avoid sending multiple applications.
6. You will get a confirmation email, after submitting your application. If you do not receive the confirmation email, check your application and make sure that it is submitted.
7. You will be informed about any change in status of your application by email.
8. You can read [application step by step guidance](#) before sending your application.

3) Select "Register" and enter the next page.



Register

First Name

Last Name

Country

Passport No.

Username (Email)

Password

Confirm Password



Register

Back

4) Enter your information in the relevant fields. Please note that registration is only possible with a valid passport.

5) After registration, an **activation email** will be sent to you. Check your email and click on the link sent to you.

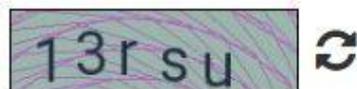


6) After activating your email and clicking on the "**Login**" section, you will be redirected to this page.

Login to panel

Username (Email)

Password



Sign in

[Forgot password](#)

[Register](#)

7) Enter your username and password to log in to your account.



Dashboard

Welcome!

+ APPLY ~

Add New Application

Register in Persian Language Center

#	Service Code	Service Type	Create date	La	
1	2012	Application Form of International Students	2024-11-30 08:16:55	2024-11-30 11:10:57	MSRT Approval
2	2013	Application Form of International Students	2024-11-30 09:52:03	2024-11-30 09:52:03	Data entry Delete

8) After logging into your account, click on this section and select the **“Add New Application”** option.

If you want to only apply in Persian Language Center and study Persian at Alzahra University, select **“Register in Persian Language Center.”**

Dashboard

+ Apply

* Fields of study

Profile

Tickets

Bug Report

Emails

Language

Exit

Add New Application

9) In this section, there are **10 steps** where you enter your information in each one in order. Read the descriptions of each section carefully.

Step 1
Personal Informations

Please enter your personal information carefully.

Your information will be saved just after pressing "SAVE AND NEXT".

First Name

Middle Name

Last Name

First Name and Last Name in Persian

نام (فارسی)

نام خانوادگی (فارسی)

Father's Name

Mother's Name

Date Of Birth

11) By holding the cursor over this area, you can see additional explanations.

10) In this section, enter your first and last name in **English** only.



- Dashboard
- Apply
- Fields of study
- Profile
- Tickets
- Bug Report
- Emails
- Language
- Exit



Add New Application

Step 1 ✓
Personal Informations

Step 2 →
Selecting Educational

Step 3
Educational Background

Step 4
Fluency in Language

Step 5
References (if any)

Step 6
Publications(book, ...)

Step 7
Iranian acquaintance

Step 8
Family Information

Step 9
Documents Upload

In this step, first you should select your degree, then you can enter educational priorities.

Priorities 2 & 3 are not mandatory.

Application Type

Please Select

PREVIOUS

SAVE AND NEXT

12) In this section, select the type of scholarship and the fields of study you are applying for. You are allowed to select **3 fields**, which will be considered in order of your priority.

Masters and PhD applicants are only allowed to continue their studies in fields related to their previous degree.

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Add New Application

13) In this step, carefully enter the information about your previous academic level.

Step 1 ✓

Personal Informations

Step 2 ✓

Selecting Educational

Step 3 →

Educational Background

Step 4

Fluency in Language

Step 5

References (if any)

Step 6

Publications(book, ...)

Step 7

Iranian acquaintance

Step 8

Family Information

Step 9

Documents Upload

Please Enter your educational background information.

In case of applying for a given degree, entering all the information of the previous degrees is mandatory.

In case of holding more than one degree in the same level, you can click on "ADD NEW DEGREE".

High school (secondary school)

Start ⓘ

End ⓘ

Field of Study

Country

City

School/University Name

GPA

Out Of

14) In this section, you must enter the maximum GPA that can be achieved.

Bachelor

Start ⓘ

End ⓘ

Field of Study

Country

City

School/University Name

GPA

Out Of



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Add New Application

Step 1 ✓
Personal Informations

Step 2 ✓
Selecting Educational

Step 3 ✓
Educational Background

Step 4 →
Fluency in Language

Step 5
References (If any)

Step 6
Publications(book, ...)

Step 7
Iranian acquaintance

Step 8
Family Information

Step 9
Documents Upload

15) If any of these languages are your native language, check the box next to "Native Language." Otherwise, indicate your level of proficiency.

Please express your language skills level.
In case of knowing any other language, please enter the information by clicking on "ADD NEW LANGUAGE"

Persian

Native Language

Reading

Please Select

Writing

Please Select

Speaking

Please Select

English

Native Language

Reading

Please Select

Writing

Please Select

Speaking

Please Select

Arabic

Native Language

Reading

Please Select

Writing

Please Select

Speaking

Please Select

ADD NEW LANGUAGE

PREVIOUS

SAVE AND NEXT



Add New Application

Step 1 ✓
Personal Informations

Step 2 ✓
Selecting Educational

Step 3 ✓
Educational Background

Step 4 ✓
Fluency In Language

Step 5 →
References (if any)

Step 6
Publications(book, ...)

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Iranian acquaintance

Step 8
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Step 9
Documents Upload

If you have a reference(s), please enter their information.

Full Name ⓘ

Position

Institute

Relationship

Email ⓘ

ADD NEW

16) If you have a **reference**, enter his/her details. The referee can be one of your previous professors.

PREVIOUS

NEXT

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- Exit



Add New Application

Step 1 ✓
Personal Informations

Step 2 ✓
Selecting Educational

Step 3 ✓
Educational Background

Step 4 ✓
Fluency in Language

Step 5 ✓
References (if any)

Step 6 →
Publications(book, ...)

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Family information

Step 9
Documents Upload

Please enter your publications information.

Publication Type

Please Select ▾

Title

Publisher

Year

ADD NEW

17) If you have ever published a book or article, enter it in this field. Otherwise, select the "Next" option.



PREVIOUS

NEXT

Dashboard

Apply

Fields of study

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Language

Exit



Add New Application

Step 1 ✓
Personal Informations

Step 2 ✓
Selecting Educational

Step 3 ✓
Educational Background

Step 4 ✓
Fluency in Language

Step 5 ✓
References (if any)

Step 6 ✓
Publications(book, ...)

Step 7 →
Iranian acquaintance

Step 8
Family Information

Step 9
Documents Upload

Step 10
Preview

If you have a relative or a friend in Iran, please enter relevant information.

Full Name

Relationship

Tell

Email

Address Line1 ⓘ

Address Line2

Address Line 3

ADD NEW

18) If you have family, friends, or acquaintances in Iran, enter their details. Otherwise, proceed to the next step.

PREVIOUS

NEXT

- Dashboard
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- Fields of study
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Add New Application

Step 1 ✓
Personal Informations

Step 2 ✓
Selecting Educational

Step 3 ✓
Educational Background

Step 4 ✓
Fluency in Language

Step 5 ✓
References (if any)

Step 6 ✓
Publications(book, ...)

Step 7 ✓
Iranian acquaintance

Step 8 →
Family Information

Step 9
Documents Upload

Step 10
Preview

Please enter your family information.

Spouse Information

Spouse First Name

Spouse Last Name

Passport No

Date Of Issue

Date Of Expire

PREVIOUS

SAVE AND NEXT

If you are married, enter your husband's information in this part.
If you are single, just add a – instead of the first and last name.

19) Before uploading documents, first read the "How to scan your personal photo" and "How to scan your passport image" on our website.

- Step 1 Personal Informations ✓
- Step 2 Selecting Educational ✓
- Step 3 Educational Background ✓
- Step 4 Fluency in Language ✓
- Step 5 References (if any) ✓
- Step 6 Publications(book, ...) ✓
- Step 7 Iranian acquaintance ✓
- Step 8 Family Information ✓
- Step 9 Documents Upload →
- Step 10 Preview

Please upload all required documents. Note that, the files should be high-quality with a size smaller than 2MB and one of the following formats: .jpg, .jpeg, .gif, .png

Personal Image
Please upload your Passport size photo.

Drop the file here to Upload

Signature
Please upload your signature.

Drop the file here to Upload

Passport
Please upload a copy of your passport.

Drop the file here to Upload

Degrees - High school (secondary school)
Please upload your Secondary school certificates and their transcripts.

Drop the files here to Upload

Scores - High school (secondary school)
Please upload your high school transcript.

Drop the file here to Upload



21) You can see a preview of your application in the last step.

- Dashboard
- Apply
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Step 1 ✓
Personal Informations

Step 2 ✓
Selecting Educational

Step 3 ✓
Educational Background

Step 4 ✓
Fluency In Language

Step 5 ✓
References (if any)

Step 6 ✓
Publications(book, ...)

Step 7 ✓
Iranian acquaintance

Step 8 ✓
Family Information

Step 9 ✓
Documents Upload

Step 10 →
Preview

Preview

1. Personal Informations

First Name:	Middle Name:	Last Name:	Father's Name:
Mother's Name:	نام (فارسی):		
نام خانوادگی (فارسی):			
Date Of Birth: 0000-00-00			
Country:	City:	Gender:	Marital Status:
	Spouse Name:	Num Of Children: 0	
Religion:			
Passport No.:	Date Of Issue:	Date Of Expire:	
Place Of Issue:			
Nationalities1:	Nationalities2:	Nationalities3:	
AddressLine1:			
AddressLine2:			
AddressLine3:			
Tel:	Fax:	Cell-Phone:	Email:

2. Selecting Educational Priority

Application Type: Non - scholarship
 Scholarship Type: ---
 Degree: Bachelor

#	LANGUAGE NAME	NATIVE LANGUAGE	READING	WRITING	SPEAKING
1	Persian		Poor	Poor	Poor
2	English	✓	Fair	Fair	Fair
3	Arabic		Poor	Poor	Poor

5. Family Information

#	FIRST NAME	LAST NAME	RELATION	PASSPORT NO.	DATE OF ISSUE	DATE OF EXPIRE
1	-	-	Spouse			

6. Documents Upload

<input type="checkbox"/>	#	FILE NAME
<input checked="" type="checkbox"/>	1	 Personal Image
<input checked="" type="checkbox"/>	2	 Signature
<input checked="" type="checkbox"/>	3	 Passport
<input checked="" type="checkbox"/>	4	 Degrees - High school (secondary school)
<input checked="" type="checkbox"/>	5	 Scores - High school (secondary school)

[download selected item](#)

22) Click on the confirmation and then select “submit.”

I declare that to the best of my knowledge all particulars supplied by me are correct and complete and I am aware that any false statement will lead to my application being rejected or to the annulment of an admission already granted.

I Confirm the information.

SUBMIT



23) After completing your registration, your application will be registered. You will receive a **case number** that you should keep for future reference.

we received your application **2013**. You can see any changes in your application status using User Panel control of our website and we also inform you via email. Please note that the application procedure takes 2-4 months. Please mention your application number (i.e. 2013) in any of your future requests.

1. Personal Informations

First Name:	Middle Name:	Last Name: Amanipour	Father's Name:
Mother's Name:	نام (فارسی):		
نام خانوادگی (فارسی):			
Date Of Birth: 0000-00-00			
Country: Aland Islands	City:	Gender:	Marital Status:
	Spouse Name:	Num Of Children: 0	
Religion:			
Passport No.:	Date Of Issue:	Date Of Expire:	
Place Of Issue:			
Nationalities1:	Nationalities2:	Nationalities3:	
AddressLine1:			
AddressLine2:			
AddressLine3:			
Tel:	Fax:	Cell-Phone:	Email: znb.amp.77@gmail.com

2. Selecting Educational Priority

Application Type: Non - scholarship

Scholarship Type: ---

Dashboard

Apply

Fields of study

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#	DEGREE	START	END	FIELD OF STUDY	CITY	COUNTRY	UNIVERSITY NAME	CITY	COUNTRY
1	High school (secondary school)	2024-12-12	2024-12-11		10	20	gfer	Austria	hyr

4. Fluency in Language

#	LANGUAGE NAME	NATIVE LANGUAGE	READING	WRITING	SPEAKING
1	Persian		Poor	Poor	Poor
2	English	✓	Fair	Fair	Fair
3	Arabic		Poor	Poor	Poor

5. Family Information

#	FIRST NAME	LAST NAME	RELATION	PASSPORT NO.	DATE OF ISSUE	DATE OF EXPIRE
1	-	-	Spouse			

6. Documents Upload

<input type="checkbox"/>	#	FILE NAME
<input checked="" type="checkbox"/>	1	 Personal Image
<input checked="" type="checkbox"/>	2	 Signature
<input checked="" type="checkbox"/>	3	 Passport
<input checked="" type="checkbox"/>	4	 Degrees - High school (secondary school)
<input checked="" type="checkbox"/>	5	 Scores - High school (secondary school)

[download selected item](#)

24) You can download the pdf of your application from this part.





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Dashboard

Welcome!

+ APPLY -

#	Service Code	Service Type	Create date	Last Update	Status
1	2012	Application Form of International Students	2024-11-30 08:16:55	2024-11-30 11:10:57	MSRT Approval
2	2013	Application Form of International Students	2024-11-30 09:52:03	2024-12-08 11:47:25	Initial registration request

25) After final registration, you can see your application on the home page of your account. You can see any changes in your registration status in this section.

Be sure to **check your email regularly** to be informed of the latest changes in your status. If your documents are incomplete, you will be notified via email.

If for any reason you are unable to log in to the system and register, you can contact the admissions specialist via the email address [**intl.students@alzahra.ac.ir**](mailto:intl.students@alzahra.ac.ir).