

In His Name

**Bachelor`s Admission and Application Manual of International Students
The First Semester 2022-2023**

The First Reminder:

Before registering, read the guidelines fully and carefully.

The Second Reminder:

If you have any questions or ambiguity, you can send your questions by referring to the support system (in the admission system) and receive the answer in the same way (request follow-up system) or access the answers to your questions through the "Frequently Asked Questions" system. to find

The Third Reminder :

It is compulsory to submit the original of all the documents related to "initial registration" and "interview registration" for the applicants who are invited to the interview and whose interview will be held in person on the day of attendance for the interview. Applicant whose interview will be held online must submit all the documents submitted in the stages of "initial registration" and "interview registration" at the time of attendance for final registration at Al-Zahra University. If the original documents are not submitted, the applicant's admission will be canceled.

Information base and international registration system of Al-Zahra University

<http://j-alzahra.org>

Acceptance Support System

<http://support2.jz.ac.ir/index.php?a=add&category=1>

Track Request

<http://support2.jz.ac.ir/ticket.php>

In His Name

"Today, Al-Zahra university (a.s) has shown its impact, a large number of women from all over the country and the world have been raised in this great educational institution and their works have been spread all over the Islamic World."

- The Leader of the Islamic Republic of Iran

A) Introduction of programs

In the 2nd level course, students learn a series of Islamic science courses such as Quranic sciences, Islamic jurisprudence, Islamic beliefs, political system and current situation of the Islamic world in 190 academic units and

After acceptance and admission to this Islamic center, the applicant, if not proficient in Persian language (cannot speak Persian), they will learn the Persian language in the Persian language center for one year and after that, they enter the foundation (preparatory) and undergraduate courses.

The Persian language course consists of 2 semesters and 34 units of study, which are taken by those who are not able the Persian language . The foundation (preparatory) course is also one semester and includes 19 units, which students must complete after mastering the Persian language and passing the end-of-course exam, and before entering the undergraduate course. Level 2 course (Bachelor's) also includes 177 units, and a series of Islamic sciences courses are taught in this course. The Persian language course and foundation (preparatory) course are taken at the "Persian Language Center" and the level 2 course (Bachelor's) is taken at the "Mashkat School"

B. Acceptance Steps

Registration of non-Iranian sisters through the Admission System is done as follows:

1. Registration to a Daily program: This is a special program for applicants who live with their spouses or father/legal guardian in Qom.
2. Registration in the Dormitory Program: This program is special for applicants who reside in outside countries and after completing the initial stages of admission and receiving the study Visa, they will come to Iran for their final steps in admission and study while living in the dormitory.

c .General Acceptance Conditions

- 1 . Adherence to the religion of Islam;
2. Having a diploma of 12 years or higher (associate, bachelor, etc) which is approved by the Ministry of Education of Iran or the Ministry of Science, Research and Information Technology of Iran;
3. Having moral and religious qualifications;
4. Having perfect physical and mental health;
5. Initial admission and acceptance in the interview;
6. Not having a legal prohibition to study, including not having a prohibition to stay in the Islamic Republic of Iran
7. Committed to the regulations of Al-Zahra University
8. Commitment to complete the academic course;
9. Registration at the appointed time and completing and submitting the requested documents.

C-2) Specific admission conditions (except for applicant from India and Pakistan)

1) Dormitory Course Applicant:

1. Single;

Note: Applicants who are divorced or whose spouse has died will not be given Dormitory.

2. Being at least 18 and at most 22 years old (born between 2001 and 2005);

Reminder :Due to the existence of many School of Religious Sciences of sisters in India and Pakistan, the quota of students from these two countries for the academic year 1402-1403 will be more dedicated to the recruitment of applicantes who have received their bachelor's degree from one of the School of Religious Sciences of the two mentioned countries and they are applying to complete the remaining units from level 2 (Bachelor's) to enter Level 3 (Master's) of Al-Zahra University. In order to be accepted, these candidates must have full command of Persian language (written and spoken) and provide confirmation from the principal of their school.

Based on this, the admission of dormitory course applicantes from the mentioned countries for level 2 (Bachelor's) will be limited in number and from candidates with the above two conditions and admission priorities listed in section "D". Therefore, applicantes who consider themselves to have

priority according to the explanation of paragraph "d", must submit the application and necessary documents before registering, so that they can apply for registration if the priority is confirmed by Al-Zahra University

2) Daily Course Applicant:

1. Your Guardian being a student of Al-Mustafa University and having a Current education code;
2. Living with Your Guardian and/or Husband in Qom.
3. Being at least 18 and at most 35 years old (born between 1988 and 2005);

D) Admission preferences:

1. The best memorizers and reciters of Holy Quran;
2. Hafiz of Nahj al-Balagha and Sahifa Sajjadiya;
3. Brilliant talents and academically distinguished applicantes;
4. Missionaries and teachers inside and outside the country;
5. Social, religious, cultural and scientific workers;
6. applicantes with regional priority;
7. Applicantes who have a record of Islamic education;
8. Applicantes who have a bachelor's degree or higher;

E. Registration time

Registration is done from 20 May to 15 June 2023 through the "Admission System" at www.j-alzahra.org.

Time table of admission procedures
timetable

Title	Time
Registration through Jamia Al-Zahra website	from 20 May to 15 June 2023
Announcing the preliminary result	28 June 2023 through the system
Interview registration	28 June from 8 July 2023 through the system
The time frame of the interview	9 July from 20 July
Announcing the final result	23 August 2023 through the system
Start of study time	After 7 September

F. The Registration process:

F-1. Initial registration

1. visiting to the admission system at : www.j-alzahra.org registration system, Undergraduate course registration;

2. Receive the registration card;

3. Login to the registration system using the registration card information;

4. Complete the registration and get the tracking code (token number);

Note: Those registrants who are studying in one of the schools of Al-Mustafa Al-Alamiya (peace be upon him) or schools under its head and have Al-Mustafa code, do not need to register in the admission website. and for admission to Jamia Al-Zahra, they have to apply through a transfer application from the school where they study. subject to acceptance where the registrant is studying and submitting his/her academic file to Jamia Al-Zahra Salamullah Alaihi ; Therefore, no direct response will be given to any application regarding transfer to Jamia Al-Zahra, and no letter will be provided to the applicant.

F-2) Announcing the initial result from the admissions :

1. Checking the documents;
2. Announcing the result of initial admission;
3. Invitation to a selective interview in case of initial acceptance and registration, the registrants in the special interview system .

F-3. Conducting an interview :

The interview of the first accepted people who live in Qom city will be held in person ,and the interview of those accepted people who liveing outside Iran will be held online from the following link:

<https://online.jz.ac.ir/rjr7w0i91nko/>

F-4. Announcement of the result and final acceptance:

After the interview and Its final review,the acceptance of the registrants will be announced, The registrants who have been accepted must proceed to the final registration based on the acceptance announcement.

F- 5. Issuance of Education Code

If the documents are complete for those accepted persons who have completed the final registration, Education code is issued and will be sent through SMS to the number registered in the system at the time of initial registration.

F -6. Sending study visas for dormitory admissions :

The study visa for those person who accepted to the dormitory will be sent to the place designated by the registrants during registration and the telex number will be announced to her or her representative.

Note:Applicants who have received the telex in their country must send the scan of the ticket and the flight time through the following link to enter Iran and make the necessary arrangements:

<https://support2.jz.ac.ir/index.php?language=English&a=add>

F-7. The presence of those accepted to the dormitory with a study visa in Iran and the completion of the final stages of admission:

The final accepted students of the dormitory course must apply for entry to Iran immediately after receiving their study visa along with the originals of all requested documents, and after entering Iran, immediately refer to Al-Zahra University admissions to complete the registration process. The aforementioned applicants should note that traveling to other cities from the point of entry to Iran (Imam Khomeini Airport) until the final acceptance procedures are completed is prohibited and will result in the cancellation of their acceptance. Also, after going to Al-Zahra University admission and presenting the final registration documents, it is necessary to go through the steps of obtaining a health certificate based on the admission expert's explanation immediately, and leaving Al-Zahra University before completing the registration and presenting the health certificate to the admission is prohibited. After completing the registration, leaving Al-Zahra University for short trips in the city of Qom or travel to other cities of Iran must be done according to the rules of Al-Zahra University and with the coordination of the dormitory.

F-8. Issuing a letter of introduction to the Persian language center:

All accepted students (both daily and dormitory) who are not fluent in Persian language (They do not know Persian language) , must go to Al-Zahra University admissions at the time of registration and receive a letter of introduction to attend Persian language classes. Farsi language classes and foundation (preparatory) courses are held by the Persian Language Center and are free for a p p l i c a n t e s students who have been accepted through the General Department of Assessment and Admission of Al-Zahra University.

F-9.Choosing a course unit: The selection of the unit of the first semester (semester) for those accepted students who are fluent in Persian(They know Persian language) and whose education starts from the foundation (preparatory) course or undergraduate course is done by the Persian language center or Mashkat School. People who are not fluent in Persian language (They do not know Persian language) are transferred to the Persian language training center to learn Persian language during two semesters and then transferred to the foundation course (preparatory course) .

Reminder1:

It is not possible to take leave in the first Semester of the Bachelor and Farsi programs.

Reminder2 : After issuing the academic code to the accepted students, they will be able to access their personal page in the scholar system. The username to enter this system is the same as the academic code and the password is the same as the passport number registered in the admission registration system.

F-10. Commute service registration: Al-Zahra University has provided a transportation service to all parts of the city for those students to the daily

course. After receiving the academic code, students of the daily course can use the service by referring to the scholars system and their personal page in this system. Register the aforementioned . It is worth mentioning that most of the cost of commuting service is provided by Al-Zahra University, but a part of this cost is taken from the students, the exact amount of which is announced at the beginning of each semester. If you have any questions or ambiguity about the transportation service, you can call this number 02532112255.

F – 11. Kindergarten registration: Another facility of Al-Zahra University for daily students with children 6 months and older is the possibility of using a kindergarten. This category of students to register in the kindergarten after receiving the academic code, they can refer to the "Shokufeha Kindergarten" system at the address <https://mahd.jz.ac.ir/> regarding registration and payment of tuition fees. Your child or children of 6 months and older should apply. For information about the terms and conditions of the kindergarten and the tuition fee, you can refer to the following link

<https://mahd.jz.ac.ir/Terms:>

F – 12.Registration at Al-Mustafa University: In order to benefit from the services and obtain an academic degree of Al-Mustafa University, the final accepted students must take steps to register in the admission system of Al-Mustafa University and send the required documents. After registration, the submitted documents are checked by the experts of Al-Mustafa University and if there are no errors and the documents are verifiable, the academic code of Al-Mustafa University is issued to the accepted students. Please note that the process of issuing Jamaat al-Mustafa code takes time and does not take place

immediately after registration. This takes between 2 and 3 months for those accepted students whose documents can be verified

F-13. Registration of the service center and other service and welfare departments: , the final accepted students who have been accepted and have received an academic code, in order to benefit from some welfare services, it is necessary to refer to the "Non-Iranian Students' Welfare and Health Affairs" office located in the building opposite Hazrat Khadija's dormitory and the office next to the counseling center of Al-Zahra University. You can also send a message to 09194530169 in the Ita messenger to get the necessary guidance in this regard.

G. Required documents for registration:

Please prepare and scan the following documents before registering in the system

G-1.Initial registration

- 1.New image of full face with white background and full hijab;
2. Passport pages (Profile, Visa, and Valid one year residence)

Note1: The applicants who are Indian Citizens, must present a scan of the final page of their passport.

Note2: The applicants who are Iraq Citizens and Afghanistan Citizens must have electronic Passport.

3. Visa and one-year valid residence of the applicants and their spouse or father

4. ID Card (If you do not have this card, you have the opportunity to prepare/produce it up until the final registration, but it is mandatory to submit the ID card number for registration)

5. Diploma and Grades, approved by the Ministry of Education's International Department(The minimum qualification for registration is a 12-year diploma)

Note: applicants who have a history of seminary education; It is necessary to upload the sealed transcripts of their seminary courses.

6. Two Letters of recommendation (From two known individuals or Islamic Institutions, the Imam of a mosque, or a representative of Al-Mustafa University).

7. The guardians acceptance/satisfaction Letter.

8. Marriage Contract (for daily program students).

9. Scan of your 'Health Card' (for daily program students.)

Note: If the applicants does not have a health card or if one year or more has passed since the date of issuance of his health card, in case of passing the interview and final acceptance, , it is necessary to take a series of tests that will be announced by the assessment and acceptance department and by referring to the doctor of Al-Zahra University and presenting the results of these tests to her, obtain the health certificate and submit it for assessment and acceptance. It is worth noting that the cost of conducting these tests is free only for those accepted students to the dormitory, and those accepted students daily must pay the cost of conducting the tests. Dormitory admissions students can go to the laboratory of Baqiyat Allah Clinic (located on Shahid Fatemi St "Dor Shahr Stree", Qom)

only if they have entered Iran with a study visa to get free tests. Based on a memorandum of understanding with Al-Mustafa University, this clinic. conducts tests for those accepted students to the dormitory ,who have received study visas without charging a fee.

10. Corona vaccine card or certificate: All accepted students must have received three doses of the corona vaccine, the last dose must be at least 6 months before registration; Therefore, it is necessary to present a card or certificate of receiving the corona vaccine three times at the time of final registration.

Note: People who are prohibited from receiving the corona vaccine according to the doctor's diagnosis must present a stamped certificate from the doctor stating that they are prohibited from receiving the corona vaccine instead of the card or the corona certificate.

11. Computer card or supervisor's introduction letter from Al-Mustafa University (special for daily applicanest)

Note: It is necessary to submit all the above Original documents (including the documents related to the stage of "initial registration" and "interview registration") at the time of interview (Especially for daily program students)or final registration(Especially for Dormitory program students) , and if they are not submitted, the applicant will not be accepted.

H. Features of submitted document images

Documents should be scan in color and in jpg or jpeg format. Also, The sent scan must be clear, there are no borders and no stretching in length or width. Acceptable submit of images is the following size.

Image extension/ Image Suffix	Maximum image size	Minimum image size	Maximum length and width of the image	Minimum image length and width	Title
JPG/JPEG	250KB	60KB	Pixel 600	Pixel 400	personal photo
JPG/JPEG	600KB	90KB	Pixel 1500	Pixel 600	Other documents

According to the mentioned points, the images sent below will not be accepted

1. Images lack resolution quality;
2. Pictures taken with a mobile phone;
3. Black and white images ;
4. image made from copies of documents;
5. Very small images that become blurred and lose their clarity after zooming;
6. Bordered images.

not1:

According to the mentioned quality features, It is clear that just receiving the image from the system does not mean that the submitted documents can be verified. Therefore, it is necessary for the registrants to check it on their computer or laptop before sending the image of the document whose length and width have been set in the format of the above table, and if they are sure that it has the mentioned quality features, proceed to send it .

not2:

To know how to send the image and its more details, you can refer to the« website guide for setting up and uploading document images» in the admission website.

Important Reminder:

- 1 . If the entered information does not match the original documents, the applicant acceptance 's admission will be canceled. Also, the applicant is responsible for entering wrong information.

2. Documents sent after the end of the registration date will not be accepted.
3. The documents submitted will not be returned.

Deputy of education and training
Assessment and Acceptance