

The process of foreign student acceptance at Kashan University of Medical Sciences and Health Services:

- 1) Acceptance request by the applicant or student agent.
- 2) Getting personal information
 - Passport scan
 - Photo scan (size: 3*4)
 - Certificate of transcripts approved by the ministry of that country and approved by the Iranian consular office in that country
 - Completing the applicant's personal information form
 - Completing recommendation letter
 - Getting any language certificate (English-Persian)
- 3) Having a scientific interview with the applicant
- 4) Having a psychological interview with the applicant
- 5) Registration of the applicant's information on the SAORG website or Student Affairs Organization
- 6) Checking the applicant's documents in the International council
- 7) Getting the approval from SAORG or Student Affairs Organization
- 8) Completing the application form and recommendation letter by the applicant
- 9) Sending a conditional acceptance letter to the applicant
- 10) Issuance of the student's conditional admission certificate by the educational vice-chancellery of the university
- 11) The start of the short-term visa process for the applicant to enter the country
- 12) Entry of the applicant into the country
- 13) Doing the financial process and final registration of the student
- 14) Carrying out the correspondence for the final introduction of the student to the educational vice-chancellery of the university
- 15) Proceeding to issue a student card
- 16) Carrying out the correspondence for the final introduction of the student to the security affairs of the university
- 17) Proceeding to issue an annual residence – Converting a short-term visa into a one-year residence

18) Proceeding to select the student's course unit

19) Proceeding to activate student's Navid portal

20) Attending the classes

Consular affairs:

The process of issuing a short a short-term visa for the entry of foreign students

- Submitting the applicant's application to the International affairs office to start the registration process
- Scan of the first page of the applicant's passport in size of 600*800 and less than 100 KB to submit to consular affairs
- Completing the student's personal information form and preparing a scan of the relevant file to submit to consular affairs
- Scan of the 3*4 photo with the white background of the student in size of 400*600 and less than 100 KB to submit to the consular affairs
- The original certificate of temporary admission of the applicant from the educational vice-chancellery to submit to the consular affairs (The final acceptance of the student will depend on the payment of the tuition fees)

It is noted that in all the above items, the student's passport has to have a valid expiry date

The process of issuing residence for the first year after a foreign student enters the country

- Student's request to start the first year residence process in Iran
- Copy and scan of the first page of the passport to submit to consular affairs
- Copy and scan of the visa to submit to consular affairs
- Copy and scan of the entry stamp page of the passport to submit to consular affairs
- Original and scan of 3*4 photo with white background of the student to submit to consular affairs

- The original of educational certificate from the university to submit to consular affairs
- Submitting a 20.000 toman receipt to consular affairs (Bank receipt of 20.000 tomans to Melli bank account No. 2171150206006 in the name of Foreign Nationals Office and preparing a copy of relevant receipt)
- Submitting a 4.000 toman receipt to consular affairs
- Completing the students' safe life insurance process and submitting a scan of the relevant file to consular affairs (Based on the type of selected insurance, the amount of payment will be different)
- Scan of the identity information of the student's parents to submit to consular affairs
- Submitting the original of passport to consular affairs to obtain a residence permission

The process of exit – entry permission inside or outside the country for foreign students

- Submitting the student's application to the international office one month before the application of leaving the country
- Submitting 2000 Toman receipt for consular affairs
- The letter from the university (exit – entry permission from the educational vice chancellery of the university by the department of educational services) to be submitted to consular affairs
- Copy of the first page of the passport to be submitted to the consular affairs
- Copy of the one-year residency page to be submitted to consular affairs
- Submitting the passport to consular affairs to receive exit – entry permission
- Specifying in writing the period of the student's departure from the country and submitting it to the consular affairs

It is noted that in all the above items, the student's passport has to have a valid expiry date.

The process of extending the annual residence of foreign students

- Student's application to start the process of extending the annual residence in Iran
- Copy and scan of the first page of the passport to submit to consular affairs
- Copy and scan of the passport page of the last residence of the student to be submitted to consular affairs
- The original certificate of education from the university – (Specifying the number of units obtained along with the SAORG code and student number by the educational services department) to be submitted to consular affairs
- Submitting a 20.000 toman receipt to consular affairs (Bank receipt of 20.000 tomans to Melli bank account No. 2171150206006 in the name of Foreign Nationals Office and preparing a copy of relevant receipt)
- Completing the students' safe life insurance process and submitting a scan of the relevant file to consular affairs (For the second year and later, this process is optional and is based on the student's application. Based on the type of selected insurance, the amount of payment will be different)
- Submitting the passport to consular affairs to obtain a residence extension permission

It is noted that in all the above items, the student's passport has to have a valid expiry date.

The process of withdrawing from the university for Foreign students

- Student's application to start the relevant process
- Copy and scan of the first page of the passport to be submitted to consular affairs
- Copy and scan of the passport page of the last residence of the student to be submitted to consular affairs
- The original certificate of student's withdrawal from the university issued by the educational vice-chancellery of university
- Carrying out the relevant actions in consular affairs for the certain departure process of the student
- Submitting the passport to consular affairs to receive a certain departure permission

It is noted that in all the above items, the student's passport has to have a valid expiry date.