

Responsibilities of expert of non-Iranian student recruitment and admission and SAORG

- Receiving a request to review the submitted documents and issuing a conditional acceptance letter to non-Iranian applicants
- Checking, controlling and confirming / not confirming of the information sent in the student affairs system
- Coordinating and continuous communication with the expert of the Student Affairs Organization in the relevant ministry
- Preparing periodic reports of information about the number, documents, specifications and documents of non-Iranian students to the educational services office of the relevant ministry
- Sending documents of students and administrative correspondence with the Citizens' Affairs Office of Provincial Government
- Sending the required documents and following up on matters related to the issuance of student visas in the esteemed Management of the Provincial Consular Affairs Department
- Sending student visas to students
- Corresponding, controlling and following up of extension of stay and final departure, residence and student visa of students after entering Iran