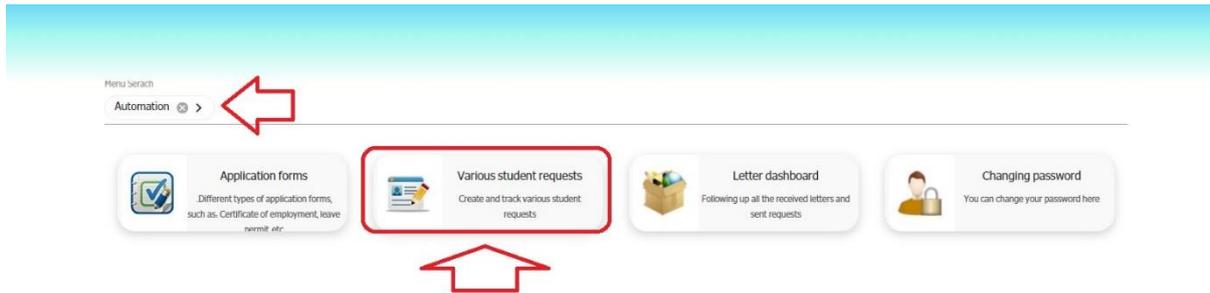
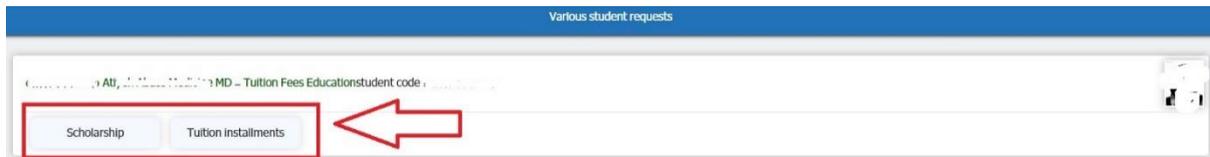


To submit a request, follow the path below:

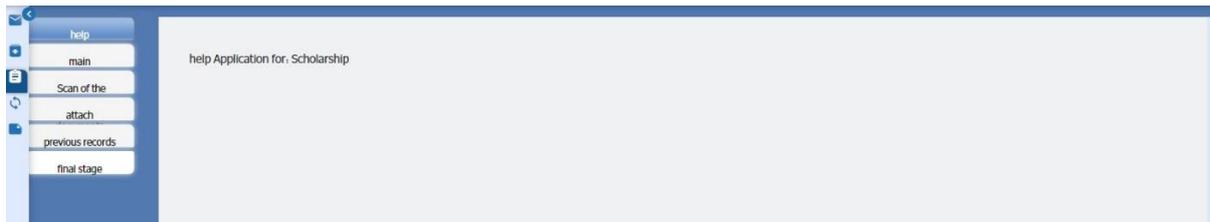


After entering this menu, you will see a list of requests you can send.

Choose one of the options according to your request.



After selecting the request, the form of request will be displayed.

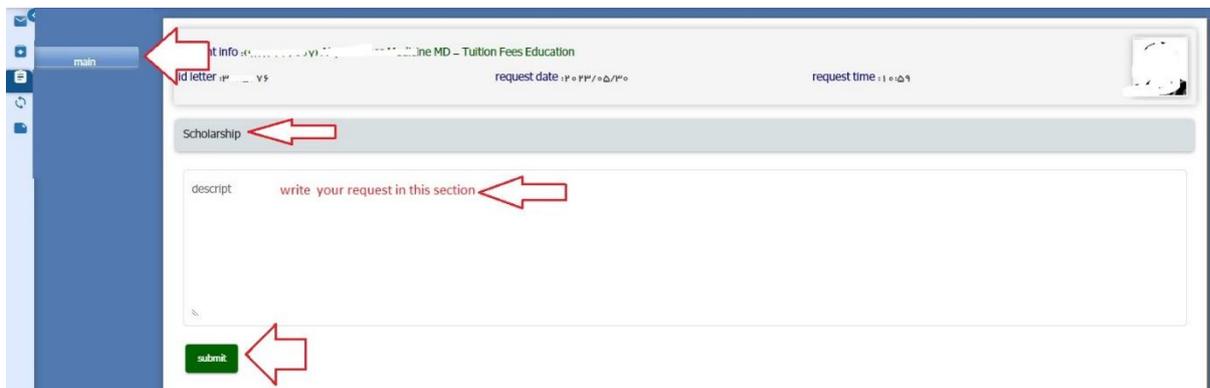


Each form includes 6 items:

1. help
2. main
3. scanned documents
4. attachment
5. previous records
6. final step

Main:

In this section, the name of the form you requested will be displayed. In the description box, you must describe your request and then click the "submit" button. (Description is Mandatory)



scanned documents:

Use this item, if you need to scan a document for your request.



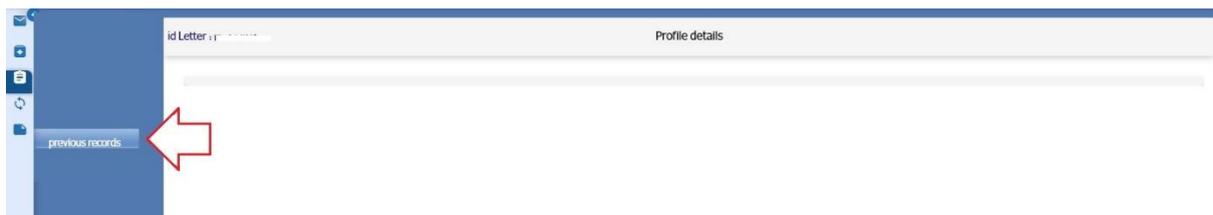
Attachment:

If you need to attach a file, use this section.



previous records

In this item, the records of your previous requests will be displayed.



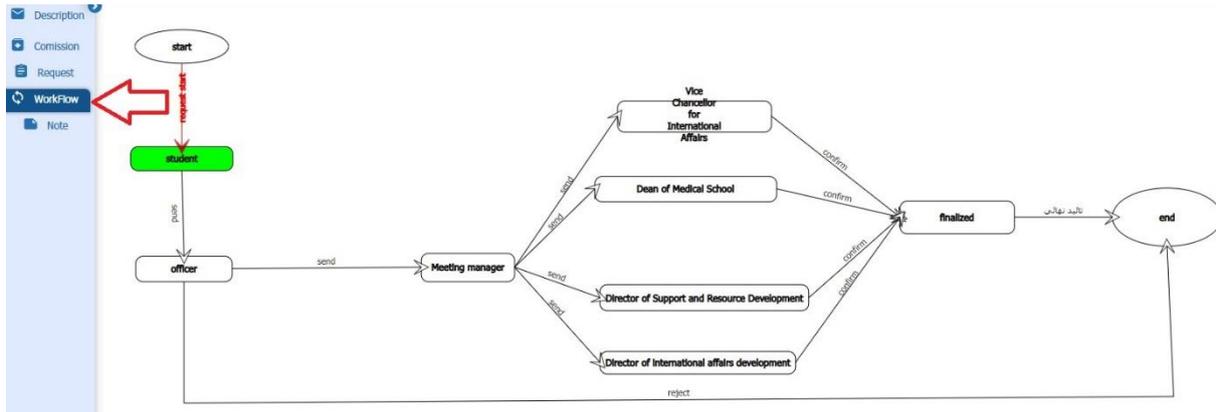
final step

On your last step to submit your request, you must press the “send” button to send your request. It should be noted that if you do not press the “send” button, your request will not be valid and the process of the request will not start.

Note: No comment is allowed in the final step’s description box.



After submission, you can track the request process on workflow section.



Note: After this process is completed (whether rejected or accepted), a message will be sent to your mobile phone.

Note: You will not be able to enter a new request until the previous one is completed.

You can also see the history of your requests, in the students' requests menu.

