To submit a request, follow the path below:

Automation	•• 1					
	Application forms	Various student requests	(un	Letter dashboard	-	Chapging password
	.Different types of application forms,	Create and track various student	1	Following up all the received letters and	20	You can change your password here
-	such as. Certificate of employment, leave	requests		sent requests	_	

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

Choose one of the options according to your request.

		Various student requests	
C	۲uition installments	Educationstudent code	Ð

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

29		
	help	
-	main	help Application for. Scholarship
•	Scan of the	
\$	attach	
	previous records	
	final stane	
	marstage	

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)

0	main	1 info: (4			· · ·
		id letter : Y5	request date : ۲۰۳۲،۵۵/۳۰	request time : 1 0:69	14.2
		Scholarship			
		descript write your requ	uest in this section		
		atok			

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.

	student info :(9,	itcine MD – Tuition Fees Education request date ۲۰۰۶۳۰/۰۵/۳۰	request time : 1 or (2 9	
final stage]		No comment is allowed	in the final stage Comment
	8		press "send" to ser	nd the request word

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.

Tuition installments	
 ۱۴۰۱۲ شروع کَردش ۱۴۰۲/۰۳/۰۹	1
 ۱۴۰۱۲ شروع گردش ۱۴۰۲/۰۳/۰۹	