Consular Affairs Procedure from getting acceptance to graduation

Getting Acceptance → Registering in SAOR → Receiving Security approval(SAORG) → Issuance of student visa

Taking the visa from the selected city ← Apply for Residency ← Submit Departure Request ← Request residency extension

Submit withdrawal or graduation request → Submit Permanent Exit → Obtaining graduate certificate → The end
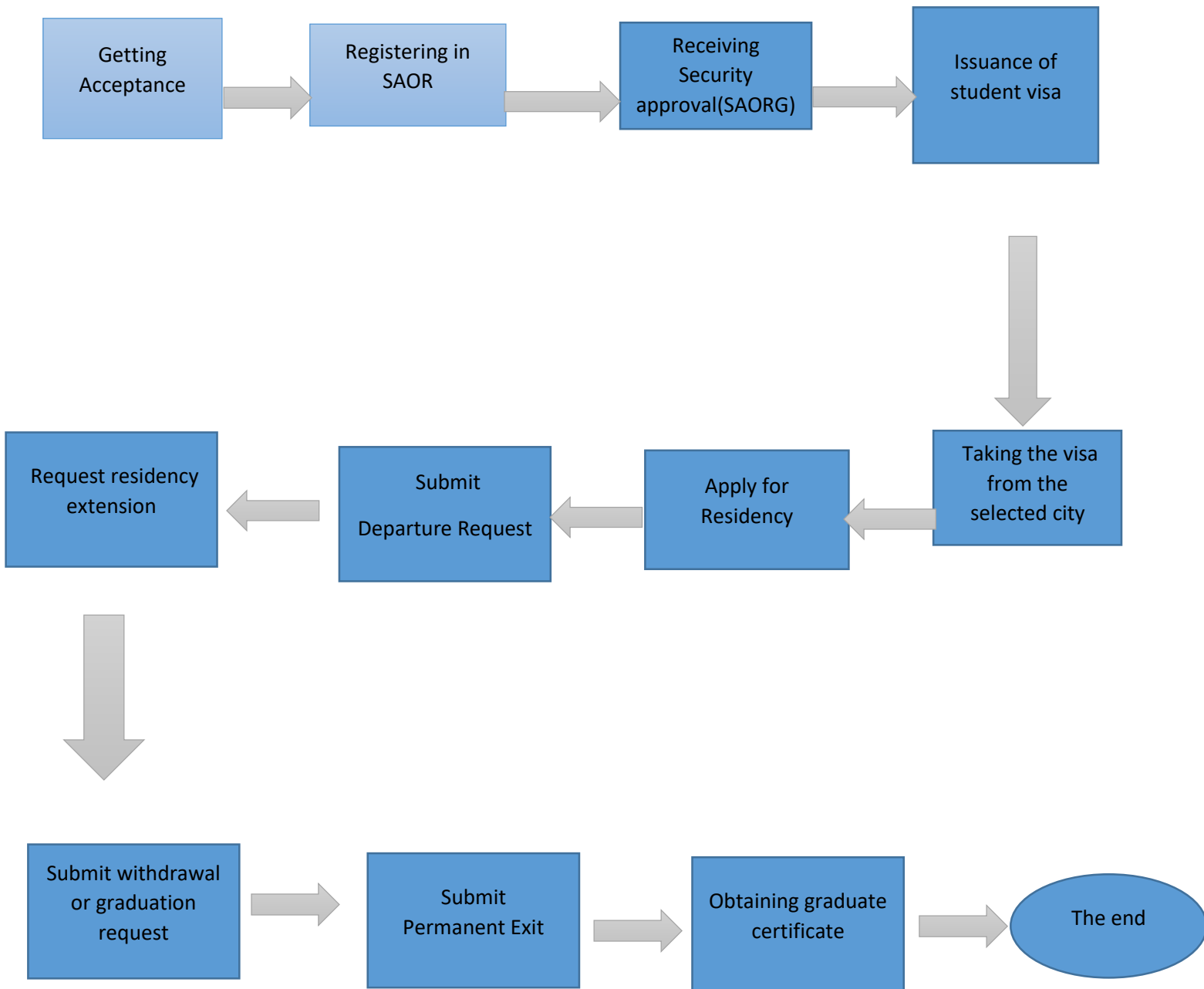
Visa Issuance

First, after obtaining acceptance and paying of the university tuition fees, the student is obliged to go to below website:

http://old.saorg.ir:8081/Application.php

and register his/her information, if the information is correctly registered, he/she will receive the SAORG code (file number) at the end.

After receiving the **SAORG** code, the attached excel file containing the following information must be completed and sent to the email: visa@iums.ac.ir

Full name of the student

1- A surname of the student
2- Father's name
3- Passport number
4- SAORG code (case number)
5- City for visa issuance (selected by the student, if Iranian embassy or consulate exists in that city)
6- Telephone number
7- Email address
8- Address

Issuance of Residence Permit

1. two pieces of personal photos

2. Filling out application Form No 2

3. Two copies of your passport ID page (those who have fines)

4. One copy of the page of the exit stamp from the country of origin (those who have fines)

5. One copy of the comprehensive police barcode page (those who have a fine)

6. Original 30-day student visa

7. 20,000 Toman receipt

8. Passport

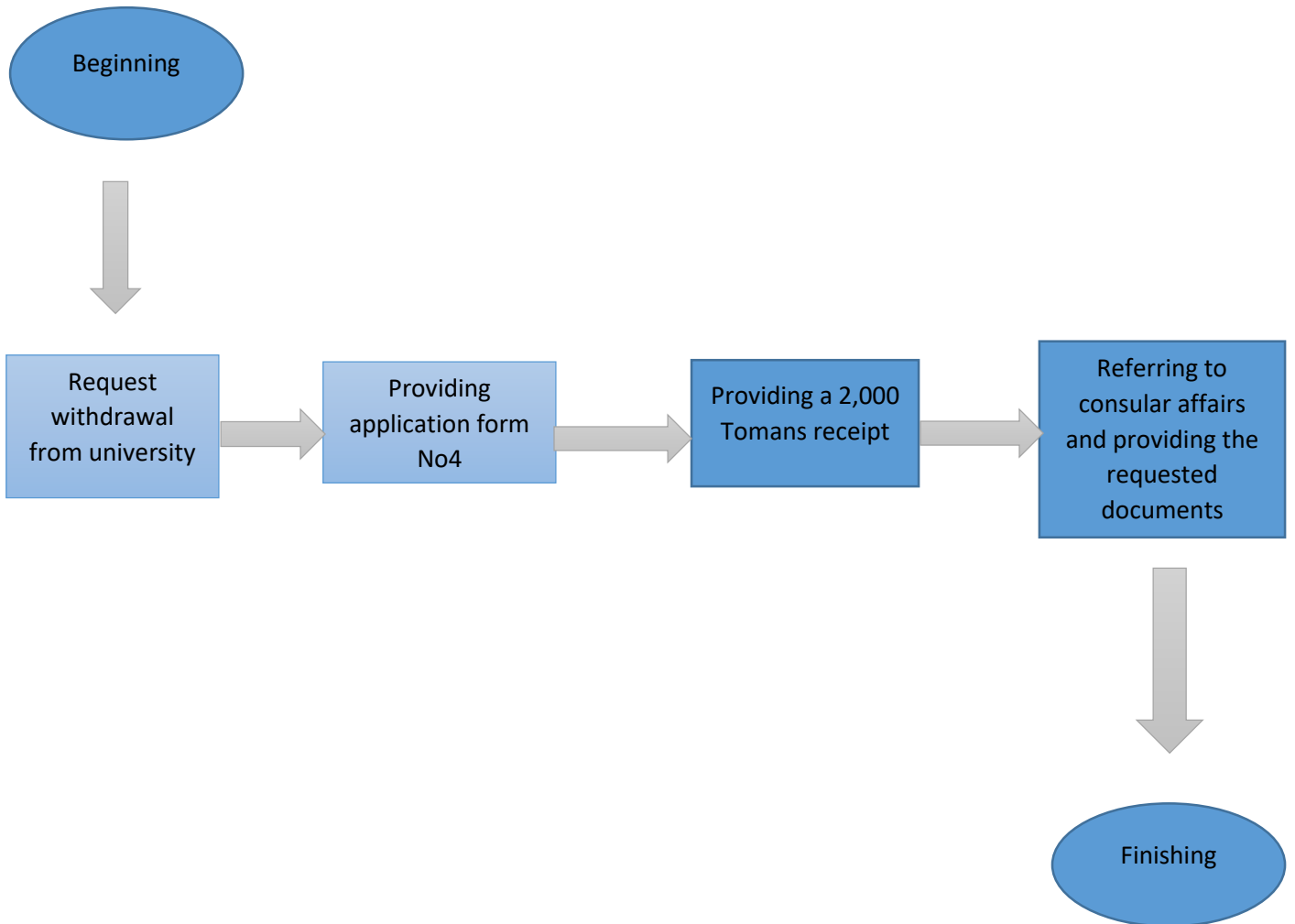9. Student card

Extension of Residence Permit

If your residency is expired, make sure to prepare the following documents:

1. two pieces of personal photos

2. Filling out application Form No 6 (2 pieces)

3. Two copies of your passport ID page

4. One copy of residency stamp page

5. 1 copy of the police barcode page

6. 20,000 Tomans receipt

8. The student Passport

9. Student card

Exit and Re-entry

1. Two pieces of personal photos

 2. Application Form No 4

3. 2,000 Tomans receipt

4. The student Passport

Permanent Exit process

Beginning

Request withdrawal from university → Providing application form No4 → Providing a 2,000 Tomans receipt → Referring to consular affairs and providing the requested documents

Finishing

Permanent Exit

1. Two pieces of personal photos

2. Application Form No 4

3. 2,000 Tomans receipt

4. The student Passport

5. letter of withdrawal or graduation

NOTE:

- **The duration of each of the mentioned procedures is as follows:**

1. Issuance of Residence Permit MAXIMALLY 40 WORKING DAYS

2. Extension of Residence Permit MAXIMALLY 40 WORKING DAYS

3. Exit and Re-entry MAXIMALLY 20 WORKING DAYS

4. Permanent Exit MAXIMALLY 20 WORKING DAYS

- **Please note that <u>the Application Forms</u> must**:

1. Be filled by laptop or computer.

2. write Farsi part on the right and English part on the left.

3. Write the address and phone number accurately (street, alley and number plate).

4. Be signed

- **Exit & re-entry**

Every year the student gets Multiple Exit Re-entry which includes 4 times of departure per Residence Permit.

- Please visit the Consular Affairs Office 25 days before the end of your stay to extend your stay. Otherwise, the university is not responsible for any fines you may be fined (the fine amount is 400,000 Tomans per day).