

Regulations on Admission of Non-scholarship International Students to Alzahra University

October 2015

International Academic Collaborations Office

International Students Administrative Office

Introduction

"Regulations on Admission of Non-scholarship International Students to Alzahra University" are compiled based on the **Bylaw for Non-scholarship International Students Admission to Iranian Universities and Higher Educational Centers** signed by the ministry of Science, Research, and Technology on September 15, 2015, to realize the university visions, pave the way for the presence of gifted women from other countries, and elevate university international status. According to University visions, Alzahra University ranks as first among the comprehensive universities exclusively for women worldwide by the years 2026, presents a model for educated Muslim women who are committed to Islamic values in a vibrant and lively environment, develops research potentials of students, and nurtures their practical expertise.

The current regulations are binding after ratification by Alzahra University Council of International Academic Collaboration.

Article1. Definitions

- 1.1. **International Student:** A female individual who possesses non-Iranian passport and receives Student Visa
- 1.2. **University:** Alzahra University
- 1.3. **Ministry:** Ministry of Science, Research, and Technology; I.R. of Iran
- 1.4. **Teaching Persian Language Center (AZFA):** Alzahra University Center of Teaching Persian Language to Non-Persian Speakers
- 1.5. **Council:** Alzahra University Council of International Academic Collaboration (Council members are selected in accordance with the approved university regulations)

1.6. **Committee:** International Student Admission Committee

Members:

- 1.6.1. Alzahra University Vice-president of Educational Affairs and Post-graduate Studies (Chairman)
- 1.6.2. Director of International Academic Collaborations and Administrator of International Students (Secretary)
- 1.6.3. Dean of Faculty and Department/Branch for related cases
- 1.6.4. Director of University Graduate Programs
- 1.6.5. Head of AZFA Center
- 1.6.6. Director General for University Educational Affairs

NOTICE1. The Committee will have carte blanche in admission of International Students.

1.7. **Administrative Office:** The Administrative Office currently is a division of university International Academic Collaborations office.

Article2. Requirements

2.1. General Requirements

- 2.1.1. The students should obtain the confirmation of Student Affairs Organization approving their legal permission for study in the universities and higher educational centers of I.R of Iran, based on the current regulations.
- 2.1.2. General qualifications of the applicants should be confirmed by the authorities.
- 2.1.3. The applicants are required to possess a non-Iranian valid passport and cannot have Iranian citizenship.

Note1. General qualifications of the international applicants are authenticated and confirmed by the authorities based on the regulations of granting student visa to non-Iranian citizens. To receive more information about these qualifications refer to Alzahra University International Academic Collaborations website.

NOTICE2. Registration process is completed only after providing student passport and student visa.

2.2. Specific Requirements

2.2.1. Applicants must hold High School, Bachelor's or Master's degree certificate and transcript of each level to apply for Bachelor's, Master's, or Doctorate programs respectively.

Note2. The applicants' academic certificate and transcript, issued by the universities in the origin country, must be approved by either the Embassy of I.R. of Iran or official agencies of I.R. of Iran in the origin country and should be submitted along with valid Persian and English translations.

Note3. Those international applicants, who formerly studied in educational institutes of I.R. of Iran, are required to provide authorities with their previous graduation certificate to apply for higher levels.

Note4. Applicants for Post-doctorate program should acquire supervisors' approval to proceed their application process.

Note5. In some certain fields of study (Arts and Physical Education), the applicants are required to pass special practical tests at discretion of related department and faculty members.

2-2-2. The programs are conducted in Persian and English and in case the students are not eligible, they will be introduced to AZFA in order to learn Persian language. The students are interviewed in English to ensure their qualification for attending the programs conducted in English.

Note6. In case of the programs conducted in languages other than Persian, the students are required to pass Persian language courses in the approved centers, simultaneous with their studies.

Note7. The Master and Doctorate programs related to English, French, Arabic, and Russian languages are conducted in the specific language of each program.

NOTICE3. Initial approval of acceptance is not equivalent to registration and does not create any binding obligation for Alzahra University in regard to the accepted students.

NOTICE4. Whenever it is revealed that the applicant is ineligible to study in Alzahra University based on the general and specific regulations stated in this document, the case will be reported to Student Affairs Organization for taking further measures.

ARTICLE3. Required Documents

3.1. Filled-out Application Form being sent via E-mail

3.2. Scanned certified copies of academic documents including:

3.2.1. Certified copy of previous educational documents and transcripts (For more information refer to 2.2)

Note8. The applicants for Master and Doctorate programs should also provide other complementary documents including their resume, research proposal, and recommendation letter.

3.2.2. Valid passport

3.2.3. Recent passport-size photo of the applicant

Note9. Received documents are forwarded to related faculties by the Administrative Office for further investigations and in case the office receives no results regarding the applicants' request in two months, the applicants' dossier will directly be discussed in committee and the members will decide upon the applicants' request.

Note10. If the student is regarded eligible based on the required qualifications, they will be informed of their condition and further they are required to post their documents via fast mail or airmail.

ARTICLE4. Tuition Fees

Non-scholarship International students are not supported financially by Alzahra University and are required to be responsible for all of the expenses, tuition fees, accommodation, and welfare services. Tuition fees for non-scholarship students are determined by the university board of directors.

Note11. In case of available accommodations for international students, they will be introduced to university dormitory upon meeting the costs.

ARTICLE5. Regulations

5.1. Alzahra University requires all international students abide by all educational and disciplinary regulations during their period of study.

5.2. The international students solely are allowed to study in the field they have applied for and in case there is a request by student for changing their field of study, they are required to go through the full admission process once again.

The current regulations are ratified by Alzahra University Council of International Academic Collaboration in 5 Articles, 13 Notes, and 4 Notices, on November 2nd, 2015.



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