After logging into the Student Affairs Organization portal, go to the **Services** tab. From the **Domestic Students Affairs Department** section, select the process **"Cancellation of Free Education Obligation."** (Figure 1)

Figure 1 – Cancellation of Free Education Obligation

After selecting the process, the **"Obligation Cancellation"** form will appear. By selecting the option **"I agree with the stated regulations,"** the remaining sections of the form will be displayed.

In the **"Degree Information for Obligation Cancellation"** section, your academic records related to **public universities** will be displayed. By selecting one record from the table in this section, the following fields in the **"Academic Degree Information"** section will be automatically populated:

- Degree level
- University type
- Name of the university attended

You must then complete the remaining fields:

- Field of study
- Academic status
- Academic group
- Start date of study
- Graduation/end date of study

Entering the **student number** is optional.

Please note that **the issuance of the graduation certificate and academic transcripts is conditional upon clearing any Student Welfare Fund loans and completing the cancellation of the free education obligation.**

In the **"Academic Semester"** section, based on the start and end dates of your studies, the related semesters will be retrieved automatically, and you must specify their status.

Also note that in the **"Obligation Cancellation"** section, completing the **type of request** field is mandatory. (Figures 2 and 3)

Figure 2 – Rules and Regulations

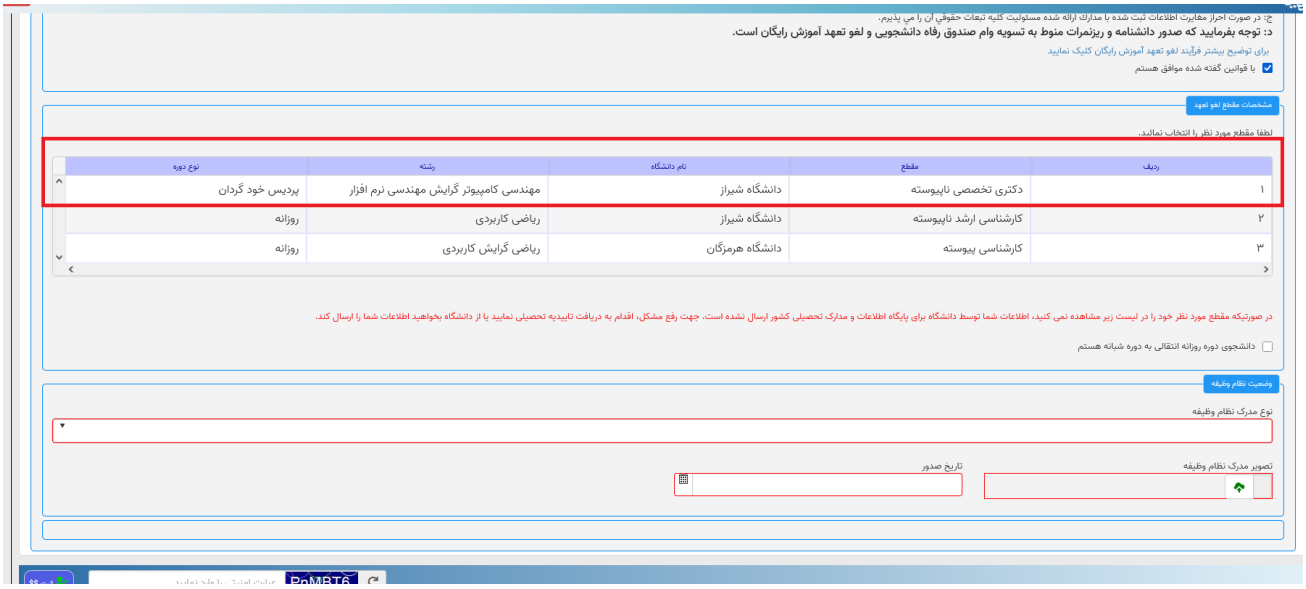

Figure 3 – Degree Information for Obligation Cancellation

Complete your academic information and upload the required documents. (Figure 4)

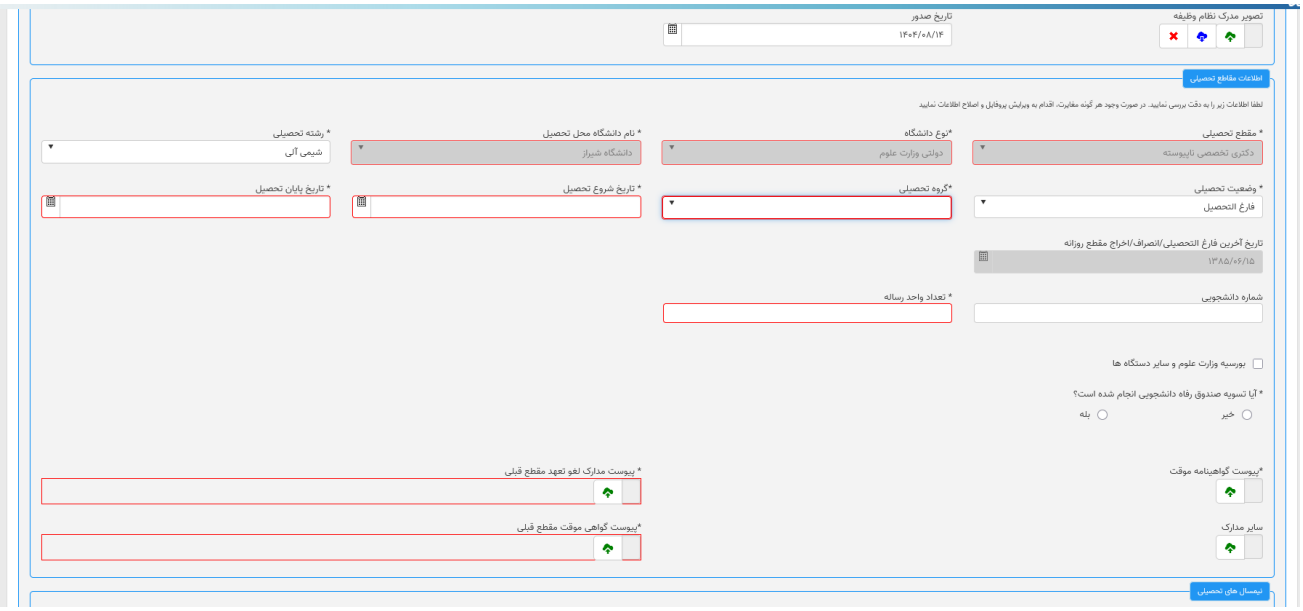

Figure 4 – Academic Degree Information

Note: If your academic status is **not "Graduated,"** the only available option for request type will be **"Payment."**

After selecting **Payment**, your request will be reviewed by the relevant university, and the payable amount will be determined. (Figure 5)

Figure 5 – Payment

If you select the **Payment** option and you have previously made payments during your studies for free education, you must enter the relevant information in the **"Payment Details During Study for Free Education in This Degree"** section.

Note that **entering at least one record in this table is mandatory.** (Figure 6)

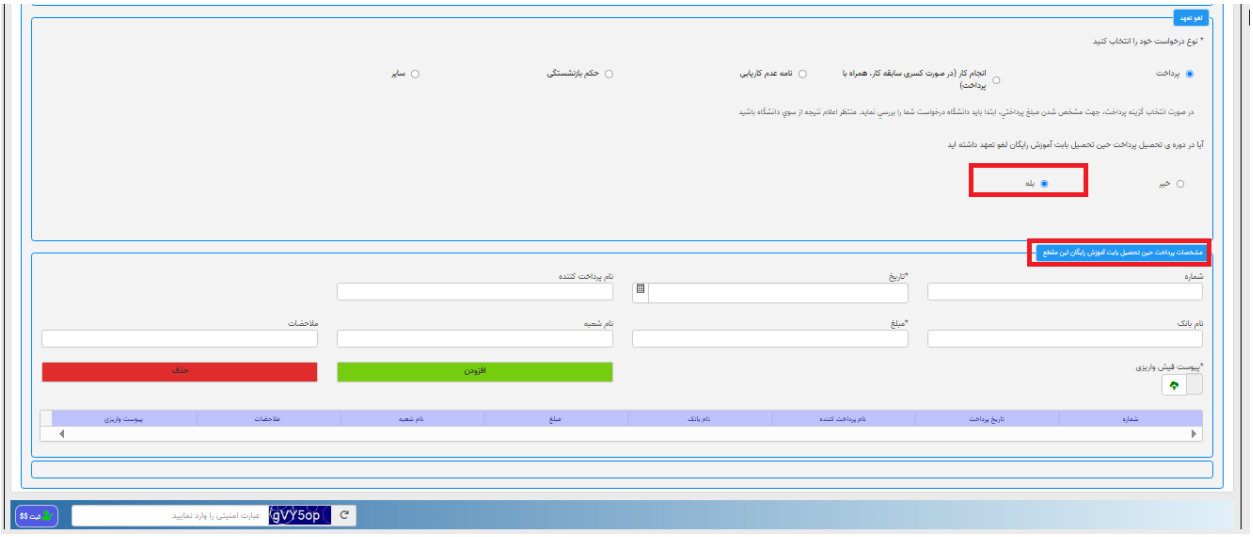

Figure 6 – Payment Details

If you select the option **"Work Commitment (with payment in case of insufficient work record)"**, the following message will appear and you must select **"I have read the above text."**

Then, in the work section, complete the requested information. After filling in the fields, click **"Add"** to insert a record into the table.

Note that **at least one record must be entered in this section.** (Figure 7)

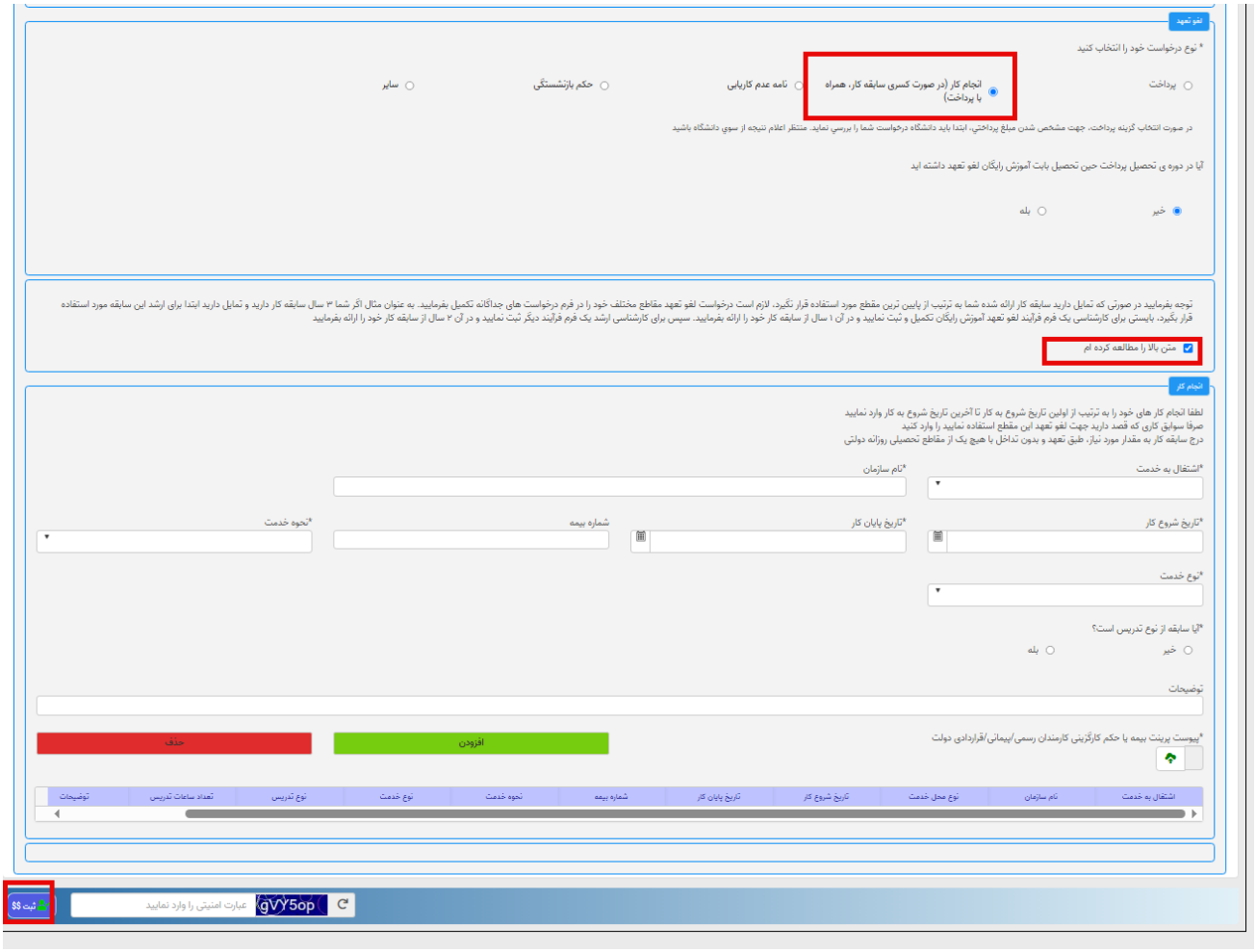

Figure 7 – Work Commitment

If you select **"Non-Employment Certificate,"** the **"Ministry of Labor Letter"** section will appear. You must choose one of the following options:

- I have a non-employment certificate from the provincial Labor Office
- I have registered an electronic job search request in the Ministry of Labor job search system

If you select **"I have a non-employment certificate from the Labor Office,"** you must complete all fields marked with an asterisk. (Figure 8)

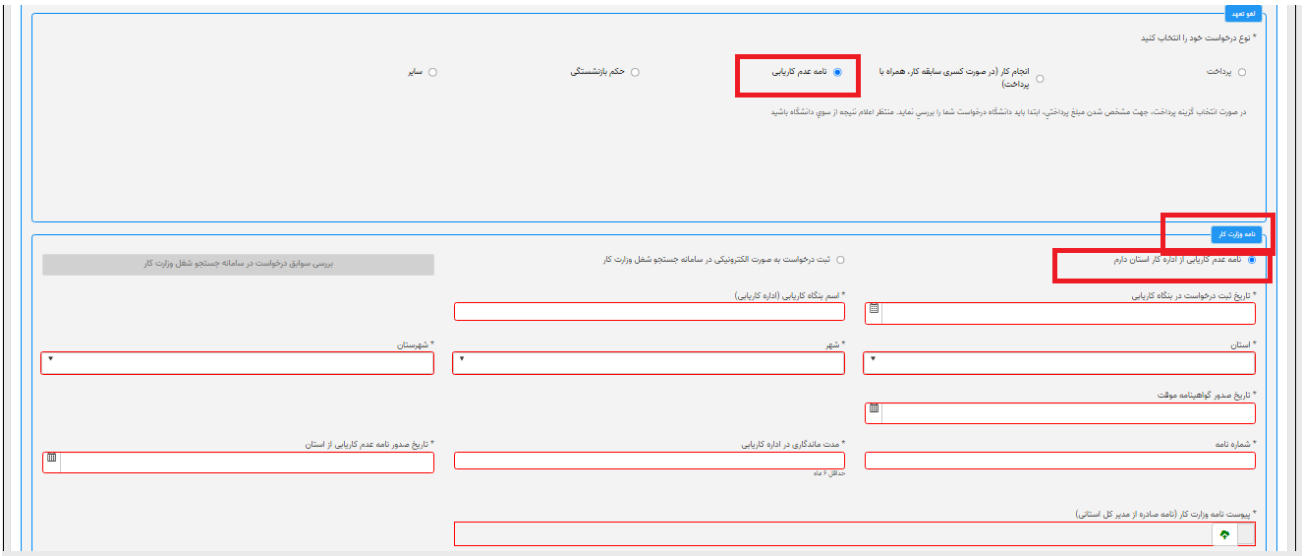

Figure 8 – Non-Employment Certificate

If you select **"Retirement حکم (Retirement Decree),"** you must fill in the required starred fields in the **Retirement** section and then click **"Submit."** (Figure 9)

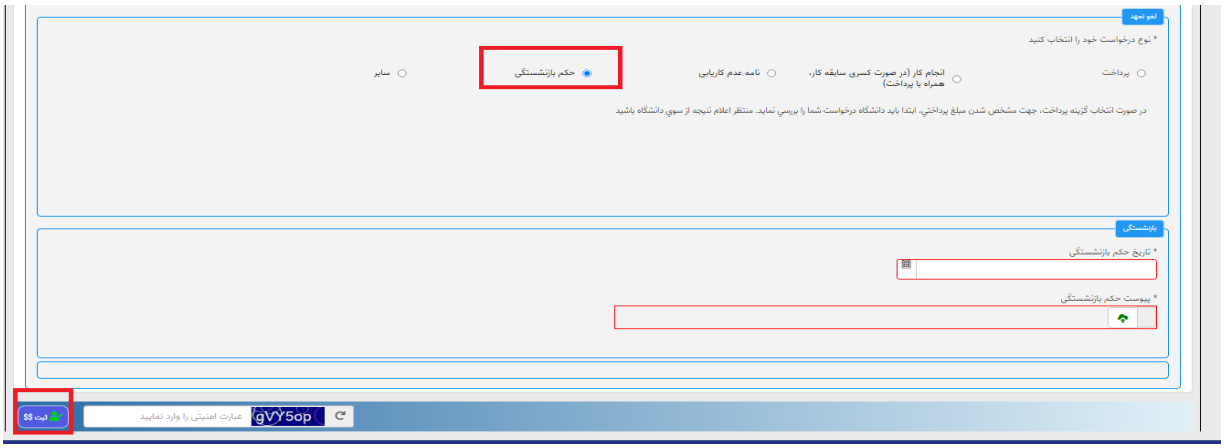

Figure 9 – Retirement Decree

If you select **"Other,"** the **Other** section will appear and you must choose one of the following:

- Inability to work
- Applicant's death certificate
- Medical commission

If you select **"Inability to work,"** complete the required fields and click **"Submit."** (Figure 10)

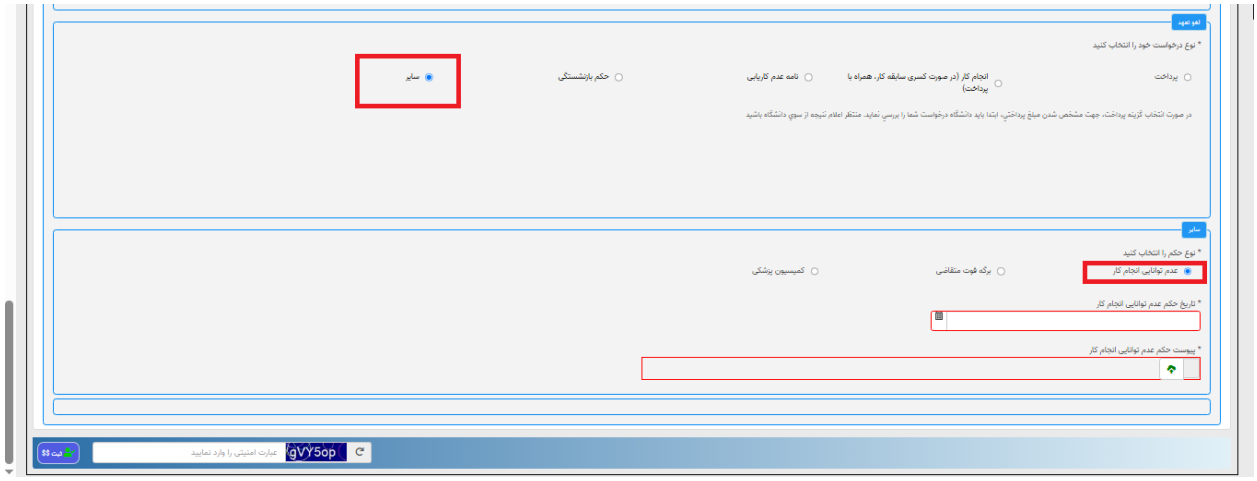

Figure 10 – Other

If you select **"Applicant's death certificate,"** complete the required fields and click **"Submit."** (Figure 11)

Figure 11 – Applicant's Death Certificate

If you select **"Medical commission,"** complete the required fields and click **"Submit."** (Figure 12)

Figure 12 – Medical Commission

After submitting the request, you can track its status in your **dashboard (cartable)**.

If the payment amount is approved by the university, the request will appear in your dashboard and the payable amount will be displayed in the **"Description"** section. (Figure 13)

By clicking the **"Tracking Number"** link, the obligation cancellation form will be displayed. (Figure 13)

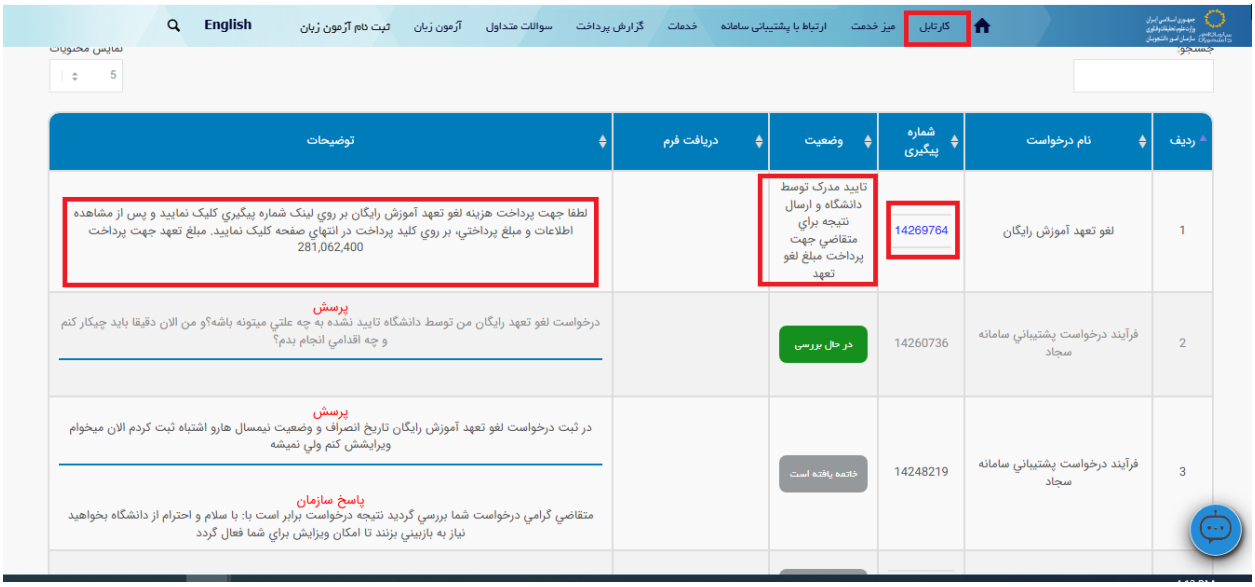

Figure 13 – Applicant Dashboard

Please note that after clicking the **Payment** button, the following message will appear. **Do not click the close (×) button.** Wait until you are redirected to the payment gateway. (Figure 14)

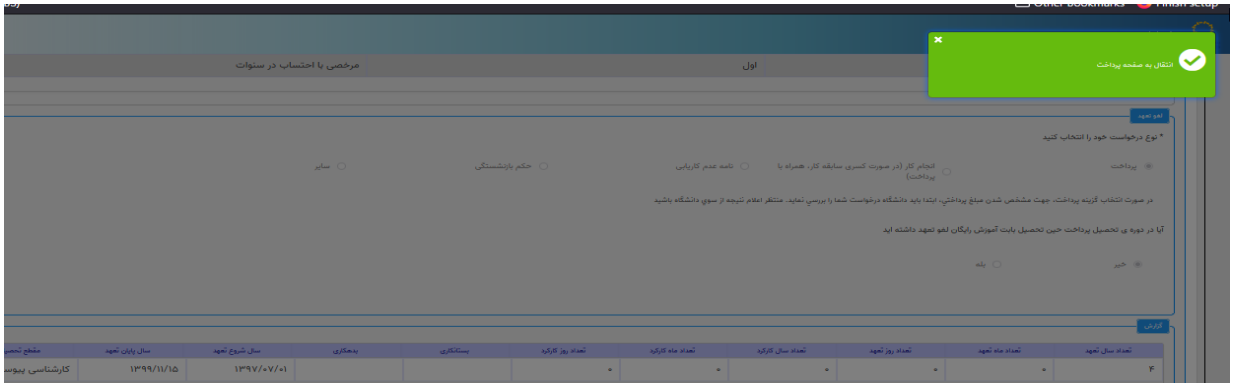

Figure 14 – Redirect to Payment Page

The bank payment gateway will then appear. You must enter your **bank card information** to complete the payment. (Figure 15)

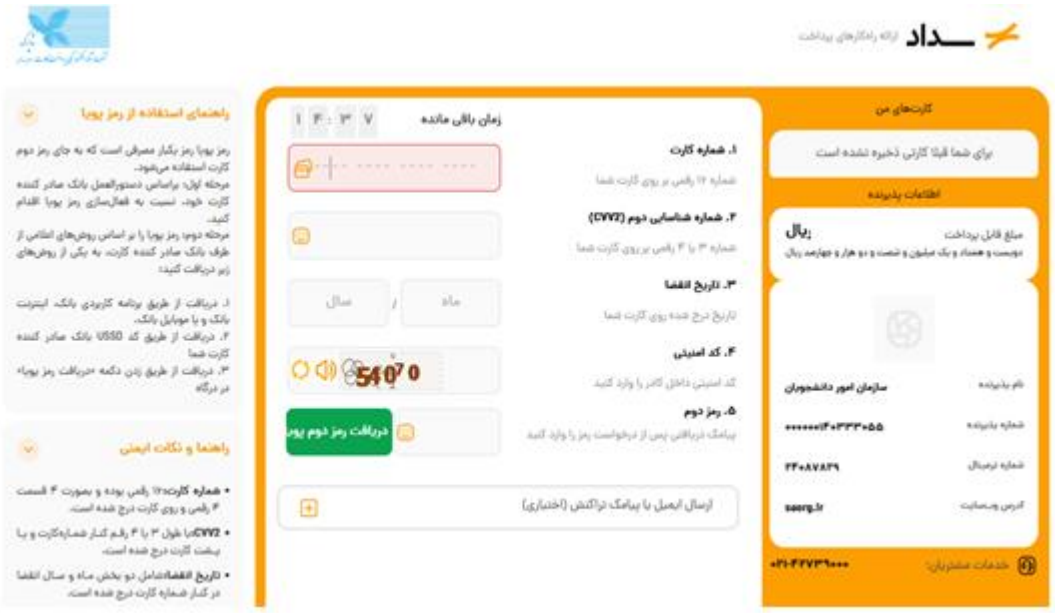

Figure 15 – Payment Gateway

If the status of your request in the dashboard is **"Needs Review,"** you must read the **description**, click on the **Tracking Number**, and edit the obligation cancellation form accordingly. (Figure 16)

Figure 16 – Needs Review

After clicking the **Tracking Number**, the **Free Education Obligation Cancellation Request Form** will be displayed. You can edit all sections of the form.

After completing the edits, you also have the option to **withdraw the request** at this stage. By selecting **"Withdraw,"** your request will be terminated and the cancellation letter will not be issued.

If you wish to continue with the request, select **"Submit."** Your request will be sent again to the relevant university for review. (Figure 18)

Once your request is approved, you can return to your **dashboard** and download the **"Free Education Obligation Cancellation Letter"** from the **Description** section. (Figure 17)

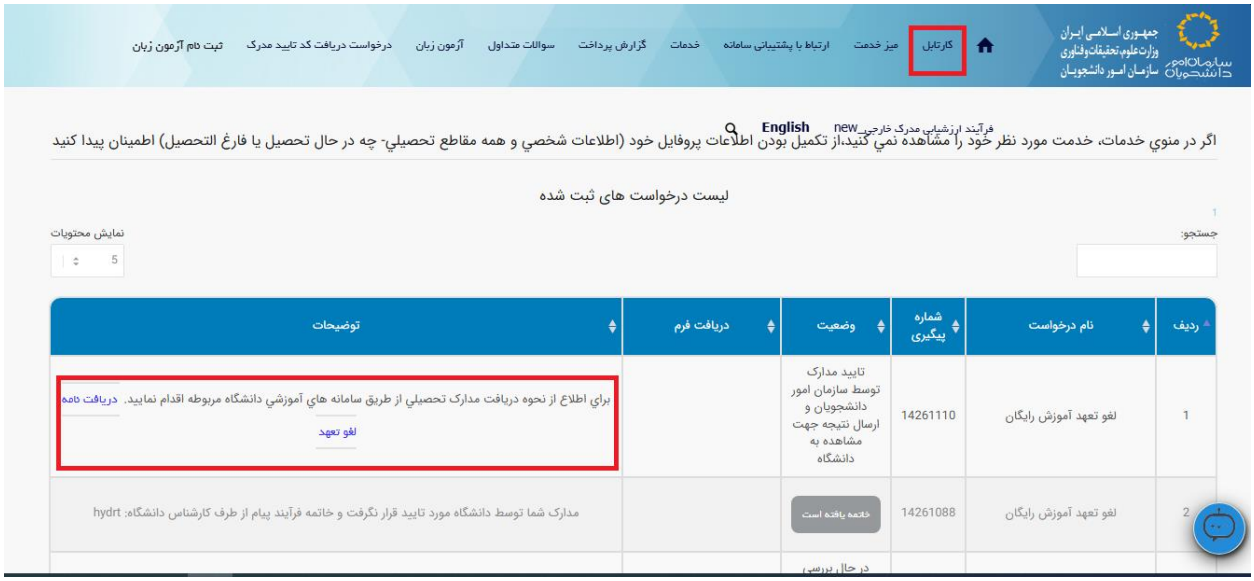

Figure 17 – Download Obligation Cancellation Letter

بسمه تعالی

وزارت علوم، تحقیقات و فناوری

جمهوری اسلامی ایران
وزارت علوم، تحقیقات و فناوری

سازمان امور دانشجویان

نام و نام خانوادگی صاحب مدرک:	خانم/ آقای	جهت استعلام مدرک به آدرس زیر مراجعه کنید http://portal.saorg.ir/inquiry?code=۱٤۰٤۲٦۱٤۳٤۹۰٦۹٤۰۱۵۹۹
کد ملی :	۱	
نوع مدرک و مقطع تحصیلی:	نامه لغو تعهد - کارشناسی پیوسته	
:تاریخ تایید نهایی	۱۴۰۴/۰۱/۱۷	شماره فرآیند: '

کد پیگیری
۰۳۲۵۷۸۶۳۰۱

بدین وسیله اعلام می گردد خانم/ آقای ، ـ ـ ا کد ملی ارغ التحصیل ـره کارشناسی پیوسته رشته جغرافیا گرایش گرایش ندارد از دانشگاه رازی - کرمانشاه پذیرفته شده سهمیه ، ـ آموزش رایگان داشته اند. با توجه به موارد ذیل لغو تعهد خدمت نامبرده انجام شد.

نوع لغو تعهد خدمت آموزش رایگان : نامه عدم کاریابی ،

وضعیت نظام وظیفه : تاریخ شروع خدمت: تاریخ پایان خدمت: تاریخ صدور کارت:

جدول انجام کار ـ سوابق کار	شرح	روز	ماه	سال
از تاریخ	تا تاریخ	۰	۰	۰

توضیحات : برای اطلاع از نحوه دریافت مدارک تحصیلی از طریق سامانه های آموزشی دانشگاه مربوطه اقدام نمایید.