Last Revision Date: **2026-05-13**	**Instructions for Student Assistant Application**	
Document Version: 1	**Integrated Portal of the Student Affairs Organization (SAJAD)**	

Dear Applicants, please access the Student Affairs Organization portal, select the "General Directorate of Scholarships and Student Dispatch" from the services menu, and click on "Student Assistant" to register your request. (Image 1)

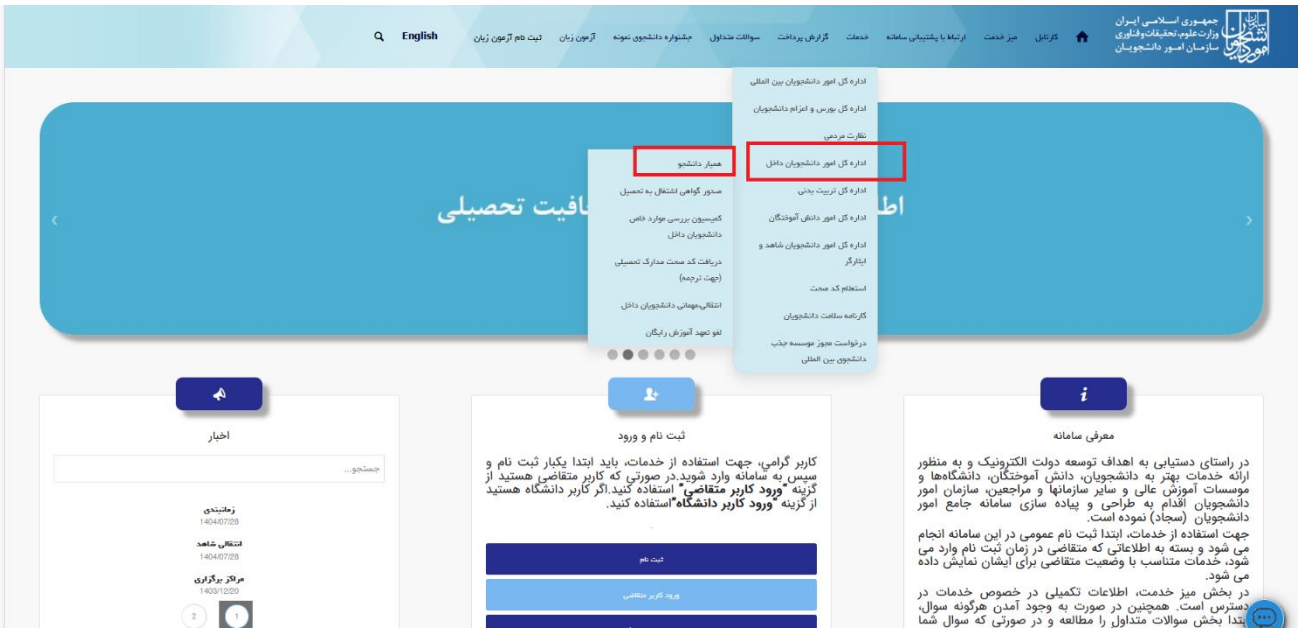

Image 1 - Student Assistant Request

Upon selecting the Student Assistant process, the system will display the rules and educational information page for the Student Assistant form. After reading the regulations, select the option

"I agree to the stated rules" to proceed to the request information section. (Image 2)

Image 2 - Rules and Regulations

In the "Request Information" section, proceed to complete the required fields. After filling in the information, you must select the checkbox: "I commit that I have not had two or more probationary semesters in my current level of study." (Image 3)

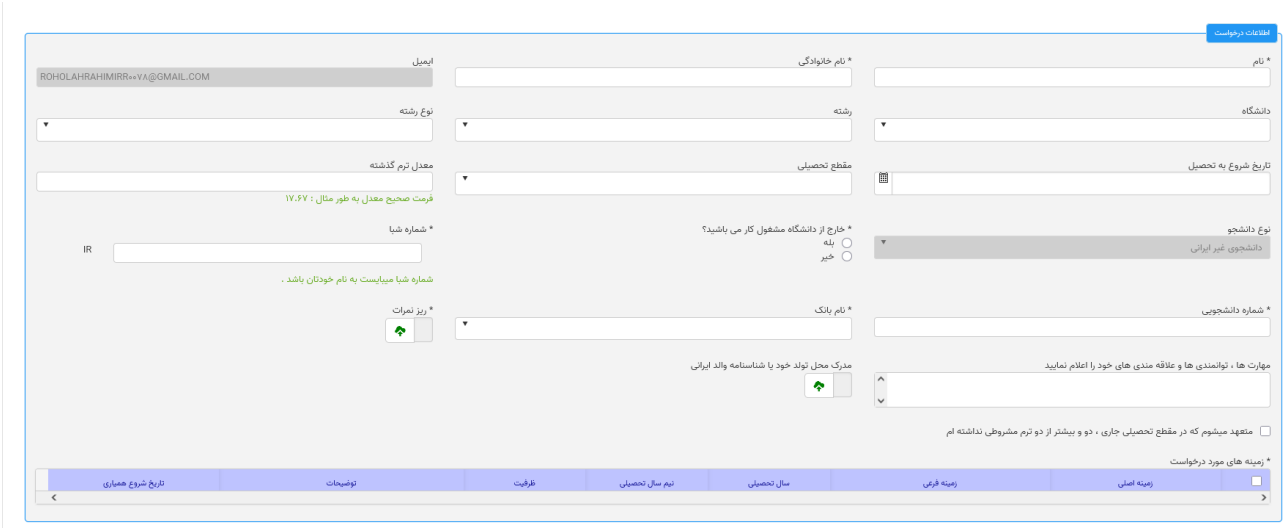

Image 3 - Request Information

Next, you must select your desired field in the "Requested Field" section. (Please note that you can select a maximum of two fields). (Image 4)

Image 4 - Requested Field

In the "Attachments" section, if you meet any special criteria (e.g., married, has children, witness, veteran, etc.), please complete the relevant information. After filling out all details, click the "Submit" button to finalize your request. (Image 5)

Image 5 - Attachments

Important Notices:

- Notice 1: If the request is not submitted within the time period specified by the university, the Student Assistant registration process will be unavailable.

- Notice 2: If, upon initiating the request, a query is sent to the Ministry of Science and no current academic level is found for the applicant, the student must contact their respective university to ensure their academic information is sent to the Ministry of Science.

- Notice 3: If the query from the Ministry of Science's portal shows that the student does not have an active academic level, registration for the Student Assistant process is not possible.

- Notice 5: For graduate students (Non-continuous Master's and PhD), completing one semester is not a prerequisite for applying as a Student Assistant.

- Notice 6: To apply, the minimum GPA for the previous semester must be 14 for Associate and Bachelor's (continuous and non-continuous) degrees, and 15 for graduate, professional doctorate, and PhD levels.

- Notice 7: To apply, the minimum cumulative GPA must be 14 for Associate and Bachelor's degrees, and 15 for graduate, professional doctorate, and PhD levels.

- Notice 8: International students born in the Islamic Republic of Iran or those with at least one Iranian parent are eligible to serve as Student Assistants. Other international students may serve subject to the approval of the university's International Affairs Office.

- Notice 9:* Students may apply for the Student Assistant position during the summer, subject to the approval of the institution's Student Affairs Vice-Presidency.

*** -Notice 10 :A student cannot work as a Student Assistant in two different departments simultaneously.**

-Notice 11 :If a student has previously applied and the university's responsible official rejected the request using the reason "Failure to meet initial requirements," the student will not be eligible to re-apply during the next specified period.

-Notice 12 :If a student's previous request was rejected by the university official due to "Lack of academic eligibility" and/or "Lack of disciplinary eligibility," the student is ineligible to apply for that specific academic level.

-Notice 13 :Students are permitted to submit one request per semester.

-Notice 14 :If the student profile data retrieved from the Ministry of Science's portal is incomplete, the student must first complete their profile in the "Student Affairs Organization" system before submitting the request.

-Notice 15 :All fields in the "Request Information" section must be completed by the student themselves if they are a non-Iranian student.

-Notice 16 :For the Student Assistant registration process, the student's current academic

level information is retrieved directly from the Ministry of Science system.