Last Revision Date: **۲۰۲۶-۰۵-۱۳**	**Instructions for the Special Cases Commission for Domestic Students**	
Document Version: ۱	**Integrated Portal of the Student Affairs Organization (SAJAD)**	

Dear Applicants, please access the Student Affairs Organization portal, select "General Directorate of Domestic Student Affairs" from the services menu, and click on "Special Cases Commission for Domestic Students" to register your request. (Image ۱)

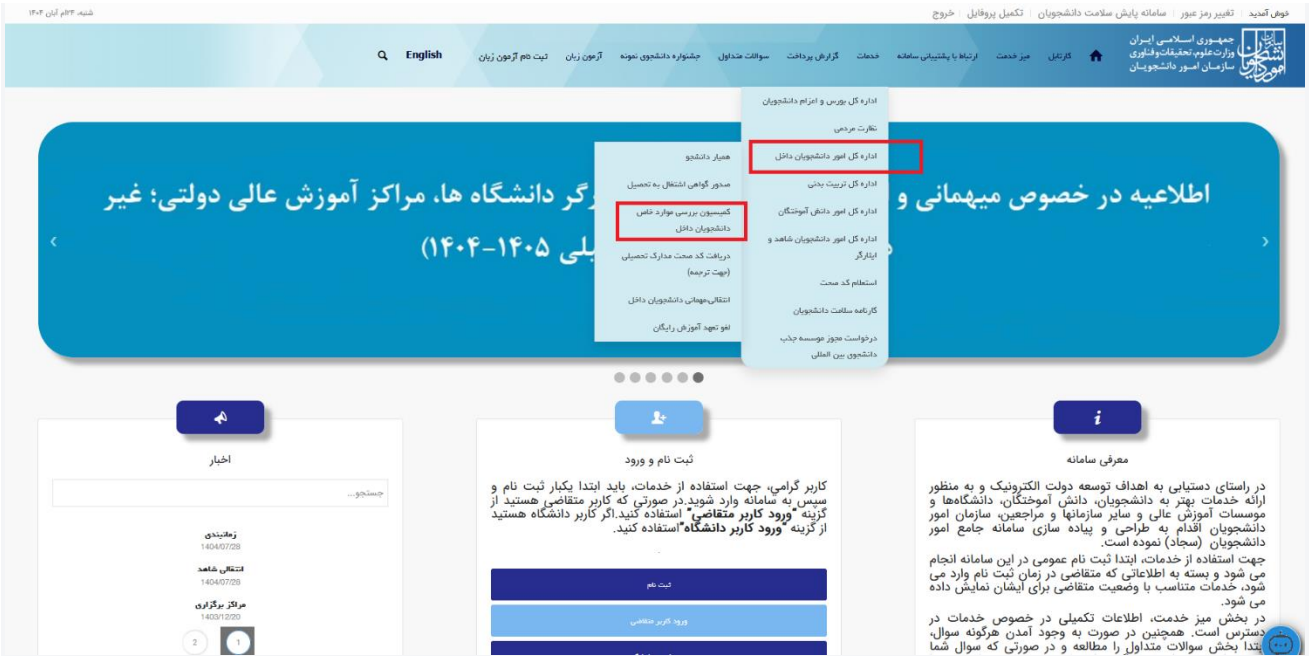

Image ۱ - Special Cases Commission for Domestic Students

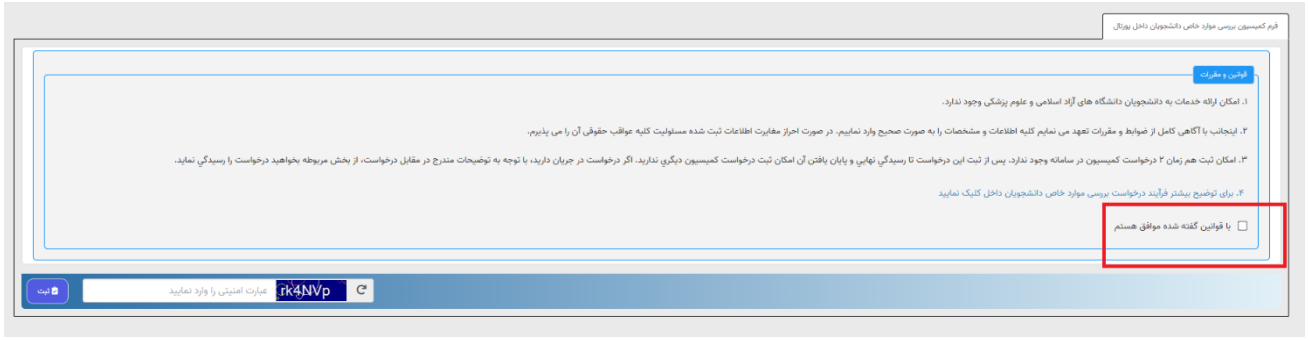

Image ۲ - Rules and Regulations

Upon entering your Student ID, the fields for "Academic Level," "Field of Study," "University Name," "Academic Status," "Start Date of Studies," and "GPA" will be automatically retrieved. You are then required to complete the "Veteran Status" and "Thesis/Dissertation" fields. Please note that you can only select one academic level. Selecting more than one level will trigger a related error message (Image ۳).

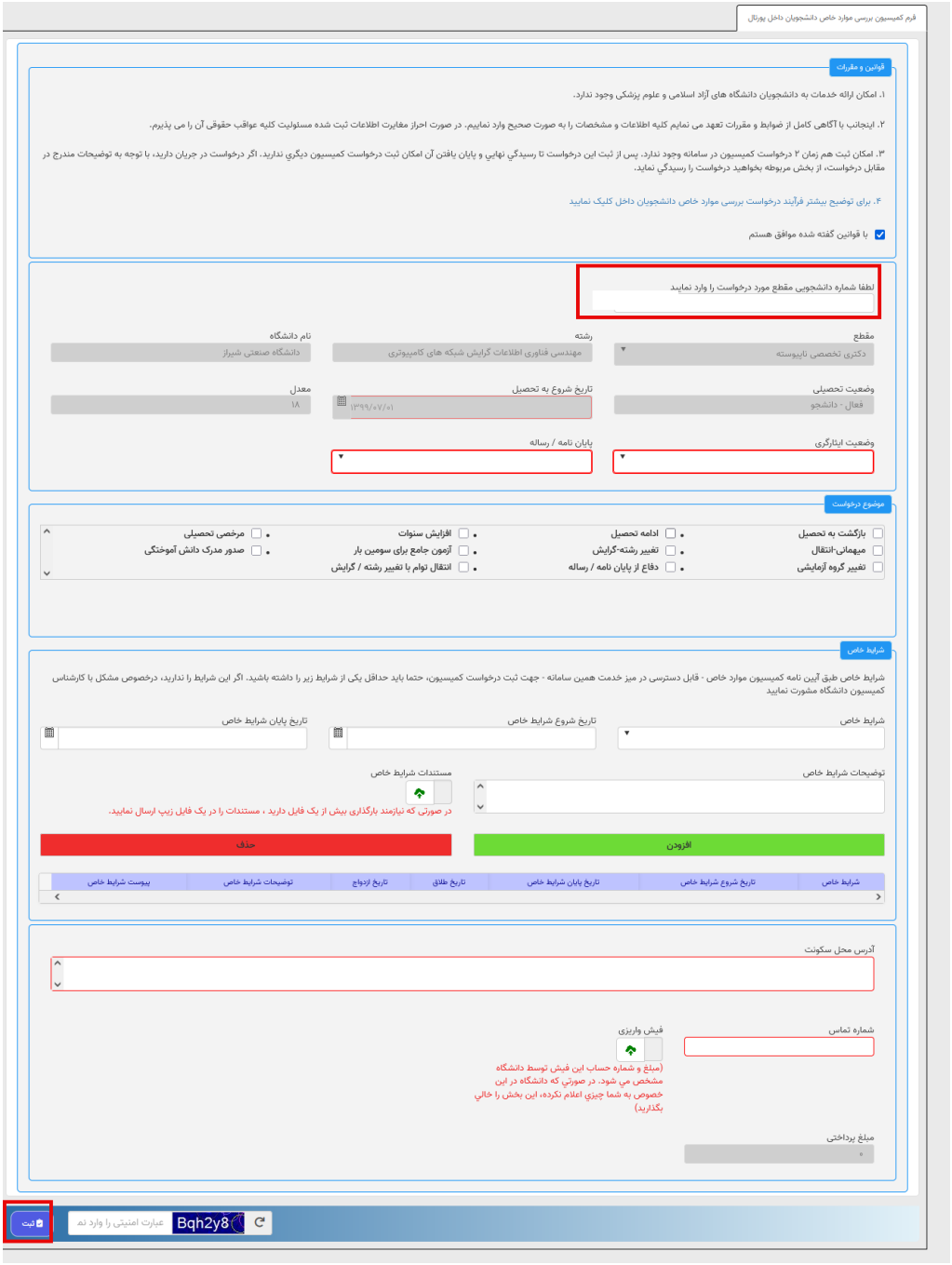

Image ۳ - Student ID and Academic Level

Select "I agree to the stated rules," then click the "Next" button to display the Special Cases Commission form for domestic students. (Image ۲)

If you select a "Guest/Transfer Request," you must provide the details of the destination university. Afterward, enter the security code and click the "Submit" button. (Image ٤)

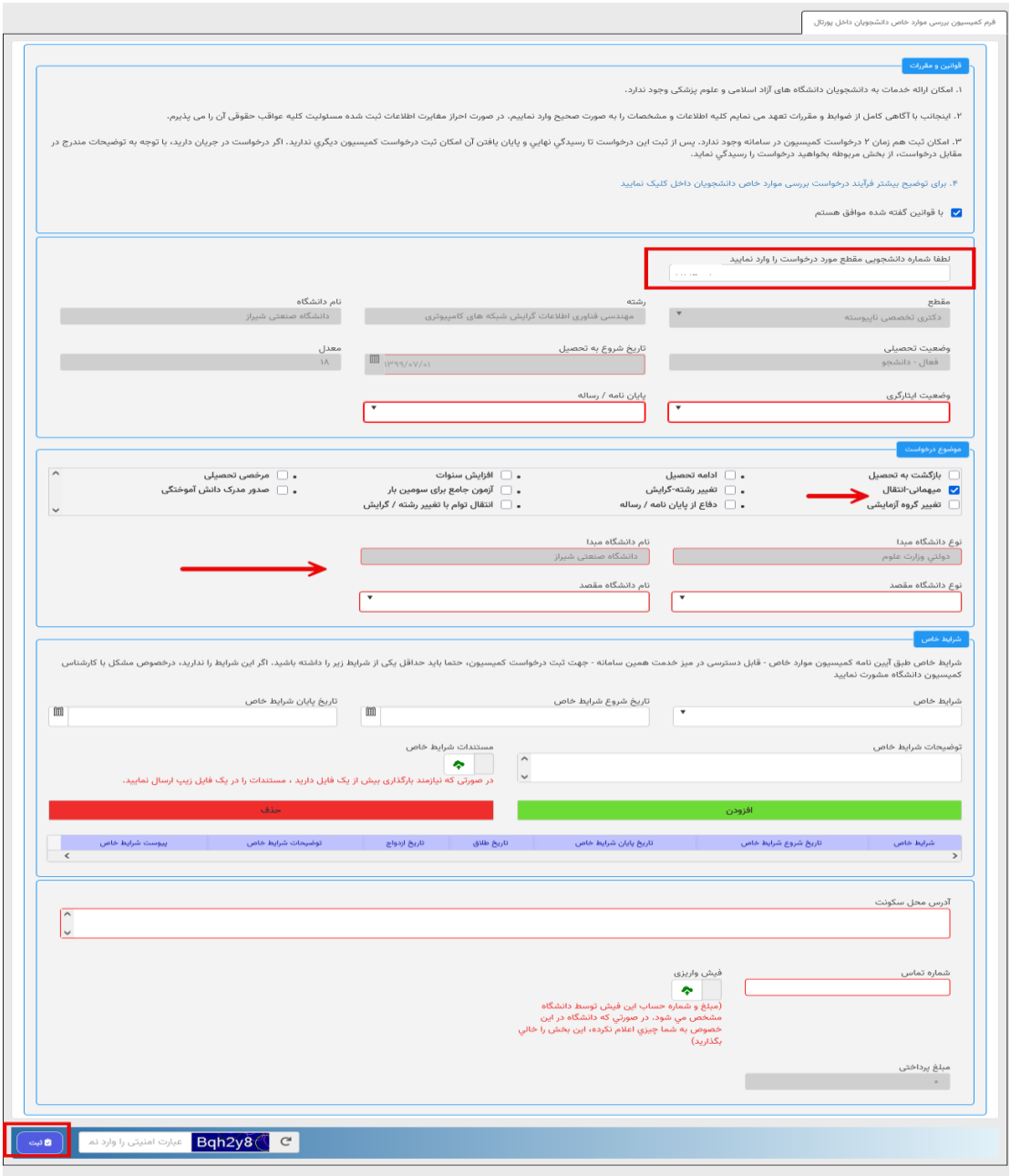

Image ٤ - Guest/Transfer Request

Upon successful submission, the system will provide you with a tracking code. (Image ۵)

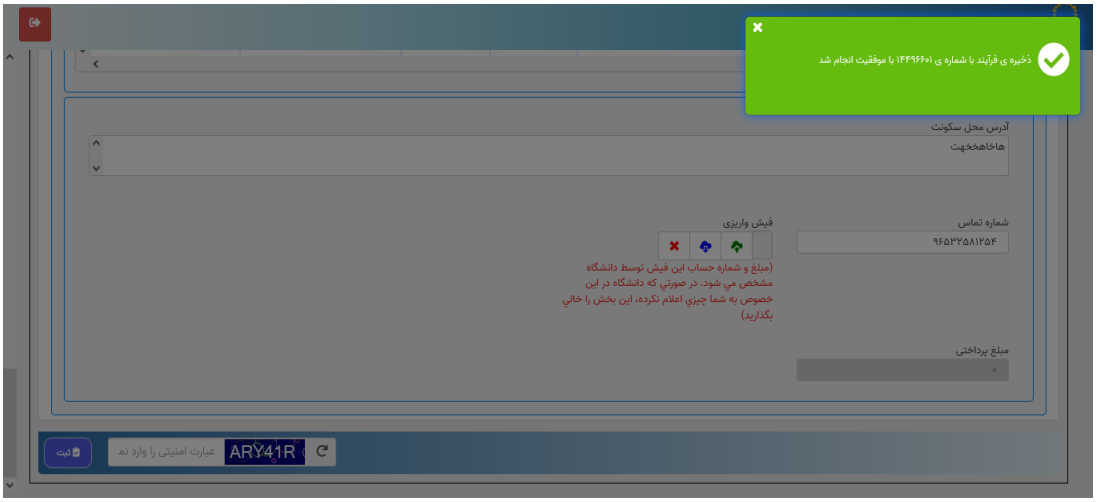

Image ۵ - Tracking Code

Once you receive the message to refer to the portal, proceed to check your status. Select the "Personal Dashboard" (Kar-tabal) from the Student Affairs Organization portal menu. (Image ٦)

Image ٦ - Personal Dashboard

Depending on the progress of the process, your request will appear in your dashboard under various headings. In each stage, you can view the status of the relevant process. Enter your tracking code in the search field and follow the provided instructions to proceed. Then, click on the tracking number. After performing the requested operations, answer the security question and click "Submit."

During the university official's review stage, if the request was submitted in error or if you intend to cancel the request for any reason, click on the tracking code, select the "Withdraw" option, and click "Update" to cancel the request.

Process Stages:

۱. Review by University Educational Official: If the request is in the university educational official's dashboard, you can monitor the status by entering your tracking code in the search field. (Image ۷)

Image ۷ - Review by University Educational Official

۲. Request for Revision: If the request has been reviewed by the university official and requires editing. (Image ۸)

جمهوری اسلامی ایران
وزارت علوم، تحقیقات و فناوری
سازمان امور دانشجویان
کارتابل
میز خدمت
ارتباط با پشتیبانی سامانه
خدمات
گزارش پرداخت
سوالات متداول
جشنواره دانشجوی نمونه
آزمون زبان
درخواست دریافت کد تایید مدرک
اگر در منوي خدمات، خدمت مورد نظر خود را مشاهده نمي کنيد،از تکميل بودن اطلاعات پروفايل خود (اطلاعات شخصي و همه مقاطع تحصيلي- چه در حال تحصيل يا فارغ التحصيل) اطمينان پيدا کنيد
English
فرآیند ارزشیابی مدرک خارجی new
ثبت نام آزمون زبان
لیست درخواست های ثبت شده
جستجو:
نمایش محتویات
10
ردیف
نام درخواست
شماره پیگیری
وضعیت
دریافت فرم
توضیحات
1
کمیسیون بررسي موارد خاص دانشجویان داخل
14513886
نیاز به اصلاح توسط دانشجو
متقاضي گرامي لطفاً جهت ويرايش اطلاعات درخواست خود روي کد پيگيري درخواست کليک نموده و اطلاعات خود را ويرايش کنيد و در پايان دکمه به روز رساني را فشار دهيد. لازم به ذکر است اطلاعات مربوط به پروفايل در داخل درخواست قابل ويرايش نيست
متقاضي محترم فرآيند شما از طرف کارشناس کميسيون دانشگاه مقصد نياز به بازبيني دارد اصلاح مدارک
2
کمیسیون بررسي موارد خاص دانشجویان داخل
14496601
خاتمه یافته است
فرآیند خاتمه یافته است
3
کمیسیون بررسي موارد خاص دانشجویان داخل
14483864
خاتمه یافته است
فرآیند خاتمه یافته است

Image ۸ - Revision Required

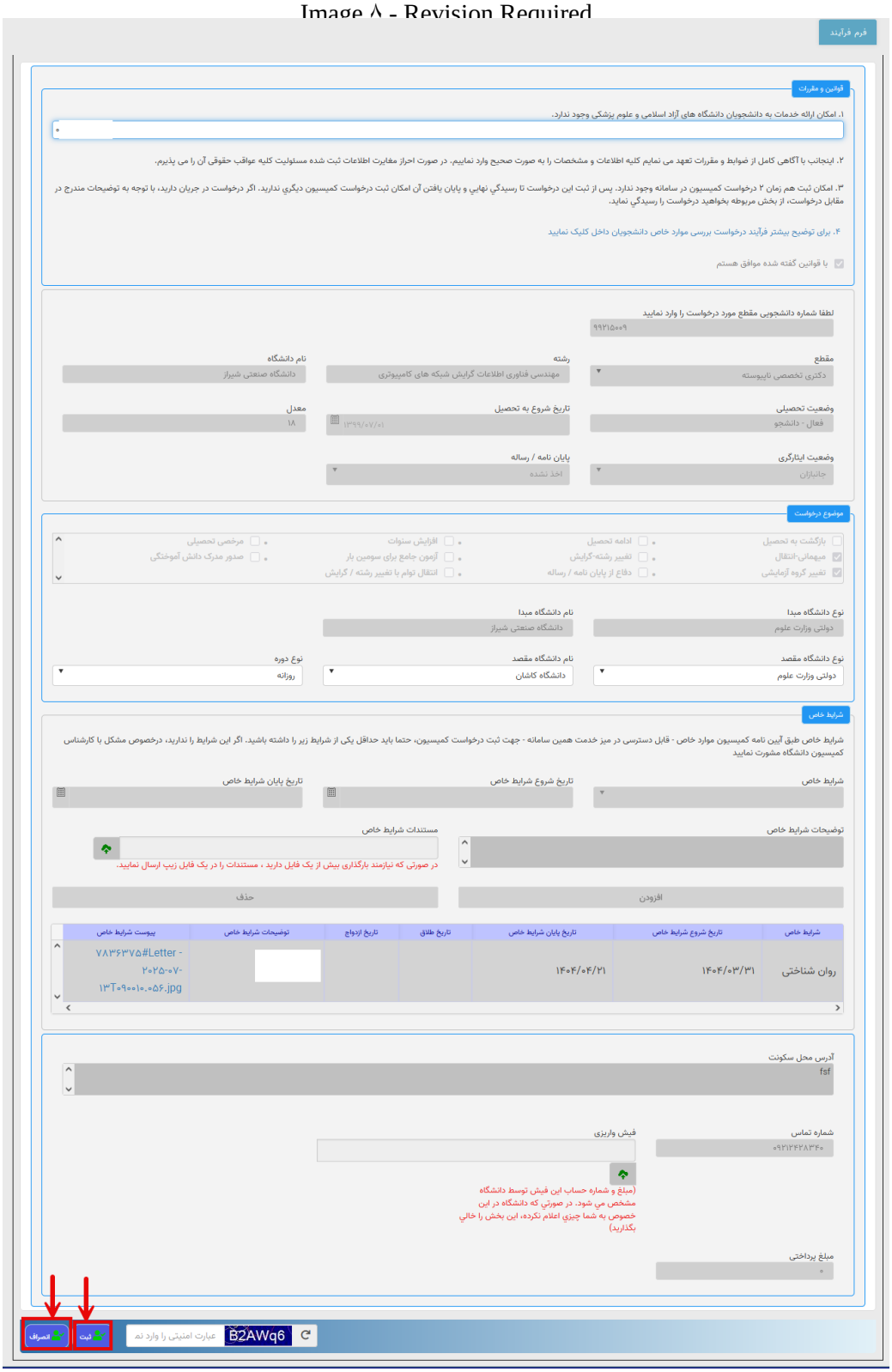

Image ۹ - Update

۳. Approval by Educational Official: If the university educational official approves the request (during the initial review of the applicant's request and documents), the request will move to the University Commission Official's dashboard. You can monitor the status by entering your tracking code in the search field. (Image ۱۰)

۴. ❋Return for Revision: If the University Commission Official returns the request to the applicant for information correction, it will appear in your dashboard. Enter your tracking code in the search field to view the status. Proceed to edit the required information as specified in the "Comments/Description" section. After editing, answer the security question and click "Submit." (Image ۱۱)

If the University Commission Official approves the request, it will move to the University Commission Secretary's dashboard. You can monitor the status by entering your tracking code in the search field. (Image ۱۲)

۵. Approval by Commission Secretary: If the Commission Secretary approves the request, it will return to the University Commission Official's dashboard. You can monitor the status by entering your tracking code in the search field. (Image ۱۳)

۶. Final Decision by Official: Once the Commission Official issues a decision, the result will be displayed in the "Comments" column, and the process will be concluded. (Image ۱٤)

۷. Provincial Council Review: If the Commission Official does not make a decision at this stage, the process will proceed to the Provincial Council for review. Prior to the Provincial Council review, you must enter your personal dashboard, access the relevant process, and pay the required fee. (Image ۱٥)

By selecting the tracking code link and clicking "Update," you will be redirected to the bank to complete

the payment. (Image ۱٦)

Image ۱۰ - Approval by University Educational Official

Image ۱۱ - Request Sent Back to User for Revision

Image ۱۲ - Approval by University Commission Official

Image ۱۳ - Approval by Commission Secretary

Image ۱٤ - Decision Registered by University Commission Official

Image ۱۵ - Payment of Provincial Council Review Fee

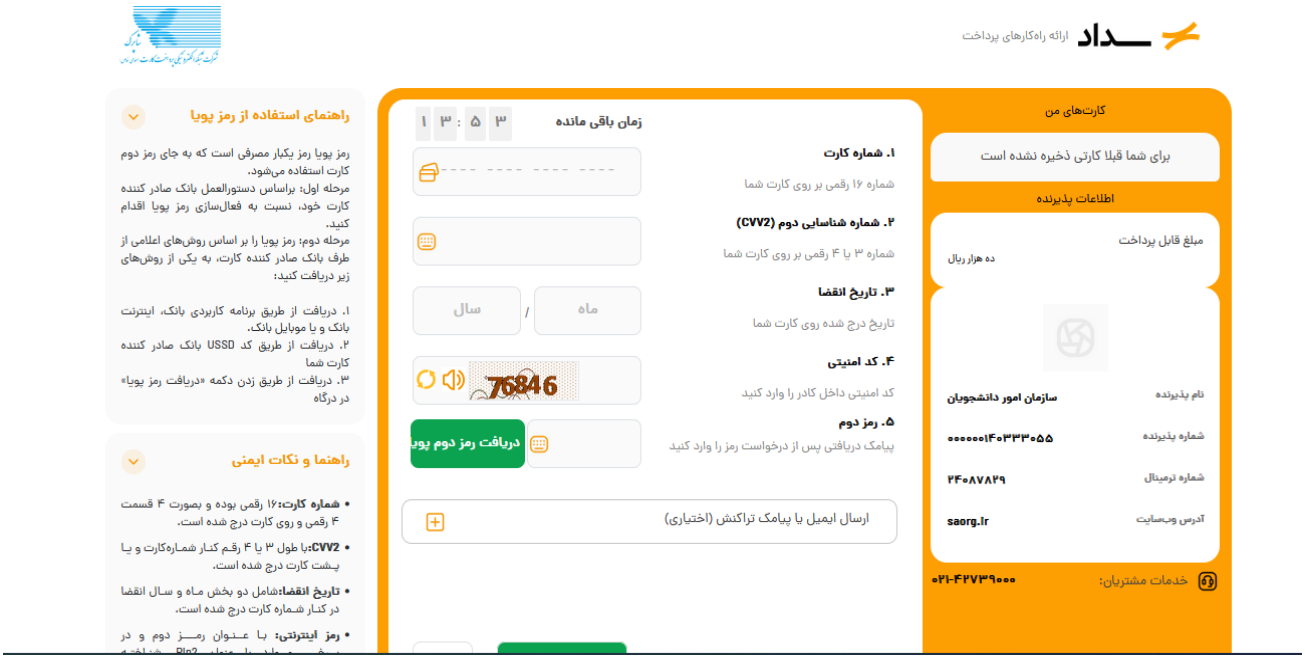

Image ۱۶ - Payment Gateway

In the event of a problem during the payment process, the following message will be displayed to you. (Image ۱۷)

Image ۱۷ – Unsuccessful Transaction

۸. After the fee is paid, the request will enter the Provincial Council Expert's portal. You can monitor the status of your request by entering your tracking code in the "Search Process" section. (Image ۱۸)

Image ۱۸ – Successful Payment

Once approved by the Provincial Council Expert, the request will move to the Provincial Council Secretary's portal. You can track the status by entering your tracking code in the "Search Process" section. (Image ۱۹)

Image ۱۹ – Approval by Provincial Council Expert

۹. After approval by the Provincial Council Secretary, the request will enter the Provincial Council Expert's

portal again. You can track the status by entering your tracking code in the "Search Process" section. (Image ۲۰)

Figure 20 - Acceptance