Last Revision Date: **2026-05-13**	**Issuance of employment certificate for Iranian students studying abroad**	
Document Version: 1	**Integrated Portal of the Student Affairs Organization (SAJAD)**	

Dear applicants, please access the **Student Affairs Organization portal**, go to the **Services** tab, select the **General Office of Scholarships and Student Dispatch**, and click on **Issuance of Certificate of Enrollment for Students Abroad** to submit your request. (Figure 1)

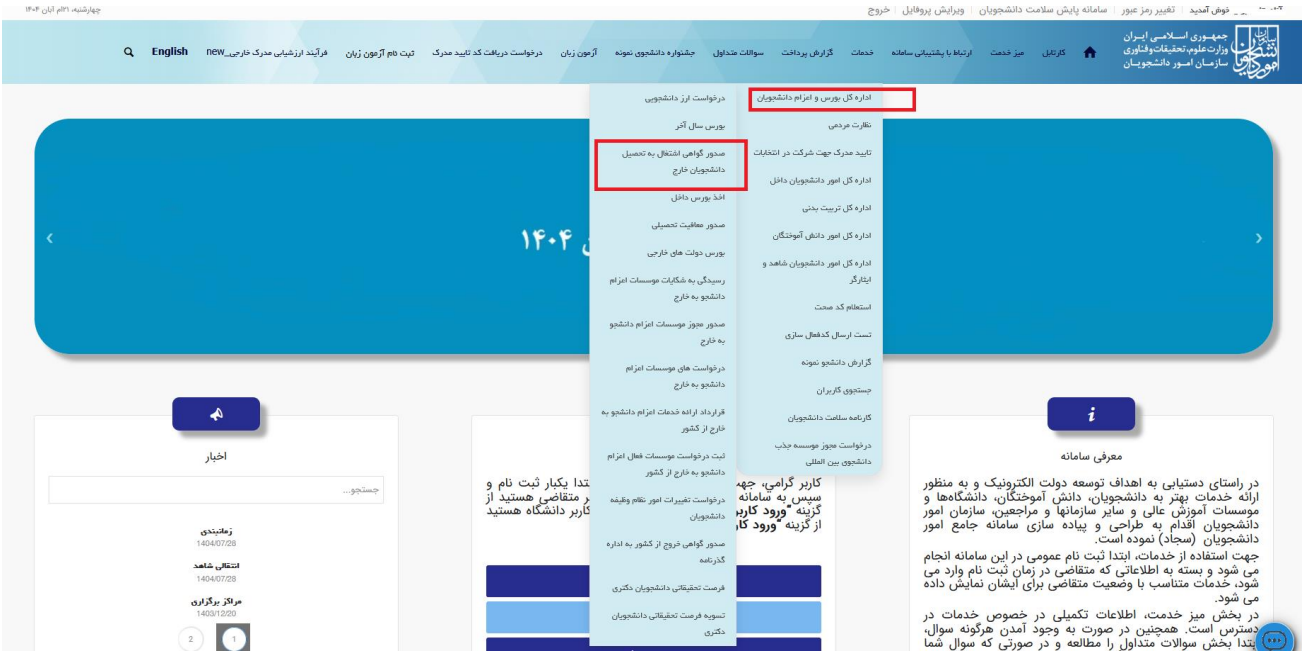

Figure 1 – Issuance of Certificate of Enrollment for Students Abroad

Select the option **"I agree with the stated regulations"**, then click the **Next** button. The **Certificate of Enrollment for Students Abroad Form** will then be displayed. (Figure 2)

Figure 2 – Rules and Regulations

Please review the information displayed in the **Applicant Information** section, which has been retrieved from your registration form. (Figure 3)

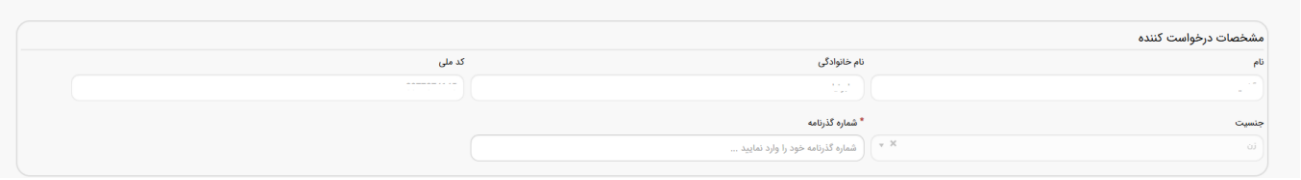

Figure 3 – Applicant Information

In the **Current Degree Information** section, complete the details related to your current academic level. (Figure 4)

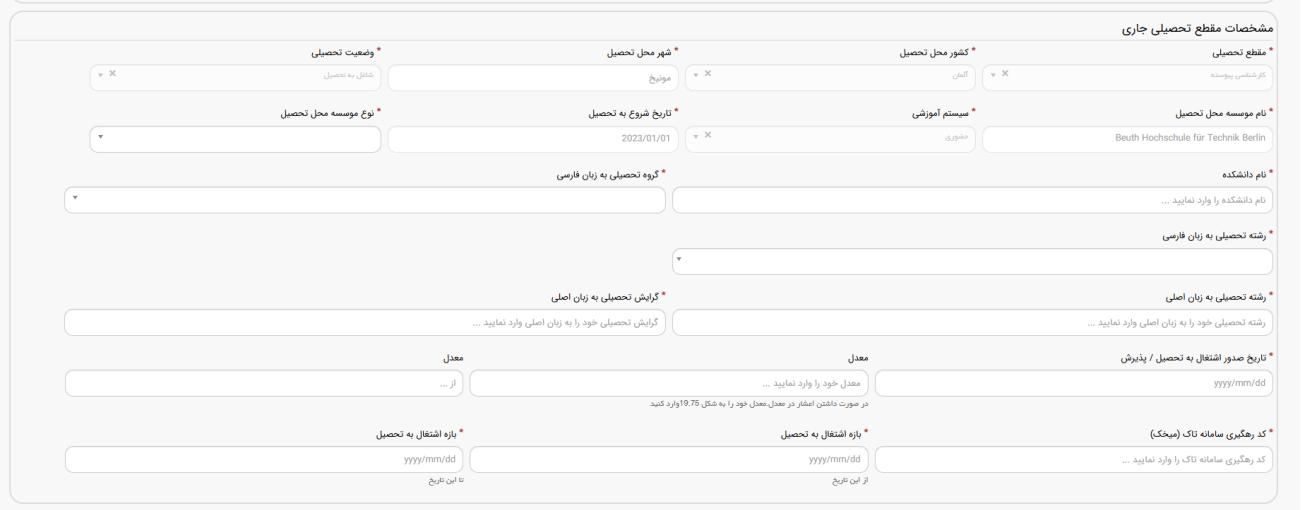

Figure 4 – Current Degree Information

Complete the **Request Information** section and attach the required documents. (Figure 5)

Figure 5 – Request Information

After completing the request information, enter the **security code (CAPTCHA)** and click the **Submit** button. (Figure 6)

Figure 6 – Security Code

If any required fields are left empty, a message will appear at the top of the page, and the system will prevent the request from being submitted. (Figure 7)

Figure 7 – Completing Required Fields

If you have previously submitted a request of the same type for the same degree level, the system will display an appropriate error message and prevent the submission. (Figure 8)

Figure 8 – Request in Progress

Otherwise, if all required fields are completed, after answering the security question and selecting the **Submit** button, a **bank payment gateway** will be displayed for payment of the specified fee, which is automatically retrieved by the system based on the selected request type. You must enter your **bank card information** to complete the payment. (Figure 9)

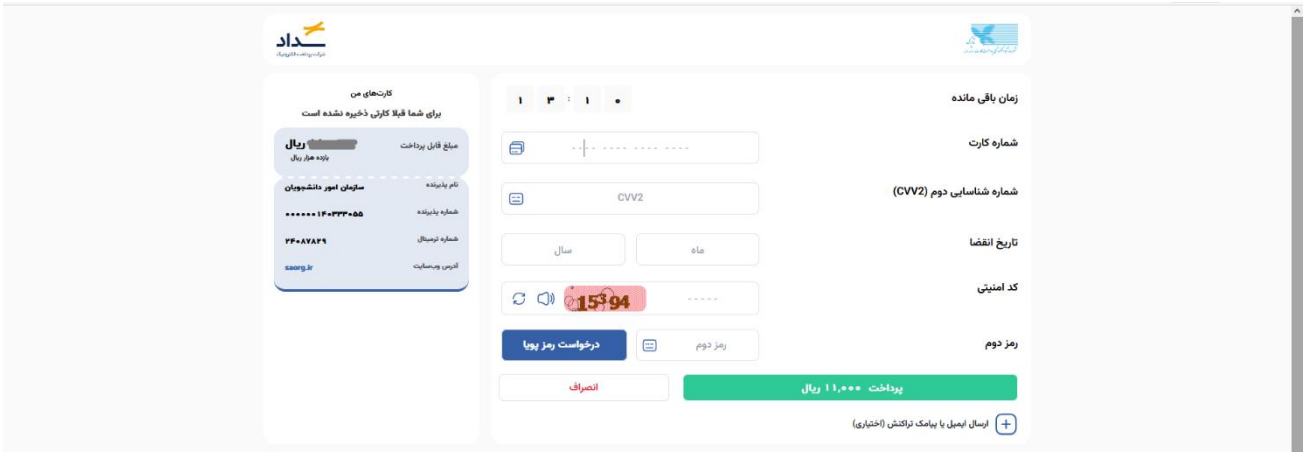

Figure 9 – Payment Process