Last Revision Date: **2026-05-16**	**Settlement and extension of research opportunities for doctoral students in Iran**	
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, and select the **General Office of Scholarships and Student Dispatch**. Then click on **Doctoral Research Opportunity Request Process** to submit your request. (Figure 1)

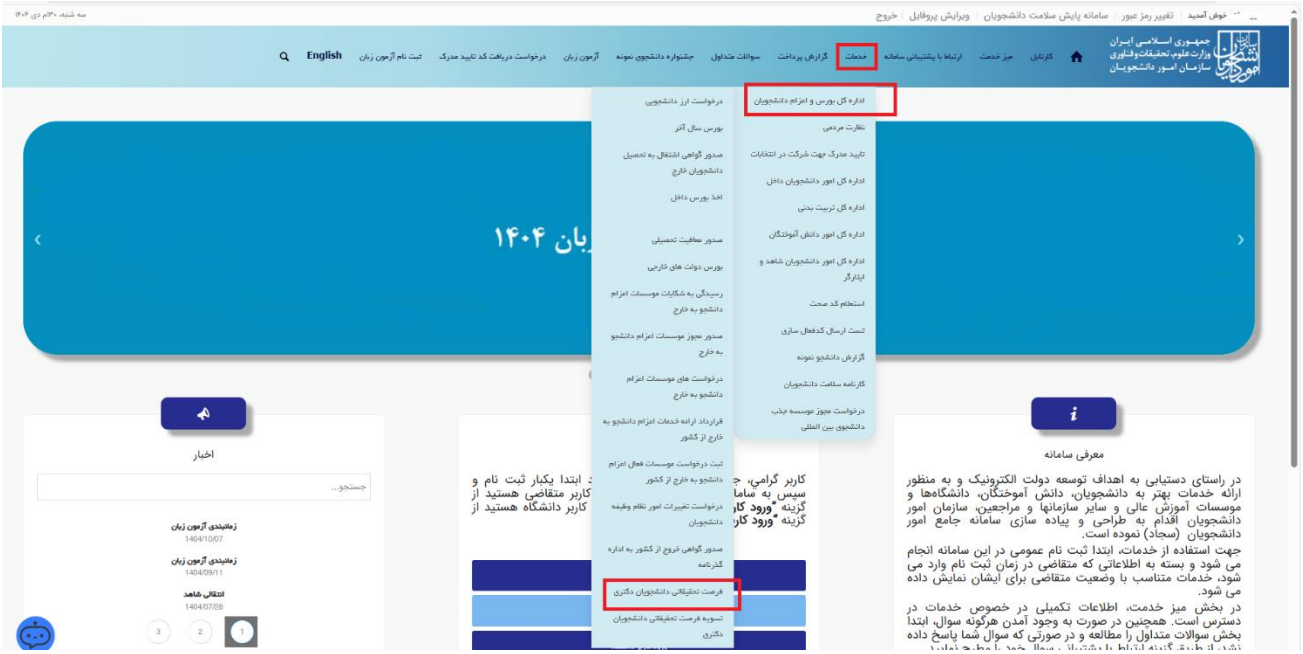

Figure 1 – Doctoral Research Opportunity Process

Select the option **"I agree with the stated regulations"**, then click the **Next** button. The **Doctoral Research Opportunity Request Form** will then be displayed. (Figure 2)

Figure 2 – Rules and Regulations

In the **Personal Information** section, the fields **National ID**, **Mobile Number**, **First Name (Latin)**, and **Last Name (Latin)** will be automatically retrieved. Please complete the **Postal Code** and **Email** fields. (Figure 3)

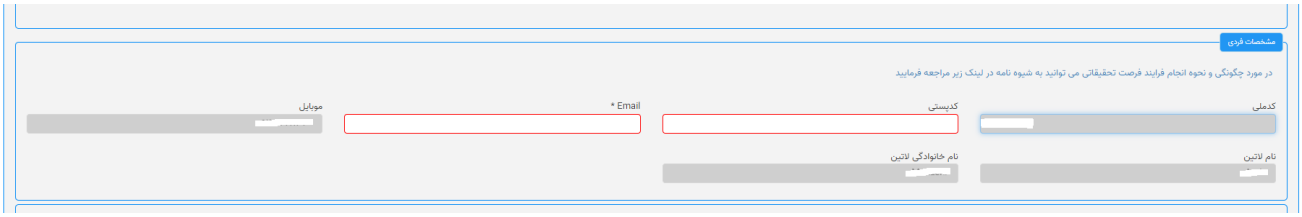

Figure 3 – Personal Information

If the applicant is **not a doctoral student**, **not studying at a public university under the Ministry of Science**, or **not currently enrolled**, the following message will be displayed. (Figure 4)

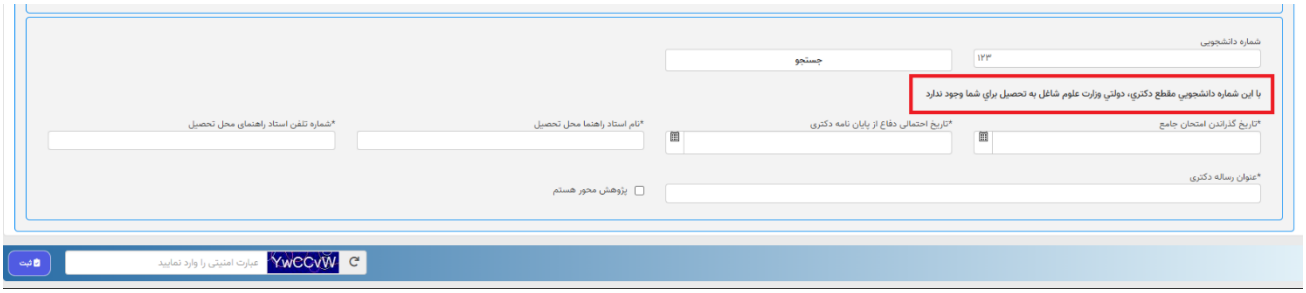

Figure 4 – Student Number

In the **Personal Information** section, if the option **"Research-based program"** is activated, the field **"Date of Passing the Comprehensive Exam"** will be disabled. (Figure 5)

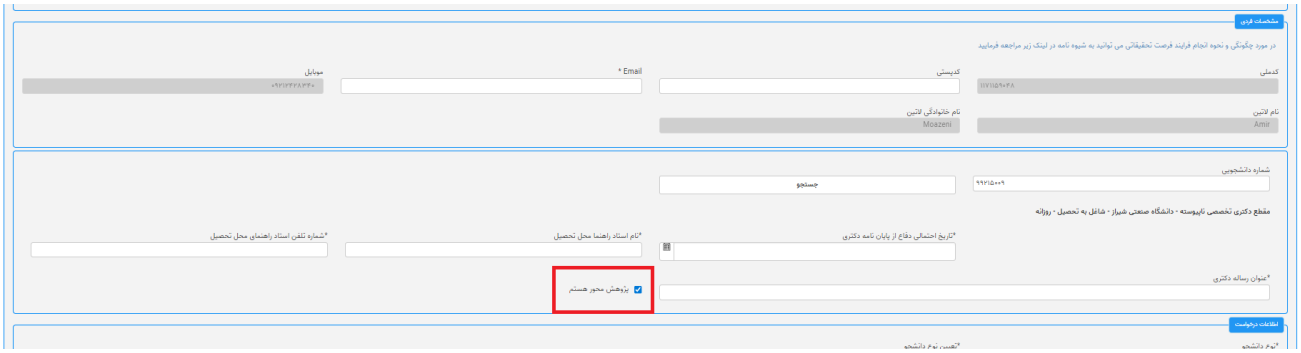

Figure 5 – Research-Based Program

After entering the **student number**, additional fields will appear. Please complete these fields accordingly. (Figure 6)

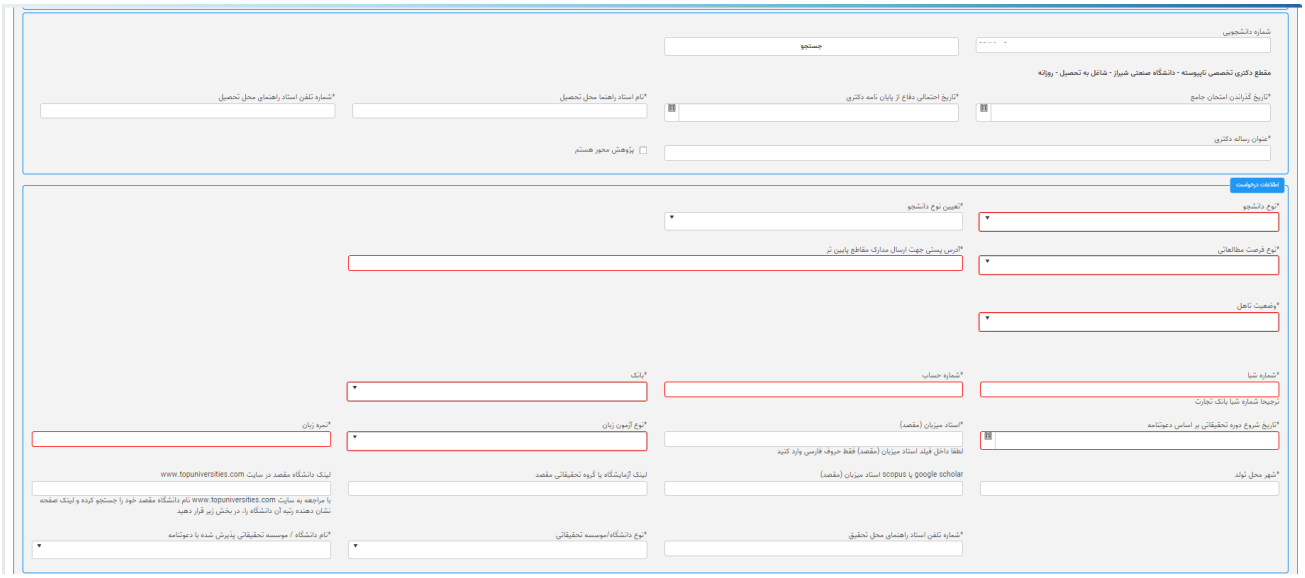

Figure 6 – Request Information

If the **student type** is selected as **Scholarship Student**, additional fields must be completed as shown in the figure. (Figure 7)

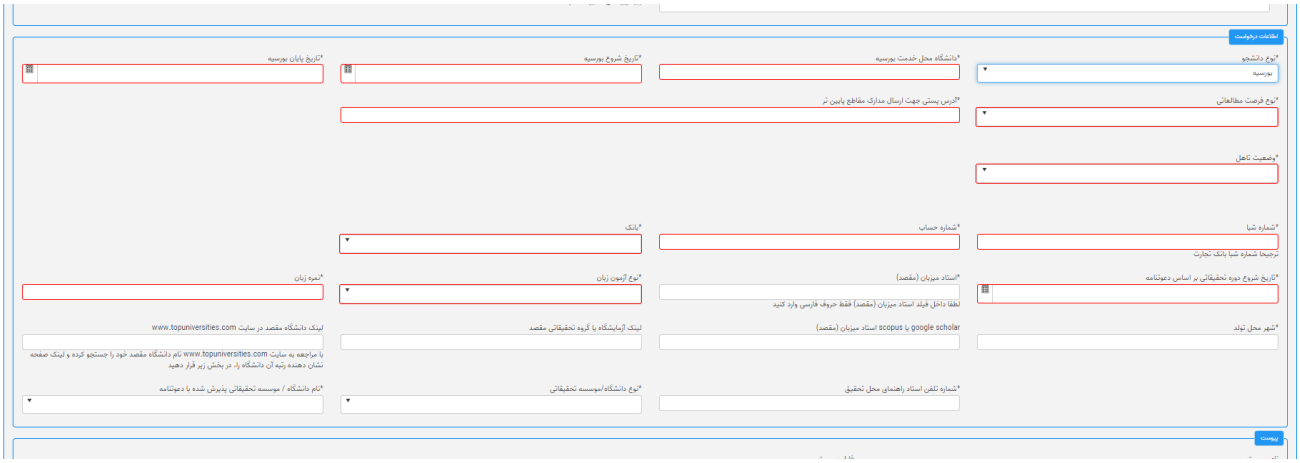

Figure 7 – Student Type

If the **type of research opportunity** is selected as **International Research Opportunity**, the related fields will appear as shown. (Figure 8)

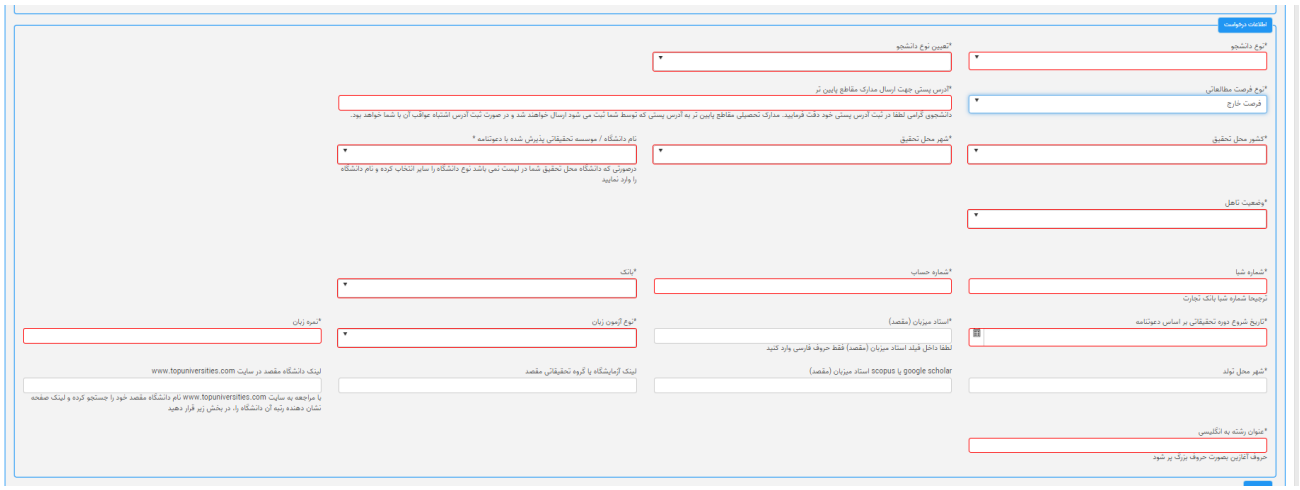

Figure 8 – Research Opportunity

Depending on the selected **research opportunity type**, the **attachment field names** will change. Attachments marked with an asterisk (*) are **mandatory**. (Figure 9)

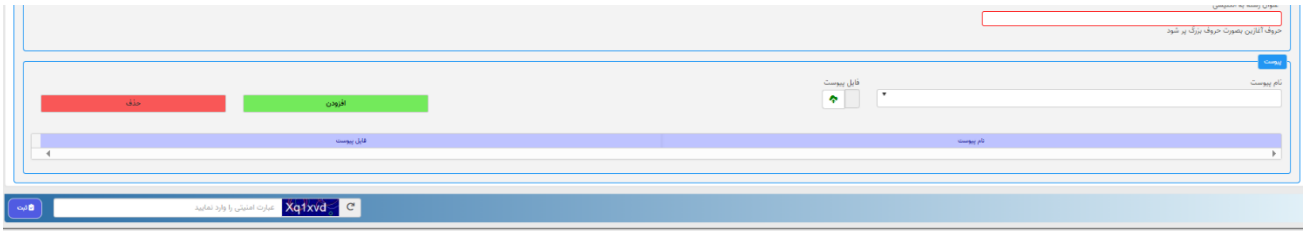

Figure 9 – Attachment Name

In the **Request Information** section, if the **marital status** is selected as **Married** and the **Yes** option is activated, at least **one record must be added** in the **Family Information** table. (Figure 10)

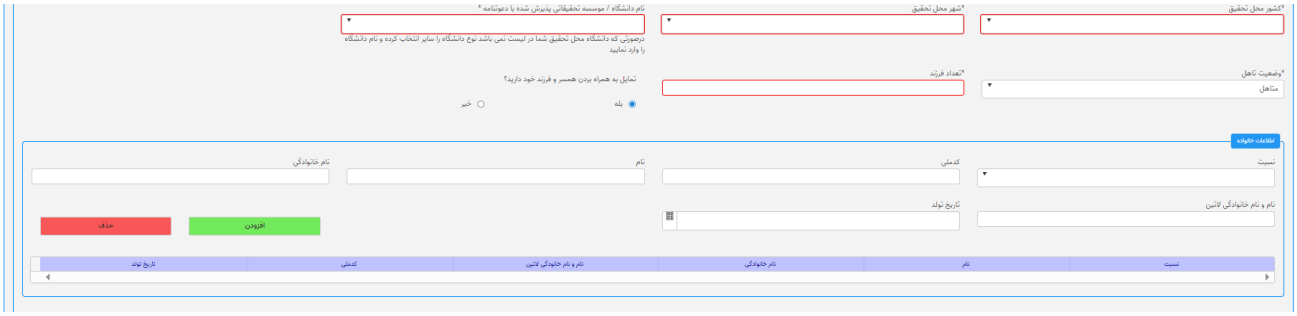

Figure 10 – Marital Status

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 11)

Figure 11 – 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 registration. (Figure 12)

Figure 12 – Request in Progress

If you are sure that the entered information is correct, enter the **security code (CAPTCHA)** and click the **Submit** button. (Figure 13)

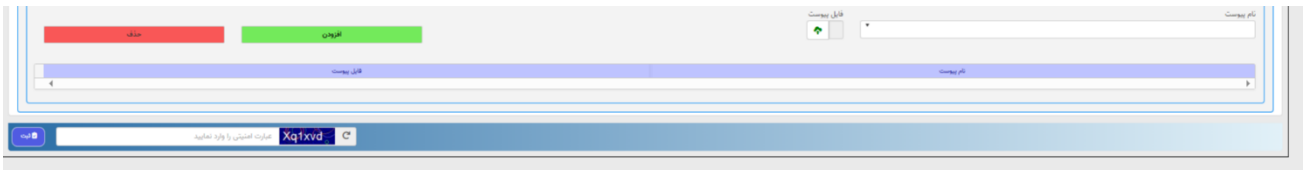

Figure 13 – Submit Request