Last Revision Date: **۲۰۲۶-۰۵-۱۶**	**Instructions for Student Assistant Application**	
Document Version: ۱	**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 Domestic Student Affairs**. Then click on **Receive Academic Document Verification Code (for Translation)** to submit your request. (Figure ۱)

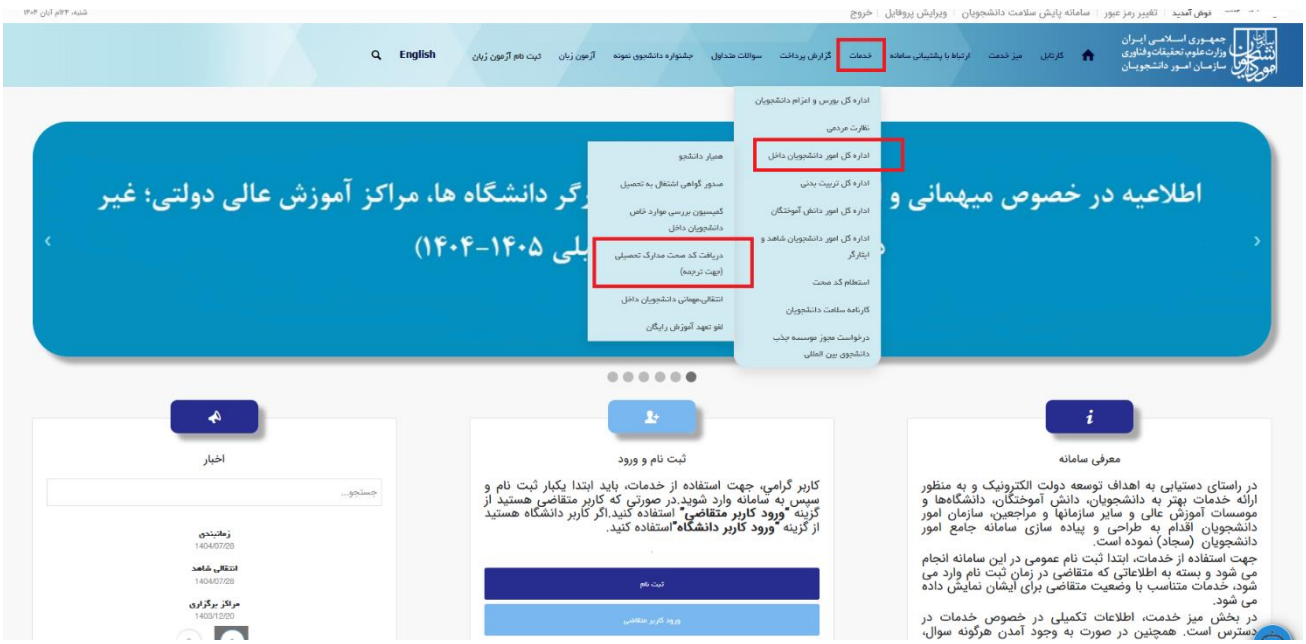

Figure ۱ – Receive Academic Document Verification Code (for Translation)

Review the information displayed in the **Personal Information** section, which has been retrieved from your registration form. The user must also complete the following fields in this form:

- Place of issuance of birth certificate
- Province of residence
- City of residence

(Figure ۲)

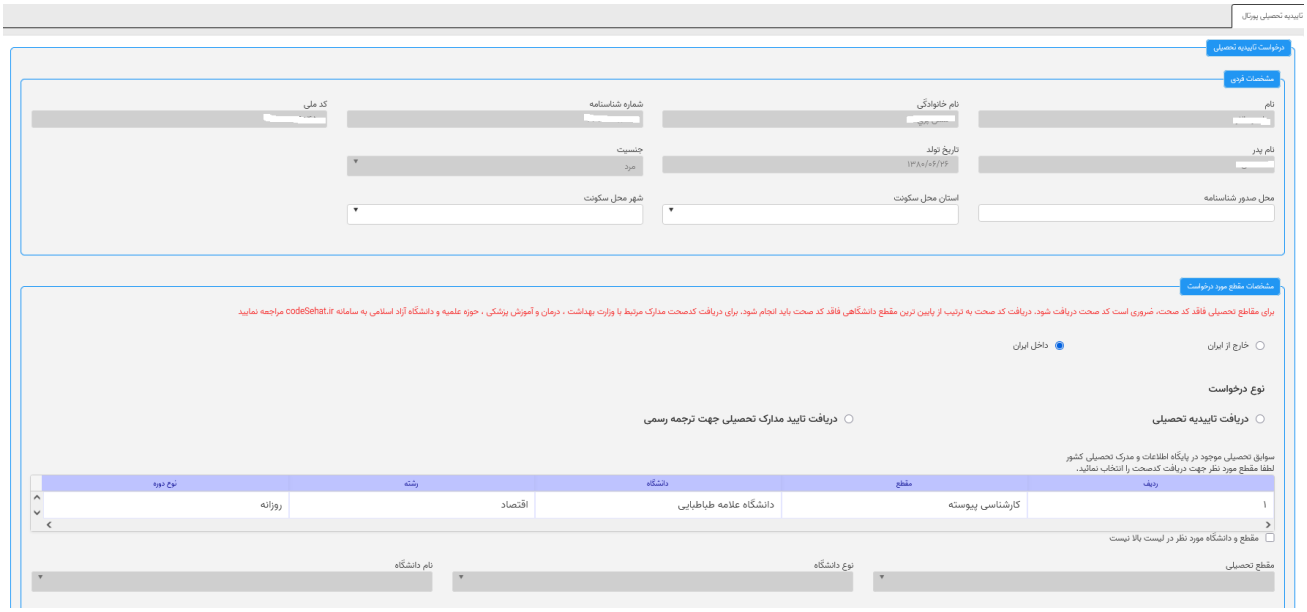

Figure ۲ – Personal Information

If the graduate obtained their academic degree **outside of Iran** and selects the option **"Outside Iran,"** the process cannot continue. The following warning message will be displayed:

> "If you are requesting a verification code for old evaluation certificates, please refer to the Services tab → Graduates section → Receive Verification Code for Graduate service.
>
> If you are requesting evaluation of a foreign academic degree, please refer to the Services tab → Graduates section → Academic Degree Evaluation service."

(Figure ۳)

Figure ۴ – Requested Degree Information

If the graduate selects **"Inside Iran,"** they must choose the type of degree received. The user must select the option **"Receive Verification for Translation"** and then proceed to register the process. (Figure ٤)

After selecting the desired record from the table, your academic information — including **degree level, university type, and university name** — will be retrieved.

If there is no record in the table, you must complete the additional information for the requested degree and click the **"Submit"** button.

The request will not be registered if the following conditions are not met:

- Required information has not been fully completed.
- Educational verification for the previous degree has not been obtained.

Figure ٤ – Receive Academic Verification for Official Translation

In the **Attachments** section, the user must upload the relevant file according to the values listed in the **Document Type** field. (Figure ٥)

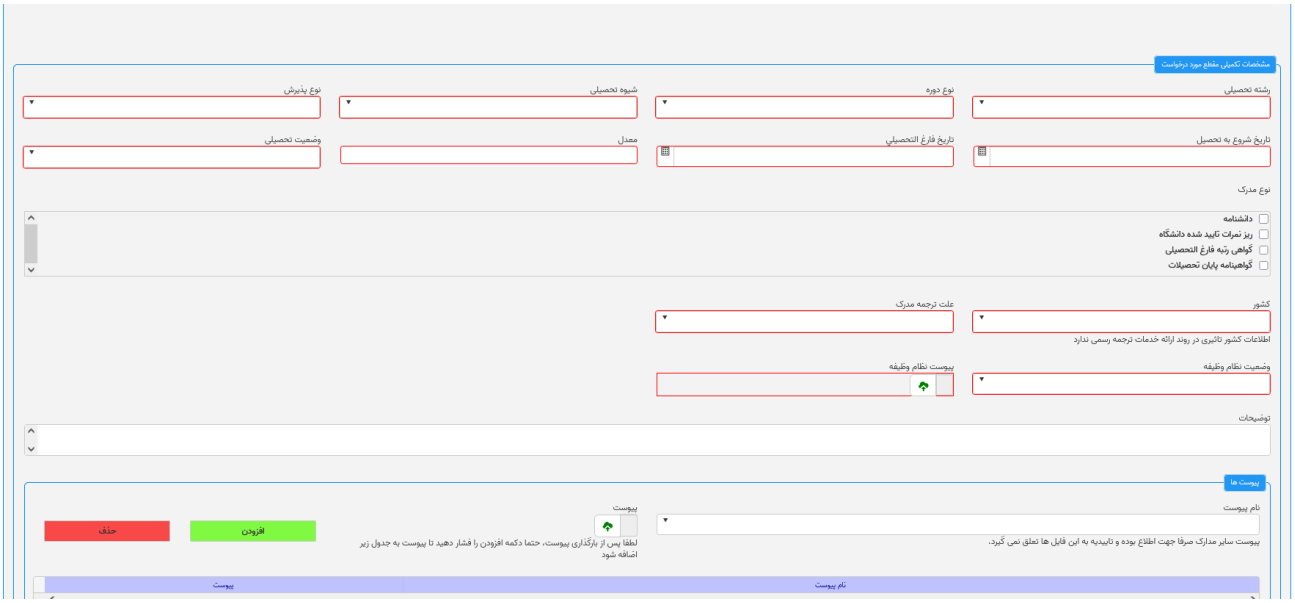

Figure ۵ – Additional Information for the Requested Degree

If the user selects **“Study”** as the reason for translating the documents in the **“Reason for Translation of Documents”** field, they must complete the **“University Name”** field. (Figure ٦)

The user must also upload the relevant attachment in the **Attachments** section based on the values listed in the **Attachment Type** field.

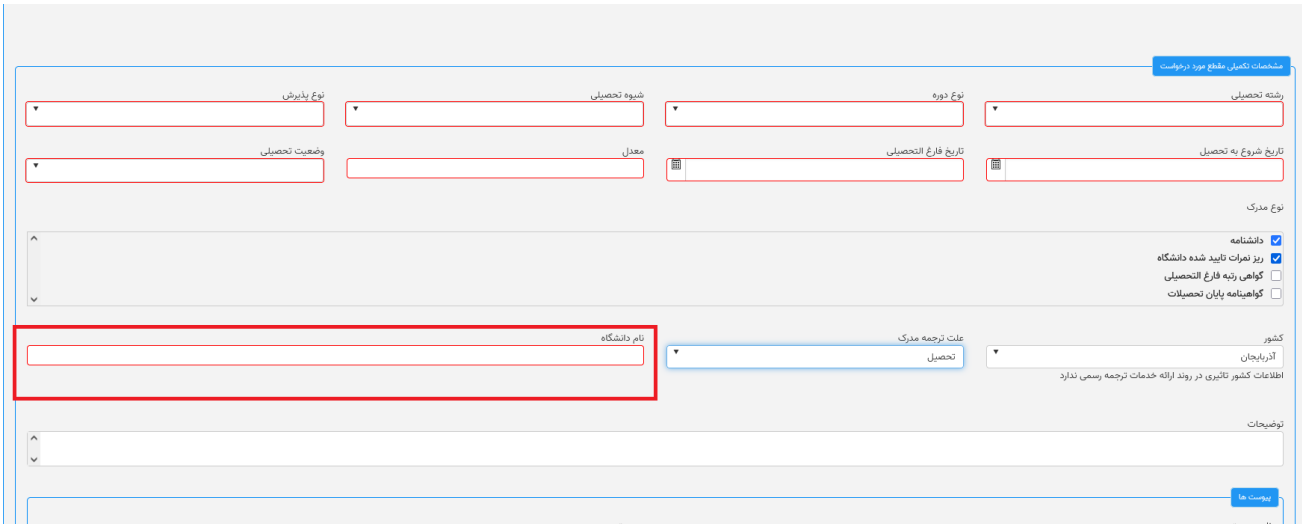

Figure ۶ – University Name

After completing all fields, please enter the **security code (CAPTCHA)** and click the **Submit** button. (Figure ۷)

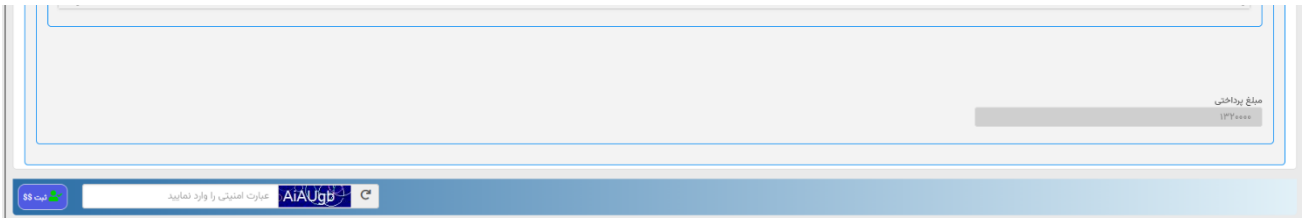

Figure ۷ – Security Code

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 ۸)

Figure ۸ – 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 ۹)

Figure ۹ – Request in Progress

After clicking the **"Submit"** button, the user will be directed to the payment page to pay the fee for the **"Receive Verification for Translation"** process.

After a successful payment, the user will automatically be redirected back to the website. (Figure ۱۰)

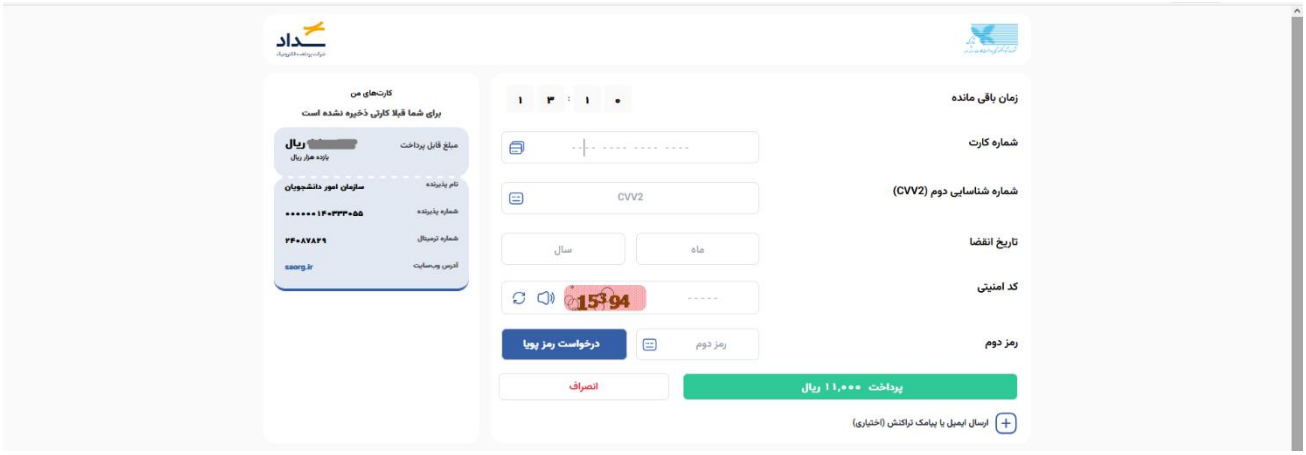

Figure ۱۰ – Payment Process