

**In the name of God**  
**The registration guide**

**Phase 1**

Dear applicants,

The international university of Ahlul Bayt –peace be upon them-, in order to develop the knowledge of of Ahlul Bayt–peace be upon them-, is going to give some scholarships to talented and motivated students who are non-Iranian and not resident of Iran. There will be a test and interview for admission the students in master degree.

Phase 1:

As there is a possibility that the registration system does not work with older versions of browsers, please make sure your browser is updated.

Go to [WWW.ABU.AC.IR](http://WWW.ABU.AC.IR) and select the admission in the admission sector, then you will enter the information page.

Main menu

Note: remember you need to have an email address, an active mobile phone number and the complete academic document (transcript and bachelor degree) to complete the information form and start the registration process in the comprehensive system.

Phase 2:

- Username:

This section is mandatory and you should choose a user name considering the terms and conditions. The allowed characters for this section are capital and small English letters without any spaces (A-Z, a-z). In case you receive username error, you should choose a combinational name or another username.

- Password:

This section is mandatory and you should choose a password, considering the terms and conditions. Choose a password in this section. The password can include letters or numbers and at least 6 characters are required.

Note:

- You need to remember your username and password for doing the next phases, including uploading the documents, participation in the test, etc.
- In case of any errors in the information entry, the form will be entry and should be filled again.

- The course selection

This field is a mandatory section and you should select a field as your favorite field of study. Consider that to register in the private law, criminal law and criminology, international relations, Islamic economy, the history of Islam; you need to have a relevant bachelor degree. In other fields the relevant bachelor degree is not necessary, but still is effective in the approval.

Note:

According to the policies of the university female students are not allowed to select criminal law and criminology (why).

- Gender:

This section is a mandatory section and you should specify your gender here.

**\* Red star means REQUIRED...**

1 Username\*:  (Valid Characters: A-Z a-z 0-9 Length: 1 50 to characters)

2 Password\*:  Six or more characters

3 Registered major\*:

4 Gender\*:  Male  Female

5 First Name\*:  Type in english    Last Name\*:  Type in english    Father Name\*:  Type in english

6 Nationality\*:

7 Birth date\*:   in Jalali  in Gregorian

8 Birth place\*:

9 Religion\*: Islam :  Shia  Sunni

10 Marital Status\*:  Single  Married

- Name:

Enter your first name, Last name and your father's name in English correctly according to your identify document (passport).

Note:

Filling the sections with an asterisk is mandatory.

- Nationality:

Select your nationality.

- Date of birth:

Enter your birthdate in solar calendar or Christian calendar according to your identification documents (passport), correctly.

- Place of birth:

Enter your place of birth, according to your identification documents (passport), correctly.

- Religion and faith:

Enter your religion and faith.

Note: the university is for the non-Iranian Shi'a students.

- Marital status:

Enter your marital status. You need to enter the name of your spouse and the number of your children if you are married.

Note:

The university dorm is not for couples and the approval of the university is only for singles.

- The country of residency:

Here, you need to choose the country you live.

- City of residency:

Here, you need to choose the city you live.

Note: It is necessary to fill all sections with the asterisk.

Birth place\*:

Religion\*:  
 Islam :  Shia  Sunni

Marital Status\*:  
 Single  Married

11 Country location\*:

City location\*:  
 12

13 Passport number:

Place of passport issue:

Date of passport issue:

Date of passport expiry :

Job:  
 14

Skills and Certificates:  
 15

16 Home address( Azerbaijan )\*:

Home zipcode:

Work address:

Work zipcode:

Home Tel.:

Work Tel.:

Family Tel.:

Friend Tel.:

- Passport:

Enter your passport number including letters and numbers, correctly, i.e. O 0694231. Use a space between the letter and numbers. Please complete your passport specifications.

Note 1:

It is not mandatory to fill the section about your passport however it is recommended that the applicant proceed to get a valid passport as soon as possible to prevent any delay in the administration process in the case of approval.

Note 2:

It is necessary to have a passport with at least two years before expire otherwise it would be a case of defects documents.

- Job:

Enter your job here.

- Skills:

Enter every skill you have, in any field.

- Residential address:

Enter your permanent residential address where you have been lived for the last 5 years. This is a mandatory section. Enter the postcode of your home if there is any. Enter your work address and its postcode. Also you are required to enter phone numbers of your home, work place and a friend.

- Mobile phone number:

Enter your mobile number without the country or regional code. The least digits are ten.

- Email:

Enter your email address correctly.

- Photo:

Click on 'Choose file' or 'Browse' and upload your picture which is 3\*4 and less than 150 kb, also with an acceptable quality to print.

Note 1:

The above sectors are with an asterisk and required to be filled.

- Sign up:

After filling all the sections above, click on the Sign up key.

The image shows a registration form with the following fields and annotations:

- Mobile\*:** A text input field with the placeholder "Enter a valid (at least 10 digit) Mobile I" and a subtext "(Only mobile number (at least 10 digit) Without country or city code)". A red number "17" is placed to the right of the field.
- E-mail\*:** A text input field with the placeholder "Enter a valid email address". A red number "18" is placed to the right of the field.
- Image\*:** A label with the subtext "(Image size must be less than 150KB)". Below it is a "Browse..." button and the text "No file selected." A red number "19" is placed to the left of the "Browse..." button.
- Sign up:** A blue button with the text "Sign up". A red number "20" is placed to the right of the button.

Note: An email will be sent to your email address containing a registration link. Please check your email inbox or spam. If you have entered your email correctly and you did not receive email, you can ask an activation link via email through this: Abu.ac.ir → Home → Electronic Services on the header → Jame System → click on (I have not received an activation link).

If you have any question Please contact us:

No 164, Artesh Highway, Tehran, Iran.

Phone: +982122449297-9

fax: +982122449316 P.O.Box: 19565/158 Email: [intl@abu.ac.ir](mailto:intl@abu.ac.ir)

[WWW.ABU.AC.IR](http://WWW.ABU.AC.IR)

## Admission Guide (How to register)

### Phase 2

Follow this guide in order to upload your documents, educational and cultural data.

Note 1: in order to upload each grade of your education such as (Diploma, Pre university, Bachelor, Master and PHD) you should do all of these steps separately.

- Registering your educational documents:
  - You should specify type of your educational license.
  - Type your field of study.
  - You should specify duration of your education in the mentioned grade.

Note 1: for each career you should upload scan of 4 pages: 1- educational document 2- educational document backside page 3- Transcript of Records 4-Transcript of Records backside page.

Note 2: All bachelor licenses with 2 years duration is equivalent to Associate degree. So students with 2 years bachelor degree cannot apply for Master degree. This group of students should get Master in their country.

Necessary Documents:

- Diploma: final transcript of report + graduation certificate (scan both sides of the page)
- Pre University (college): final transcript of report + graduation certificate (scan both sides of the page)
- Bachelor: final transcript of report + graduation certificate (scan both sides of the page)
- Master: final transcript of report + graduation certificate (scan both sides of the page)
- Passport: should be valid at least for 2 years.
- Photo : 3\*4 high quality
- Your final average mark is required.
- You should mention the Start date of education in this degree.



- You should mention the graduation date in this degree.
- You should specify the name of School or University.
- You should specify the country you have gotten your degree.
- You should specify the province you have gotten your degree.
- You should type your graduation certificate number for mentioned degree.
- Specify date of certificate confirmation by Islamic Republic of Iran Embassy. (not obligatory field)
- Type the confirmation number you have gotten from the embassy. (not obligatory)

Note: 11 & 12 will be filled by University after final admission. So you should ask the ministry of Science, research and technology for confirming your educational documents inside your country. Then you should come back again to website and upload your documents again and fill 11 & 12 in order to get a registration code.

- You should upload 4 pages documents in this step.

Note: scanned file size should not be more than 250 KB.

Note: scanned files should have enough quality for publishing.

Note: Scanned files should be cutted and clean, not folded.

- Registering Documents: at the end click on registering documents.
- Registering Documents of the Holy Quran memorizers:
  - In this field you should specify how many verses you have memorized.
  - You should upload a document which shows you have memorizing mentions verses.
  - After uploading click on register.
- Registering your books or articles:

- Title of book or article
- Publication place
- Publication language
- One page introduction of book or article
- Click on register

Note: you can register several books or articles in this part.

- Registering Language Certificates
  - Specify your Language
  - Specify how your reading skill is.
  - Specify how your writing skill is.
  - Specify how your speaking skill is.
  - Upload your Language Certificate.
  - Register your information and documents.

Note: You can register more than one language here.

- Introducer:

You should choose your Introducer among options. If you don't have introducer you should choose (I don't have Introducer). We will check your introducer confirmation.

At the end of Level 2 you should be patient for university response. University will send you an email or will call you.