



# New Student Information System

## User Manual

User Account: College dean

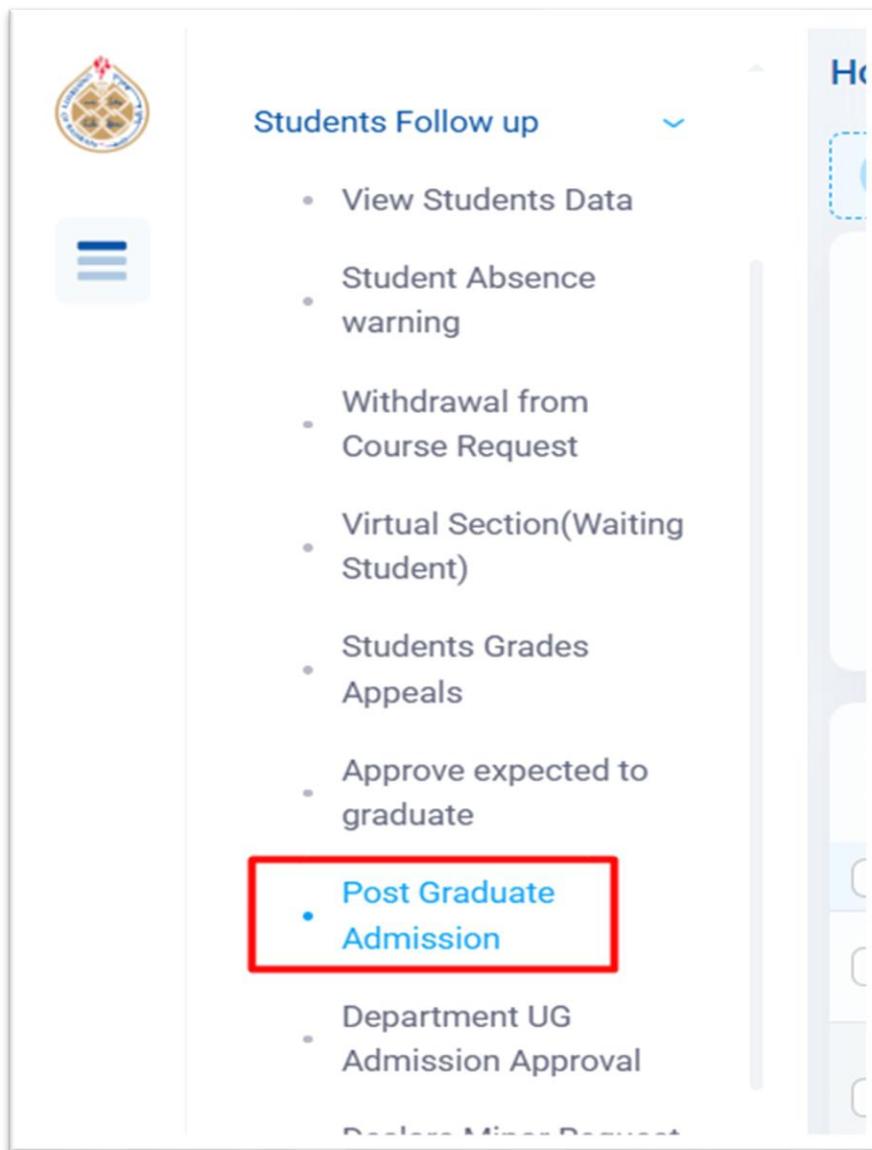
Function: Post Graduate Admission

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## A. System Overview

- From the Students Follow up menu, the college dean can select the screen “**Post Graduate Admission**” to search for Post Graduate Applicants.



- Figure 1 – Post Graduate Admission

## B. Instructions

This screen allows the college dean to search for Applicants and review their Documents and Details.

### 1. Search for PG Applicants:

The college dean can search for Applicants by using search criteria.

Home / Students Follow up / Post Graduate Admission

! This function is not active as it's out of admission revision period!

| Academic Year  | Semester   | Status             | College                            | Department           |
|--|------------|--------------------|------------------------------------|----------------------|
| 2025/2026  | First      | All                | College of Business Administration | Economic and Finance |
| Major  | Student ID | Admission Category |                                    |                      |
| All  |            | select             |                                    |                      |
| <input style="background-color: #005a99; color: white; border: 1px solid #005a99; padding: 2px 10px; border-radius: 5px; margin-right: 10px;" type="button" value="Search"/> <input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px;" type="button" value="Reset"/> |            |                    |                                    |                      |

click on Search button → Search Reset

Interview Result for applicant → Interview Result

English Exam result → English Exam

**Search Result**  
31 Record

| Applicant                 | CPR       | Gender | Nationality  | Status  | Programs  | Interview Result     | English Exam         |
|---------------------------|-----------|--------|--------------|---|---|----------------------|----------------------|
| ID : 20*****88<br>M*****K | 96*****88 | Female | BAHRAIN      | Recoreded As student on college                                   | Master of Science in Financial Technology               | <input type="text"/> | 59                   |
| ID : 20*****93<br>S*****N | 01*****93 | Male   | BAHRAIN      | Recoreded As student on college                                   | Master of Science in Real Estate Investment and Finance | <input type="text"/> | 81                   |
| ID : 20*****92<br>T*****Z | 00*****92 | Female | Others       | Recoreded As student on college                                   | Master of Science in Financial Technology               | <input type="text"/> | 76                   |
| ID : 20*****27<br>B*****D | 00*****27 | Female | BAHRAIN      | No English Proficiency Certificate                                | Master of Science in Finance                            | <input type="text"/> | <input type="text"/> |
| ID : 20*****56<br>M*****L | 10*****56 | Female | SAUDI ARABIA | Incomplete Required Documents (Dataflow or Quadrabay Certificate) | Doctor of Philosophy in Business Analytics (Finance)    | <input type="text"/> | <input type="text"/> |
| ID : 20*****57            | 01*****57 | Female | BAHRAIN      | Rejected By Admission   | Master of Science in Financial                          | <input type="text"/> | 47                   |

Figure 2 – Search for Applicants

## 2. Applicant Details

Also the college dean can Show Applicant data and Review documents.

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| Academic Year  | Semester   | Status             | College                            | Department           |
|--|------------|--------------------|------------------------------------|----------------------|
| 2025/2026  | First      | All                | College of Business Administration | Economic and Finance |
| Major  | Student ID | Admission Category |                                    |                      |
| All  |            | select             |                                    |                      |
| <input type="button" value="Search"/> <input type="button" value="Reset"/> |            |                    |                                    |                      |

1- click on Search 

2- click on Details icon 

| Search Result                         |           |        |             |                                    |   |                  |              |   |
|---------------------------------------|-----------|--------|-------------|------------------------------------|---|------------------|--------------|---|
| 31 Record                             |           |        |             |                                    |   |                  |              |   |
| <input type="checkbox"/> Applicant    | CPR       | Gender | Nationality | Status                             | Programs  | Interview Result | English Exam |  |
| <input type="checkbox"/> ID : 2*****K | 96*****88 | Female | BAHRAIN     | Recoreded As student on college    | Master of Science in Financial Technology               |                  | 59           |  |
| <input type="checkbox"/> ID : 2*****N | 01*****93 | Male   | BAHRAIN     | Recoreded As student on college    | Master of Science in Real Estate Investment and Finance |                  | 81           |  |
| <input type="checkbox"/> ID : 2*****Z | 00*****92 | Female | Others      | Recoreded As student on college    | Master of Science in Financial Technology               |                  | 76           |  |
| <input type="checkbox"/> ID : 2*****D | 00*****27 | Female | BAHRAIN     | No English Proficiency Certificate | Master of Science in Finance                            |                  |              |  |

Figure 5 – Applicant Details

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PROVIDE YOUR INFORMATION

|                       |                                |
|-----------------------|--------------------------------|
| CPR / National Number | 96****88                       |
| Full Name (EN)        | Redacted                       |
| Full Name (AR)        | Redacted                       |
| Nationality           | BAHRAIN                        |
| Birth Date            | 10/11/1996                     |
| Birth Place           | BAHRAIN                        |
| Religion              | Muslim                         |
| Gender                | Female                         |
| Applicant ID          | Redacted                       |
| Application Status    | Recorded As student on college |
| Remarks               | Redacted                       |
| Admission Category    | Unconditional Admission        |
| Required Courses      | FIN641, FIN642, FIN620         |

PROVIDE YOUR PREFERENCES

Figure 6 – Applicant Data

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UPLOAD THE FOLLOWING DOCUMENTS

| Required Documents  | Document Type | Uploaded | Document                 | Approved                            | Approve |
|---|---------------|----------|--------------------------|-------------------------------------|---------|
| Personal photo  | Mandatory     | Yes      | <a href="#">Download</a> | <input checked="" type="checkbox"/> |         |
| Completion of (TOEFL or IELTS)  | Optional      | No       |                          | <input checked="" type="checkbox"/> |         |
| Bachelor's degree (for graduates of other universities)   | Optional      | No       |                          | <input checked="" type="checkbox"/> |         |
| A copy of the valid Passport  | Mandatory     | Yes      | <a href="#">Download</a> | <input checked="" type="checkbox"/> |         |
| A copy of the valid ID card (for non-Bahrainis)   | Optional      | No       |                          | <input checked="" type="checkbox"/> |         |
| Academic Transcript for the Bachelor's Degree (for graduates of other universities)               | Optional      | Yes      | <a href="#">Download</a> | <input checked="" type="checkbox"/> |         |
| Validation report of academic qualifications issued from outside Bahrain by QuadraBay or DataFlow | Optional      | No       |                          | <input checked="" type="checkbox"/> |         |
| A statement of work experience or a letter of scholarship (for the average between 2.00 to 2.32)  | Optional      | No       |                          | <input checked="" type="checkbox"/> |         |
| A statement stating (no objection) from the cultural office from Kuwait or Oman in Bahrain        | Optional      | No       |                          | <input checked="" type="checkbox"/> |         |

Current Status : Recorded As Student On College

Figure 7 – Applicant Documents