



New Student Information System User Manual

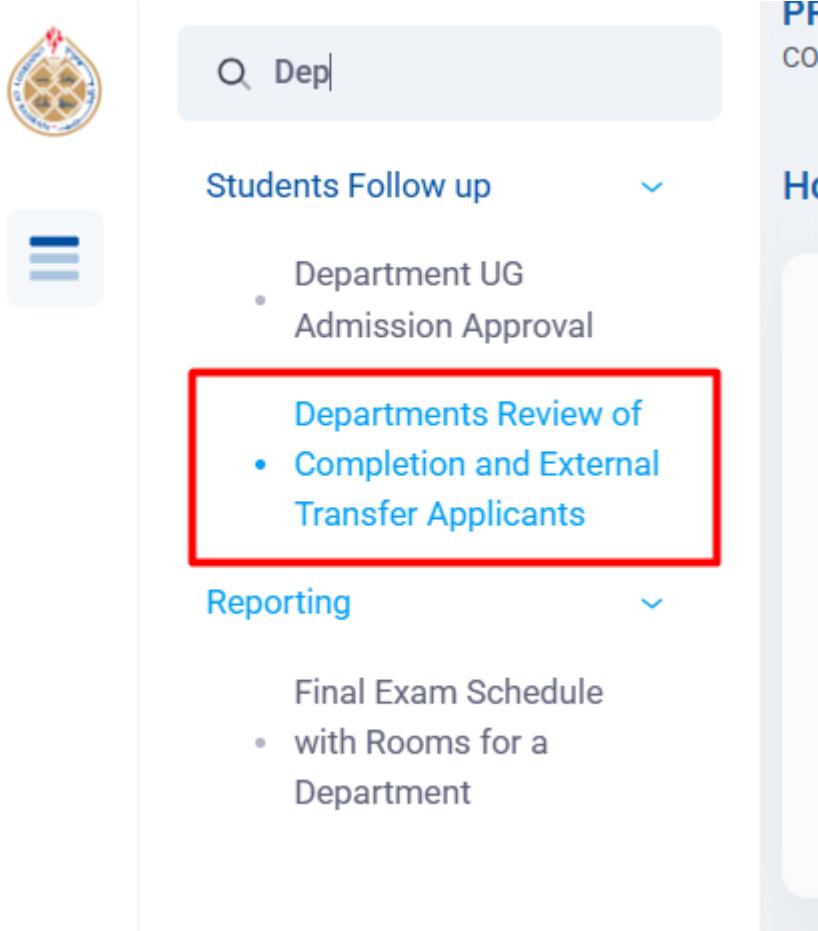
User Account: Head of Department
Function: Departments Review of
Completion and External Transfer
Applicants

Contents

A. System Overview	3
B. Instructions	4
1. Search for Transfer Applicants:	4
2. Applicant Details.....	5

A. System Overview

- From the Students Follow up menu, the head of department can select the screen **“Departments Review of Completion and External Transfer Applicants”** to search for Transfer Applicants.



- Figure 1 – Department Review

B. Instructions

This screen allows the Head of Department to Search for Applicants and review their Documents and Details.

1. Search for Transfer Applicants:

HOD can search for Applicants by using search criteria.

Home / Students Follow up / Departments Review of Completion and External Transfer Applicants

Academic Year	Semester	Status
2025/2026	First	Select

College	Department	Major
College of Business Administration	Economic and Finance	All

Student ID
<input type="text"/>

click on Search button → Search Reset

Search Result
1 Record

Applicant ID	Applicant Name	CPR	Gender	Nationality	Status	Programs
2	G*****51	05*****51	Female	BAHRAIN	Recorded As student on college	Bachelor of Science in International Business and Economics

Figure 2 – Search for Applicants

2. Applicant Details

Also the HOD can Show Applicant data and Review documents.

Home / Students Follow up / Departments Review of Completion and External Transfer Applicants

Academic Year 2025/2026	Semester First	Status Select														
College College of Business Administration	Department Economic and Finance	Major All														
Student ID <input type="text"/>																
1- click on Search button  Search Reset click on Details icon 																
Search Result 1 Record <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Applicant ID</th> <th>Applicant Name</th> <th>CPR</th> <th>Gender</th> <th>Nationality</th> <th>Status</th> <th>Programs</th> </tr> </thead> <tbody> <tr> <td>202501296</td> <td>G*****1234567890</td> <td>05****51</td> <td>Female</td> <td>BAHRAIN</td> <td>Recorded As student on college</td> <td>Bachelor of Science in International Business and Economics</td> </tr> </tbody> </table>			Applicant ID	Applicant Name	CPR	Gender	Nationality	Status	Programs	202501296	G*****1234567890	05****51	Female	BAHRAIN	Recorded As student on college	Bachelor of Science in International Business and Economics
Applicant ID	Applicant Name	CPR	Gender	Nationality	Status	Programs										
202501296	G*****1234567890	05****51	Female	BAHRAIN	Recorded As student on college	Bachelor of Science in International Business and Economics										

Figure 3 – Applicant Details

PR*****IR / HEAD OF DEPARTMENT
COLLEGE OF BUSINESS ADMINISTRATION • ECONOMIC AND FINANCE • 2025/2026 - FIRST

PROVIDE YOUR INFORMATION

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

PROVIDE YOUR PREFERENCES

Figure 4 – Applicant Data

PK*****IK / HEAD OF DEPARTMENT
COLLEGE OF BUSINESS ADMINISTRATION • ECONOMIC AND FINANCE • 2025/2026 - FIRST

UPLOAD THE FOLLOWING DOCUMENTS

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

Current Status : Recorded As Student On College

Figure 5 – Applicant Documents