



# New Student Information System User Manual

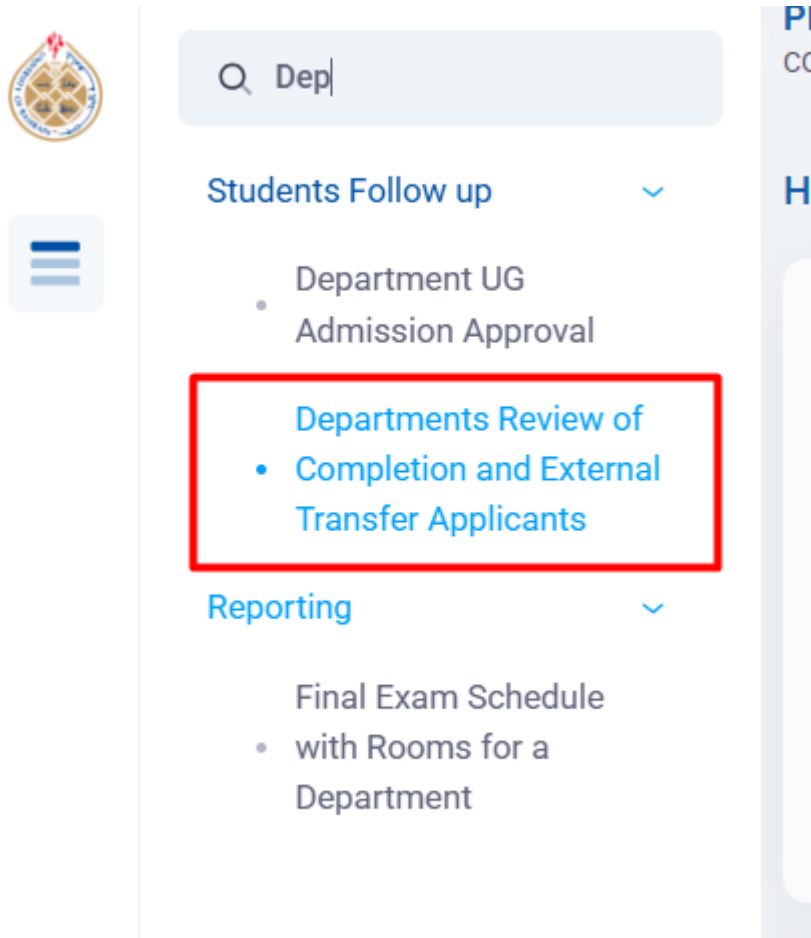
User Account: Head of Department  
Function: Departments Review of  
Completion and External Transfer  
Applicants

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## 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  
2025/2026

Semester  
First


Status  
Select

College  
College of Business Administration

Department  
Economic and Finance

Major  
All

Student ID

click on Search button 

Search Reset

Search Result  
1 Record

Applicant ID	Applicant Name	CPR	Gender	Nationality	Status	Programs	
2	G*****	05****S1	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

1- click on Search button

Search Reset

click on Details icon

Search Result  
1 Record

Applicant ID	Applicant Name	CPR	Gender	Nationality	Status	Programs	
202501296	G*****S1	05*****S1	Female	BAHRAIN	Recorded As student on college	Bachelor of Science in International Business and Economics	→

Figure 3 – Applicant Details

PR\*\*\*\*\*IR / HEAD OF DEPARTMENT  
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PROVIDE YOUR INFORMATION

CPR / National Number  
Full Name (EN)  
Full Name (AR)  
Nationality  
Birth Date  
Birth Place  
Religion  
Gender  
Applicant ID  
Application Status  
Remarks  
Admission Category  
Required Courses

96\*\*\*\*88  
  
  
BAHRAIN  
10/11/1996  
BAHRAIN  
Muslim  
Female  
  
Recorded As student on college  
  
Unconditional Admission  
FIN641, FIN642, FIN620

PROVIDE YOUR PREFERENCES

Figure 4 – Applicant Data

PK\*\*\*\*\*IK / HEAD OF DEPARTMENT

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UPLOAD THE FOLLOWING DOCUMENTS

Required Documents	Document Type	Uploaded	Document	Approved	Approve
Personal photo	Mandatory	Yes	<a href="#">Download</a>		
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	<a href="#">Download</a>		
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	<a href="#">Download</a>		
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