**University of Bahrain**
**Information Technology Center**
**Information Technology Section**

جامعة البحرين
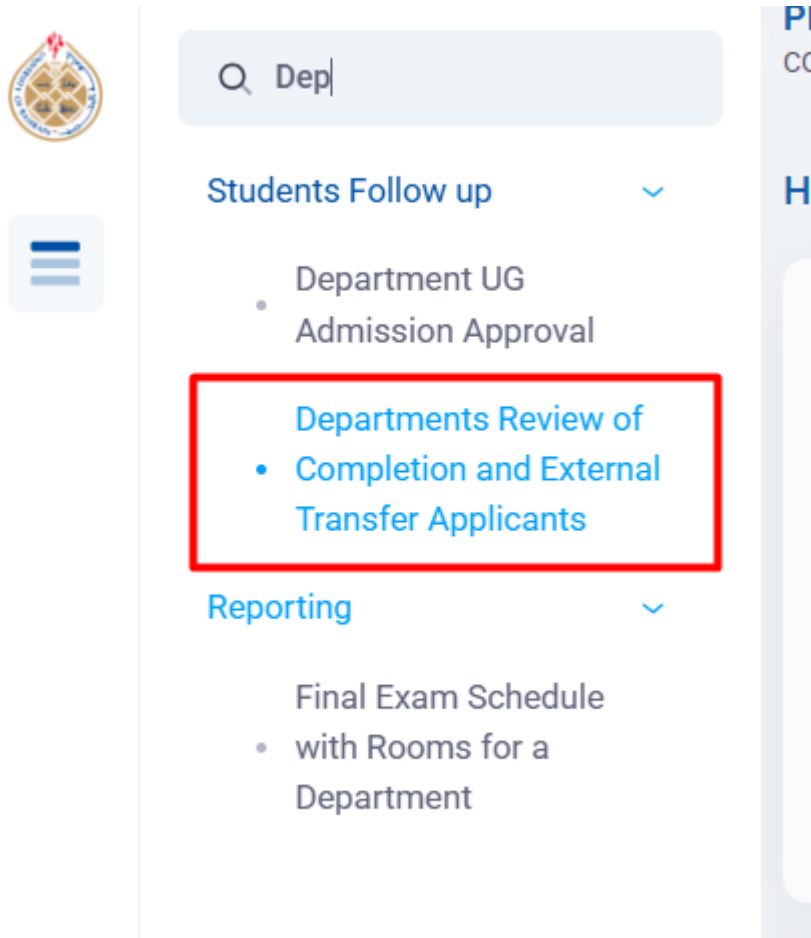مركز تقنية المعلومات
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# New Student Information System User Manual

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**

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# 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.



Figure 2 – Search for Applicants

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## 2. Applicant Details

Also the HOD can Show Applicant data and Review documents.



**Figure 3 – Applicant Details**



**Figure 4 – Applicant Data**

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PR************IR / 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 Transcipt 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 : Recoreded As Student On College**

**Figure 5 – Applicant Documents**