



New Student Information System User Manual

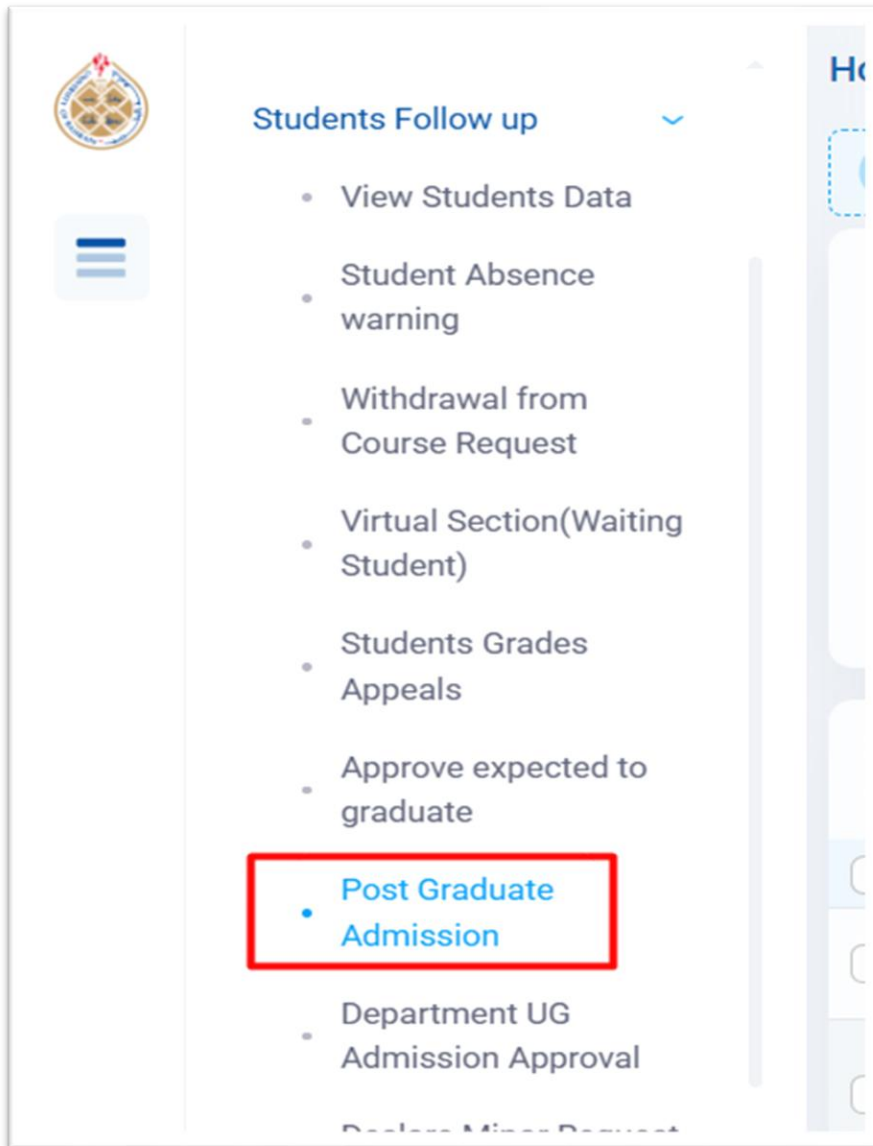
User Account: Head of Department
Function: Post Graduate Admission

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A. System Overview

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



- Figure 1 – Post Graduate Admission

B. Instructions

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

1. Search for PG Applicants:

HOD 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: 2025/2026 Semester: First Status: All College: College of Business Administration Department: Economic and Finance

Major: All Student ID: Admission Category: select

click on Search button **Search** Reset

Interview Result for applicant English Exam result

Search Result
31 Record

Applicant	CPR	Gender	Nationality	Status	Programs	Interview Result	English Exam	
ID: 2025/2026 M*****K	96****88	Female	BAHRAIN	Recorded As student on college	Master of Science in Financial Technology		59	->
ID: 2025/2026 S*****N	01****93	Male	BAHRAIN	Recorded As student on college	Master of Science in Real Estate Investment and Finance		81	->
ID: 2025/2026 T*****Z	00****92	Female	Others	Recorded As student on college	Master of Science in Financial Technology		76	->
ID: 2025/2026 B*****D	00****27	Female	BAHRAIN	No English Proficiency Certificate	Master of Science in Finance			->
ID: 2025/2026 M*****L	10****56	Female	SAUDI ARABIA	Incomplete Required Documents (Dataflow or Quadabay Certificate)	Doctor of Philosophy in Business Analytics (Finance)			->
ID: 2025/2026 *****	01****57	Female	BAHRAIN	Rejected By Admission	Master of Science in Financial		47	->

Figure 2 – Search for Applicants

2. Applicant Details

Also the HOD can Show Applicant data and Review documents.

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Home / Students Follow up / Post Graduate Admission

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

Academic Year: 2025/2026 Semester: First Status: All College: College of Business Administration Department: Economic and Finance

Major: All Student ID: Admission Category: select

Search Reset

1- click on Search

Search Result
31 Record

2- click on Details icon

Applicant	CPR	Gender	Nationality	Status	Programs	Interview Result	English Exam	
ID : [REDACTED] M*****K	96*****88	Female	BAHRAIN	Recorded As student on college	Master of Science in Financial Technology		59	→
ID : [REDACTED] S*****N	01*****93	Male	BAHRAIN	Recorded As student on college	Master of Science in Real Estate Investment and Finance		81	→
ID : [REDACTED] T*****Z	00*****92	Female	Others	Recorded As student on college	Master of Science in Financial Technology		76	→
ID : [REDACTED] R*****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)	
Full Name (AR)	
Nationality	BAHRAIN
Birth Date	10/11/1996
Birth Place	BAHRAIN
Religion	Muslim
Gender	Female
Applicant ID	
Application Status	Recorded As student on college
Remarks	
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	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 7 – Applicant Documents