



# New Student Information System

## User Manual

User Account: Head of Department

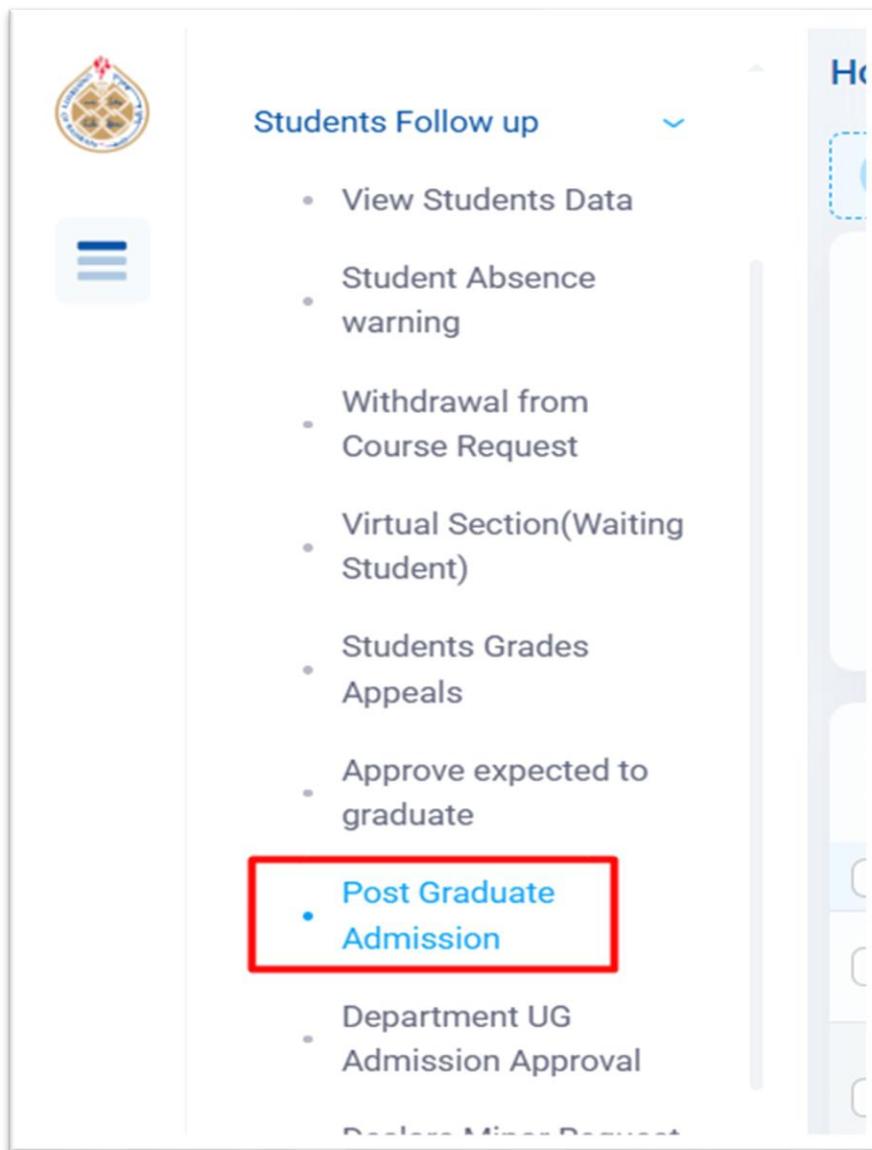
Function: Post Graduate Admission

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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	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: 5px; margin-right: 10px;" type="button" value="Search"/> <input style="border: 1px solid #ccc; padding: 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 M*****K	96*****88	Female	BAHRAIN	Recoreded As student on college	Master of Science in Financial Technology		59	...
ID : 20*****93 S*****N	01*****93	Male	BAHRAIN	Recoreded As student on college	Master of Science in Real Estate Investment and Finance		81	...
ID : 20*****92 T*****Z	00*****92	Female	Others	Recoreded As student on college	Master of Science in Financial Technology		76	...
ID : 20*****27 B*****D	00*****27	Female	BAHRAIN	No English Proficiency Certificate	Master of Science in Finance			...
ID : 20*****56 M*****L	10*****56	Female	SAUDI ARABIA	Incomplete Required Documents (Dataflow or Quadrabay Certificate)	Doctor of Philosophy in Business Analytics (Finance)			...
ID : 20*****57	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

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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

PR\*\*\*\*\*IR / HEAD OF DEPARTMENT

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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