

How to receive a Graduation Certificate

(a process for non-Iranian Bachelor, Master and Ph.D. students)



Education
Department

Refer to Education Department
in the International Branch of
Medical Sciences University

1

START



Education
Department

Refer to your course education
expert to be informed of the
required documents and get a
checkout form (1-5 days)

2



Finance
Department

Refer to the Finance
Department in the International
Branch in order to get approved
(1-5 days)

3



Education
Department

Refer to Education Department
to receive a transcript of your
entire course mark sheet (2-3
days)

4



Educational
Vice-
Chancellor's
office in IB*

Refer to the Vice-Chancellor of
IB to get the signature and
stamp on your mark sheet

5



General
Education
Department

Refer to the General Education
Department in order to submit
the mark sheet to receive the
approved transcript certificate*

6

END

Time Interval from One Week to One month

Note: *IB is abbreviation of International Branch of Medical Sciences University.

*You will be informed of how and when to receive your certificate by The General Education Department.