

Cihan University-Erbil

Admission Directorate



Admission Guide To Cihan University-Erbil



2023-2024

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1- Admission Directorate

The Admission Directorate is considered the main interface and the first gateway for a student to enter the university, and the university pays great attention to it due to its significance in attracting students to the university. It is getting ready at the beginning of each academic year to welcome the freshmen and their parents to complete all their admission-related procedures. Besides, it works to end up all registrants-related data that are required from them during the study period. The Directorate also seeks to have no errors for the admission outputs as it depends on the implementation of the ISO 9001-2015 system to accomplish all its work according to those standards.

1.1. Duties:

- Organizing the students' admission at the university following the relevant regulations and instructions.
- Preparing a special file for each student for keeping all the supporting documents and results, following up his registration at the department and supervising the completion of his file.
- Preparing periodic reports and statistics regarding admission affairs and information related to students admitted to the morning and evening studies.
- Assigning an electronic file for each student in the electronic system to follow up the procedures of the electronic admission, check files of electronically accepted students and save them according to the regulations of the process of receiving, checking and saving files.
- Issuing admitted students-related orders.
- Following up everything related to the student including postponing, exemption from tuition fees via the Martyrs Foundation, the Ministry, and scholarships provided by the university.
- Using electronic programs at work for achieving electronic archiving of mail and utilizing the electronic mail in correspondence.

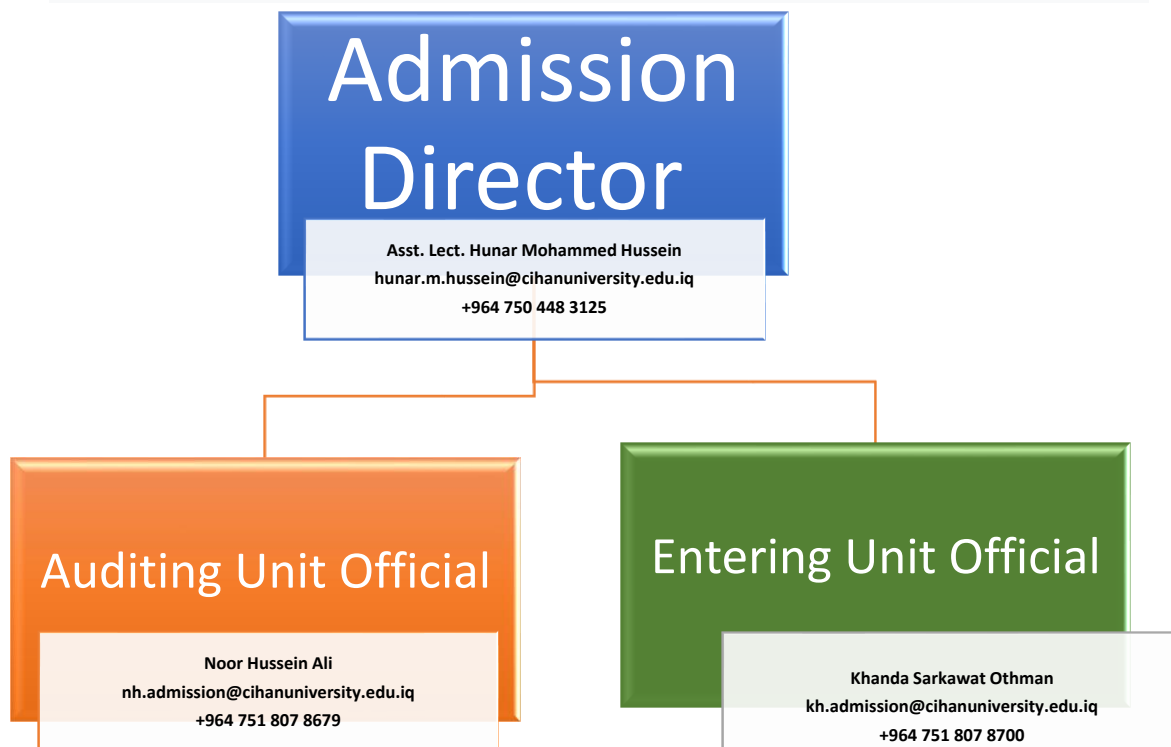
Mission:

Being distinguished at performing all admission services as simplifying procedures, providing all services to students, following modern methods to admit students, and direct them to complete their studies according to their capabilities by providing all details about the departments and how to study at the university facilitates the student's choice of the appropriate and satisfactory specialization. The directorate of admission adopts values of Proficiency, being special, continuous development, fairness, and integrity to deal with all students following the same criteria without any bias. It also depends on group work to create an atmosphere of group achievement and encourage cooperation among directorate employees to achieve its tasks and targets.

1.3. Objectives:

The Admission Directorate at the university performs the required tasks of directing and facilitating the college's procedures and highlighting the academic mission of the university by consolidating the relationship between students and the university and through many services provided to join the university. It has set a plan for this academic year inspired by the current situation of the college and its needs in the next phase. This all is presented within the limits of the available capabilities and new ideas. This is particularly concerned with providing excellent service to students, who are the most important category that the department deals with and always seeks to upgrade performance. It also aims at developing the capabilities of employees, especially those proposed by the university or the department by getting participated in training and developing sessions. We also strive to develop admission services and processes with the optimal employment of available technologies and resources.

1.4. Staff:



2- Students Admission Regulations

The Admission Directorate is keen to establish, implement, maintain and continuously improve an administrative system as a meeting is held before the beginning of the admission process to plan for the admission of students for the new academic year, determine the requirements, and prepare the requirements for student admission. It also tends to design and develop the admission form according to the regulation of the ministry of higher education and scientific research as it directorate provides a big hall divided into parts according to the colleges to receive students. It does so to avoid crowding during the admission of students, facilitate the reception of the largest possible number of students, and avoid mistakes since each college (department) has instructions that differ from other departments. Moreover, to keep the hall clean, there is a cleaning person during the working hours.

The directorate also distributes the tasks and the work according to the employees' qualifications and capabilities to accomplish the task, grants them a periodic break to make them feel comfortable, and ensures the continuity of work. In addition, the directorate rewards the efficient and distinguished staff in the completion of the admission process. The staff of the directorate takes part in the sessions held by the university to develop the performance of the directorate. The directorate also receives students' opinions and suggestions that they send via social networking platforms or the university's phone numbers.

Preserving and documenting information in four ways:

- 1-Keeping papers and records.
- 2- Linking computers of the Directorate of Admission through an internal network to ensure that the information is saved via a secure external hard disk.
- 3-Using Google Drive to keep files and share them easily.
- 4-Following up the work of the directorate daily by founding an admission directorate-related group on Telegram application in which the employees record their daily accomplished work.

3. Marketing Campaigns and Introductory Activities about the University

Introductory campaigns are planned for the university and its departments, where we start campaigns and introductory activities more than seven months before the start of applying to the university, and the directorate plans to conduct broader campaigns internationally to introduce the university to foreign students and attract them.

This is done in two ways:

- Electronic campaigns
- Field campaigns

3.1 Electronic campaigns

- a) Through the official university accounts
 - Website: www.cihanuniversity.edu.iq
 - Instagram: @erbilcihan
 - Facebook: cihanuniversity
 - Snapchat: cihanunierbil
- b) Cooperating with fill-out student form centers to publish on their social media pages
- c) Advertising via satellite, local, and radio channels

3.2 Field campaigns (non-electronic)

This is as follows:

- A. Sponsoring educational conferences and seminars for high school students,
- B. Organizing trips for high school students to visit the university's departments, classrooms, scientific laboratories, and the university's facilities,
- C. Participation in exhibitions held by universities,
- D. Opening free language courses within the university for applicants,
- E. Participating in other universities' carnivals,
- F. Holding a special carnival at Cihan University-Erbil to introduce the university,
- G. Giving lectures in all disciplines (administrative, legal, health, and technical) by the students of Cihan University's departments to high school students under the university professors' supervision,
- H. Conducting awareness campaigns for high school students, in partnership with civil society organizations, to introduce the university by displaying videos, explaining all the details about the university, and distributing brochures of the university,
- I. Cooperating with fill-out form centers for preparatory graduates by allocating a special place to introduce Cihan University-Erbil and distributing admission forms of the university,
- J. Making introductory brochures about the university's departments, which contain (an overview of the department, the vision of the department, and the mission of the department in addition to its goals and areas of work for graduates of each department) and distributing them in all vital areas.

4. Electronic Services Provided by the University to Facilitate Admission of Students

The university seeks to continuously develop and facilitate study and work. As it works at the beginning of each academic year, to develop its electronic services, informative websites and an application form is provided that contains all information students need to know about the university.

The Electronic Services for the Admission Directorate:

1. A special application for the Directorate of Admission.
2. An introductory website for students.
3. Equipping the student reception hall with a number of laptop.

Here, we will explain each of them in more details:

1. Application for the Admission Directorate at Cihan University-Erbil via mobile: The student is helped by downloading the university's application to provide more information, as it contains complete and detailed information about the departments and how to apply to the university.



- 2- An introductory website about the university created in a way that makes it easy for students to obtain the information he/she wants to know about the university, as it has several paragraphs: the departments of the university, the rates required for being admitted in each department, the conditions to be provided for application, scholarships and fellowships granted to students, in addition to the tuition fees and a set of questions and answers about the university in general and the Directorate of Admission and Financial Affairs in detail, which will be explained in detail later.
- 3- The admission directorate at the university provides laptops in the admission directorate hall in a place designated for students so that students can browse the university's websites or complete the electronic application form inside the admission directorate's hall.

5. Privileges Provided by the University

5.1. Students' Accommodation dormitory:

The accommodation service for students coming from remote areas or outside the Governorate and Iraq. It is among the services provided by the university to its students. The university provides students with services that they deserve. The university is certain to provide accommodation to serve students according to its vision and mission. The cost of the annual accommodation is 1,250,000 Iraqi dinars, and the students can pay the rent in two installments.

The message

The accommodation service provided and student life management at Cihan University - Erbil aim to develop an attractive and safe community environment that enhances academic success, participation, and vitality on campus, and to develop students' personalities.

We work to support academic success as well as building the personality of individuals and society through a variety of activities accompanying the curriculum, educational opportunities, and various support services.

The vision

It is tried to provide a pioneering residential community and distinguished innovative services that support student to success at Cihan University-Erbil.

Student dormitory features:

- The apartments were built according to the modern style, equipped, and fully furnished. Each apartment consists of two bedrooms, a hall, a kitchen, and a bathroom. Students can choose to live in the dormitory for one or two semesters (i.e., the whole academic year).
- The university provides safe accommodation 24/7, and staff is available 24/7. In addition, it is located within the university campus.
- There are free washing and drying machines on each floor.
- There is staff responsible for cleaning the common areas within the dormitory buildings. Resident students are only responsible for maintaining and cleaning their rooms.
- Providing routine maintenance services by maintenance personnel on a regular basis and emergency as needed. Student residents must report any maintenance problems to the people responsible for the student dormitory. It also includes the continuous maintenance of dormitory facilities (carpentry - plumbing - electricity).
- A fully equipped gym located inside the university.
- TV room: The TV room is located on the ground floor, and basic cable television services are provided, in addition to television in each hall in the aforementioned apartments.
- Reading room: The reading room is equipped with computers for students' use. It is located in a quiet and privileged area within the university campus, overlooking a quiet and beautiful view.

5.2. Installment of tuition fee payment:

The university provides the opportunity to pay the annual tuition fees in monthly installments through the Cihan Islamic Bank branch inside the university campus.

5.3. Job opportunity:

The university finds job opportunities for graduate students and the top students. This will contribute to finding job opportunities through the Employment Center.

5.4. Exemption for outstanding students from paying part of the tuition fees:

Granting the top student in each scientific department an exemption from academic fees, according to the following percentages:

- The first on the university is 100% exempt
- The first on each department and in each stage is exempt at a rate of (60%).
- The second on each section and in each stage is exempt at a rate of (40%).
- The third on each section and in each stage is exempt at a rate of (20%).

5.5 The Fellowships at Cihan University-Erbil:

Giving scholarships to students applying to the university, which are of two types:

A- Conditional Scholarship:

No.	Department	Scholarship percentage	Admission requirements for the fellowship / (student average)	Number of seats
1	Architecture	15%	85% - 90%	10
		100%	90% & more	15
2	Civil Engineering	25%	83% - 85%	15
		50%	85% - 90%	10
		100%	90% & more	1
3	Nutrition	25%	60% - 64%	15
		50%	65% - 70%	10
		100%	70% & more	1
4	Community Health	25%	60% - 64%	15
		50%	65% - 70%	10
		100%	70% & more	1
5	Natural Therapy	25%	60% - 64%	15
		50%	65% - 70%	10
		100%	70% & more	1
6	Interior Design	25%	65% - 70%	15
		50%	70% - 75%	10
		100%	70% & more	1

B- Unconditional Scholarship:

Supports provided by educational institutions and organizations that includes:

1. Department of General Education: They were quick to obtain a seat of (20) study seats granted as a fellowship to students applying to this department at a rate of (10%) (i.e. the student pays (1,800,000) Iraqi dinars only) in support of the education sector and helping it to educate generations.

Support provided by Media and Sports institutions:

1. Department of Media: They were quick to obtain a seat of (20) study seats granted by a media institution as a study fellowship at a rate of (20%) for students applying to this department (i.e., the student pays an amount of (1,500,000) Iraqi dinars only) in support of the media sector and its support with efficient scientific cadres in the field of media.
2. Department of Sports: They were quick to obtain a seat of (20) study seats granted by a sports institution as a fellowship for applicants to this department at a rate of (20%) (i.e., the student pays the amount of (1,500,000) Iraqi dinars only) in support of the youth and sports sector to develop the talents of our generations and developing them using the latest scientific sport methods.

Conditions for receiving the academic fellowships in the second stage and above

Below are the conditions for granting scholarships to newly admitted students and continuing them in the years following admission:

1. Conditions for admission to academic fellowships

- The fellowship is awarded only to newly admitted students.
- The student must meet the general and special conditions for admission to the relevant department as specified by the Ministry of Higher Education and Scientific Research in Kurdistan Region.
- The student graduation average in the preparatory study is within the rates determined for the academic fellowship for the scientific departments and according to the percentage of a fellowship granted as well as the number of study seats allocated to the fellowship by the university.
- The time precedence is based on applying for admission to the study fellowship.
- The student must submit a written request to the university presidency to obtain the academic fellowship.
- The student must sign a written pledge in which he/she undertakes to abide by all the general and special conditions for admission to the study fellowship and to continue with it for the following years, and in case he/she breaches any of these conditions, he/she is deprived of the academic fellowship.
- In case there are other privileges, the student has only one privilege, whichever is more.

2. Conditions for continuing and enjoying fellowship for following academic years

- The student succeeds in the first attempt at the University of every Academic Year with **Good** grades at least, otherwise he/she will be deprived of fellowship.
- The student is not subjected to any disciplinary punishment during the academic year in which he/she enjoyed the fellowship, and on the contrary, he/she will be deprived of the fellowship according to the degree of punishment.
- The student is committed to paying the tuition fees according to the times determined by the university, and in the event of delay, the student is deprived of the privileges of fellowship.
- In the event that the student is proven to have cheated in any of the daily, monthly, mid-term or final exams, he/she shall be deprived of his/her fellowship for that year and the next academic years.
- The student must adhere to the official studying hours and not be absent. In the event that he/she is absent and obtains a first warning in two subjects or more, the student is deprived of fellowship by 25%, and when he/she receives a final warning in two subjects or more, the student is deprived of fellowship by 50%.

6- Study Programs

Cihan University grants an initial university degree (i.e., Bachelor of Arts) in the following majors:

Law and International Relations	
Specialization in Law	Specialization in International Relations and Diplomacy
Medical Technology	
Specialization in Biochemical Medical Analysis	Nutrition and Dietetics major
Community Health Specialty	Physiotherapy specialty
Science	
Specialization in Medical Biology	Specialization in Medical Microbiology
Specialization in Computer Science	
Bachelor of Administrative and Financial Sciences	
Specialization in Accounting	Specialization in Business Administration
Specialization in Banking and Finance	Specialization in Public Administration
Arts and Letters	
Specialization in English Language and Literature	Specialization in Translation
Specialization in Media	Specialization in Interior Design
Education	
Specialization in Physical Education and Sports Sciences	Specialization in General Education

Engineering	
Specialization in Architecture	Specialization in Civil Engineering
Specialization in Computer and Communications Engineering	

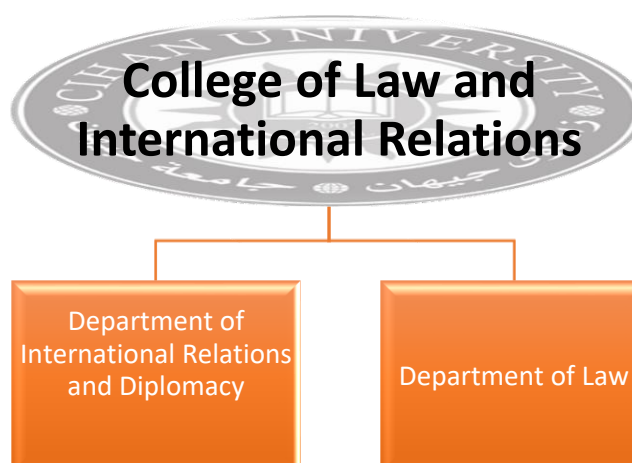
The study programs at Cihan University include 4 academic years leading to a bachelor's degree in the field of study, except for architecture and law, which requires 5 years of study. The language of study at the university is English language, except for the College of Law, International Relations and Diplomacy which are in Arabic. Students of all nationalities are accepted from high school graduates.

All Cihan University students, regardless of their specializations, are required to complete a number of general courses. These courses are: English Language, Computer Skills, and Kurdology (Kurdish culture).

6.1. Introducing the university's colleges and scientific departments:

As previously mentioned, Cihan University includes seven colleges; each of them includes a number of scientific departments, as follows:

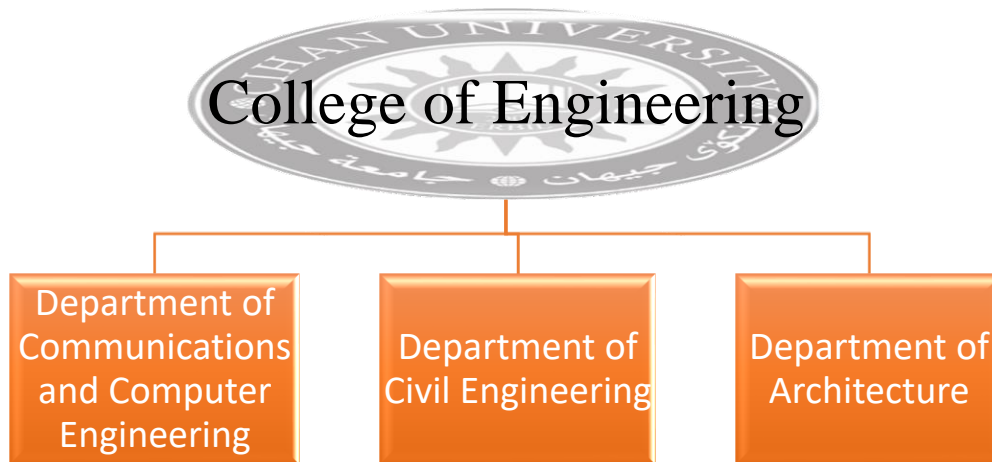
1. **College of Law and International Relations:** The establishment of the College of Law and International Relations has a great importance in qualifying human cadres in the fields of law and international relations to suit the needs of the labor market. Accordingly, the latest national and international academic foundations and standards have been taken into consideration in designing the college's scientific programs. The college plans to cooperate with international universities in its undergraduate and postgraduate programs. It has distinguished elite of academic staff. To achieve the vision and mission of the university, the college started to form its scientific departments represented by the departments of law, international relations and diplomacy. It consists of two parts: department of law and department of international relations and diplomacy.



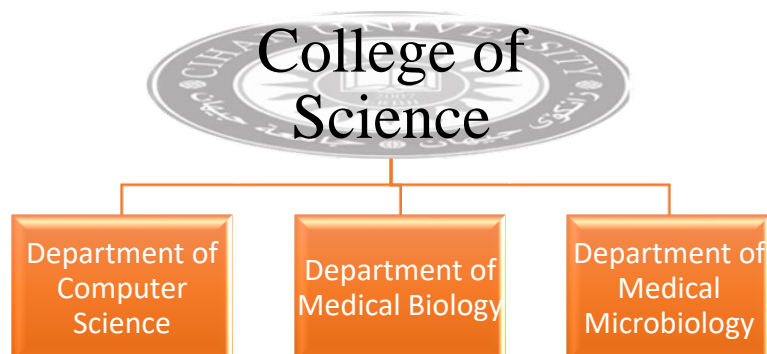
2. **College of Engineering:** This College contributes to qualifying human cadres in engineering fields to suit the needs of the labor market. The college plans to cooperate with international universities in its undergraduate and postgraduate programs, as well as it has distinguished elite of faculty members with their various specializations.

This college aspires to be a beacon in engineering knowledge and an integrated formation to keep pace with the scientific, engineering, technical and technological development and to be a pioneer in engineering education and scientific research, preparing national engineering cadres and leaders and developing human capabilities to serve the community while providing and motivating university environment and producing its staff to become world class. In order to achieve the vision and mission of the university, the college started to form its scientific departments, represented by the Department of Architecture, the Department of Civil Engineering, and the Department of Communications and Computer Engineering.

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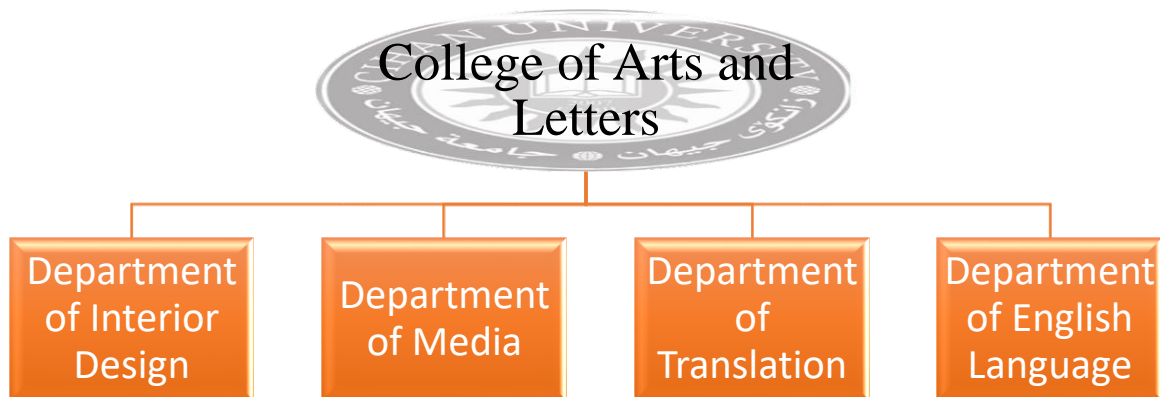
3. **College of Science:** Within the scientific system of Cihan University-Erbil, the College of Science seeks to localize and develop scientific knowledge in the community and promote it by preparing specialized human cadres with high efficiency in modern technology to be used in the fields of scientific research. It provides the student with knowledge in the fields of science because of its expansion and great link with the rest of the other sciences, whether in the natural and industrial fields or through advanced researches that have an effective impact on the development of scientific knowledge. In order to achieve the vision and mission of the university, the college started to form its scientific departments represented in the departments of Computer Science, Medical Microbiology and Medical Biology.



4. **The College of Arts and Letters:** The Faculties of Letters and Arts have had - and still are - in various countries and regions of the world, and on extended historical stages, their sublime mission that concerns thought, culture, literature and the arts. These colleges have been constantly sensing and monitoring the developments of man and society, and then developing appropriate scenarios to deal with those developments.

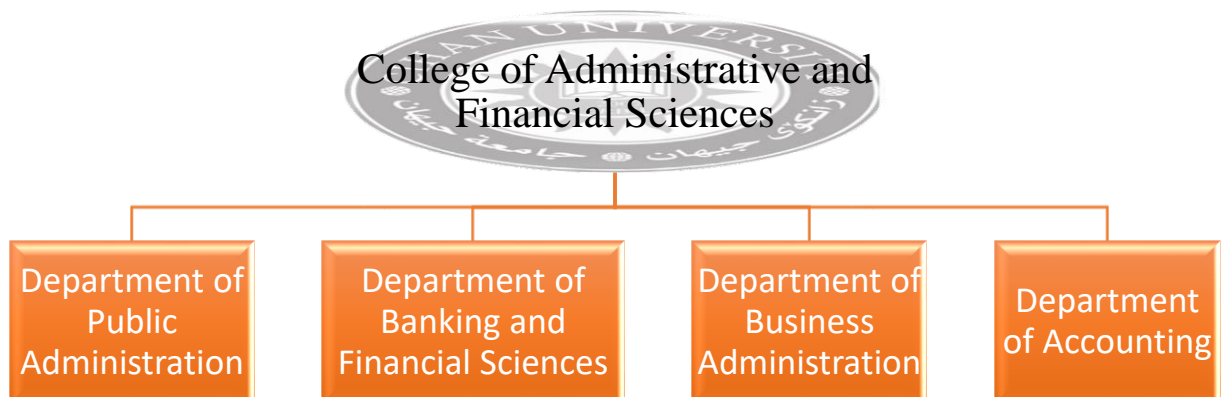
The College of Arts and Letters at Cihan University plans to cooperate with international universities in its undergraduate and graduate programs, in addition to that, it has a distinguished elite of faculty members with its various specializations.

In order to achieve the vision and mission of the university, the college started to form its scientific departments represented in the English Language Department, Translation Department, Media Department, and Interior Design Department.



5. **College of Administrative and Financial Sciences:** The establishment of this college is of great importance in qualifying human cadres in the fields of financial and administrative sciences. The college plans to cooperate with international universities in its undergraduate and postgraduate programs with distinguished elite of academic staff in various specializations. The college aims to provide its students with scientific, administrative and financial knowledge and skills and link them to the practical reality of the business environment and its needs through education, continuous scientific research and community service by blending all available educational means and methods, whether traditional or modern technology.

In order to achieve the vision and mission of the university, the college started to form its scientific departments represented in the Accounting Department, Business Ad



ministration Department, Banking and Financial Sciences Department, and Public Administration Department.

6. **College of Medical Technology:** The Medical Technology College responds to the growing need for educated healthcare professionals in the region. Educating the next generation of healthcare providers is an enormous task, given the enormous potential of technology to help the healthcare industry. When you study at this college, you will be equipped with the skills that you will need to manage and lead the important and growing convergence between medicine and technology. The departments include the Department of Nutrition and Dietetics, Department of Medical Biochemical Analysis, , Department of Community Health, and , Department of Physiotherapy.



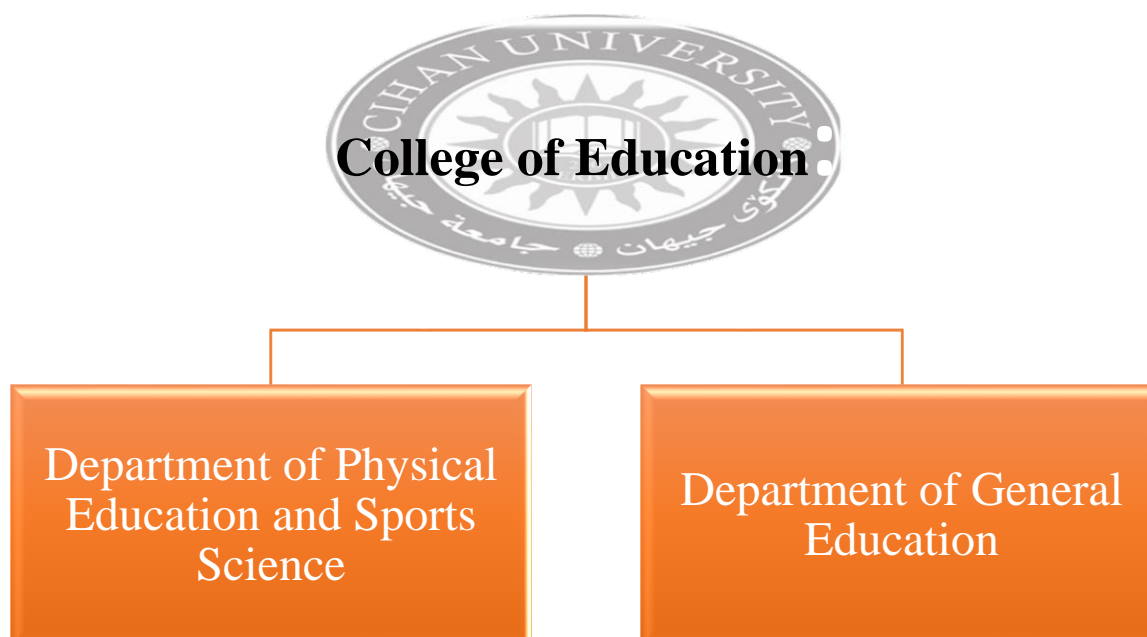
Department of
Medical
Biochemical
Analysis

Department of
Community
Health

Department of
Physiotherapy

Department of
Nutrition and
Dietetics

7. **College of Education:** The College of Education seeks to prepare an elite group of students educationally and scientifically in clear steps starting from the first year until they complete their studies and preparing an academic staff and learner capable of adopting professional and scientific standards based on the needs and aspirations of society to achieve development, progress and knowledge in all levels of education and in the fields of education and sports sciences. It includes two departments: Department of General Education, Department of Physical Education and Sports Science.



7. Admission to Cihan University-Erbil

Studying at the university starts at the end of September. Students who are willing to join the university can submit their applications from August to the same academic year.

7.1. Conditions of Student's Admission

A- General conditions

1. The applicant must have a high school certificate or its equivalent.
2. High school certificates must be certified by the ministry of education in case it is from a foreign country.
3. Those students who have graduated from high schools in the previous years can apply to the university.
4. A student who graduated from an institute can apply to a corresponding major at the university.

Number of seats	Language of study	Graduate of Professional Institution and acceptance rate 5%		High school graduates and acceptance rate 80%		Department	College
		Average	Branch	Average	Branch		
50	English	%90	Engineering drawing	%80	Scientific	Architectural Engineering	Engineering

75	English	%90	Engineering drawing	%80	Scientific	Civil Engineering	
75	English	%85	Computer maintenance(IT)	%75	Scientific	Communication and Computer Engineering	
120	English	-----	-----	%57	Scientific	Medical Biochemical Analysis	Health technology
120	English	-----	-----	%57	Scientific	Nutrition and Dietetics	
120	English	-----	-----	%57	Scientific	Community Health	
120	English	-----	-----	%57	Scientific	Physiotherapy	
80	English	-----	-----	%62	Scientific	Biomedical	Science
80	English	-----	-----	%62	Scientific	Medical Microbiology	
80	English	%70	Computer maintenance(IT)	%60	Scientific	Computer Science	
120	English	-----	-----	%55	Scientific and literary	Physical Education and Sport Sciences	Education
120	English	-----	-----	%55	Scientific and literary	General Education	
100	Arabic	-----	-----	%65	Scientific and literary	Law	La Lana International Relations
120	Arabic	-----	-----	%60	Scientific and literary	Diplomatic and International Relations	
90	English	-----	-----	%60	Scientific	Interior Design	Arts and Letters
90	English	-----	-----	%60	Scientific and literary	English Language	
90	English	-----	-----	%58	Scientific and literary	Translation	
90	English	-----	-----	%58	Scientific and literary	Media	
140	English	%60	Commercial	%55	Scientific	Accounting	Administrative and Financial Sciences
140	English	%60	Commercial	%55	Scientific and literary	Business Administration	
140	English	%60	Commercial	%55	Scientific	Financial and Banking Sciences	
140	English	-----	-----	%55	Scientific and literary	Public Administration	

Applying to the university does not mean that the students got accepted because it depends on competition on seats and the average of the students from high school or the institute.

B- Specific Conditions:

Admission conditions include names of colleges, departments, the required averages for high school graduates, technical institute graduates, institutes that are affiliated to the ministry of education, the number of seats, tuition fees, and Language of study.

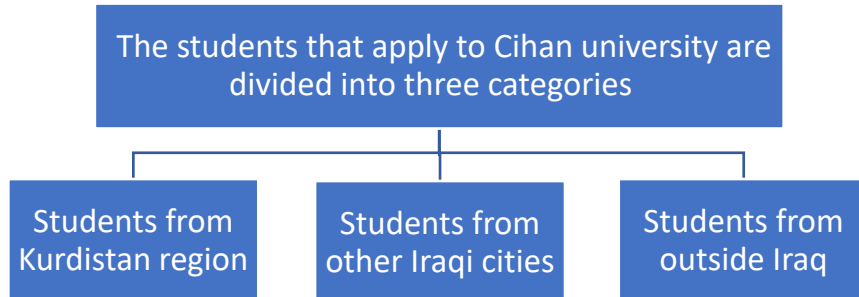
1. Specific Conditions for accepting high school graduates

2. Specific Conditions for accepting graduates of institutes

Graduates of the institutes of the Ministry of Education corresponding to the scientific departments (5 years) Acceptance rate is 5%		Graduates of technical institutes and the corresponding teacher training institute for scientific departments (two years) acceptance rate 10%		Department	College
Average	Branch	Average	Branch		
-----	-----	%80	Civil	Civil Engineering	Engineering
%80	Network, programming ,web design	%75	Computer, Communication, IT ,Electricity	Communication and Computer Engineering	
-----	-----	%62	Pathological analyses	Medical Biochemical Analysis	Health Technology
-----	-----	%62	Nutrition	Nutrition and Dietetics	
-----	-----	%62	Community Health	Community Health	
-----	-----	%62	Physiotherapy	Physiotherapy	
-----	-----	%62	Biomedical	Biomedical	Science
-----	-----	%62	Pathological analyses	Medical microbiology	
%65	Network, programming, web design	%60	Network ,IT	Computer Science (IT)	
%60	physical education	-----	-----	Physical Education and Sports Sciences	Education
-----	-----	%60	Legal Administration	Law	Law and International
-----	-----	%55	Interior Design	Interior Design	Arts and Letters
%65	English Language	%55	English Language	English Language	
%65	English Language	%53	Translation and English Language	Translation	
%60	Network, programming ,web design	%50	Media, Computer IT	Media	
%65	Accounting	%50	Accounting, Financial and Banking Sciences	Accounting	Administrative and Financial Business
%65	Business Administration	%50	, Business Administration Oil and Gas Management	Business Administration	
-----	-----	%50	Financial Administration	Financial and Banking Science	
%60	Network, programming, web design	%50	Public Administration	Public Administration	

7.2. Categories of students applying to Cihan University-Erbil

At the beginning of September of every year, students visit Cihan University - Erbil to ask about how to apply, and they receive all the information they need to start the first steps of registration. Our university receives students from various cities and countries, and we can classify them into three categories, as follows:



7.2.1. Students from Kurdistan Region and other Iraqi cities

The Specific Admission requirements for students from Kurdistan and Iraq have been explained in point (1.7)

7.2.2. Students from outside of Iraq

The student who wants to apply to our university can visit the admission department and receive a letter to request the equalization of his degree according to the system in the university and for finishing his degree equalization by the Certificate Equalization Department in the Ministry of Education in the Kurdistan Region. After completing it, the student must deliver the original copy of equalization of all the required papers with a copy of his/her passport.

7.3. How to Apply to Cihan University-Erbil

The registration department at Cihan University provides the students with two options for applying:

1. Online application
2. Applying with a form

Students may apply online if they cannot visit the university. Then, they can receive an application form from the registration section.

7.3.1. Online Application

After making advertisement campaigns and brochures for the university and its website which has been explained in point number (3-Marketing campaigns and introductory activities about the university) the student will be able to visit the website which is specified for admission. The website includes the departments and their required average in addition to the condition that must be fulfilled for applying. Moreover, it includes information about scholarships and fellowships granted to students besides tuition fees, a set of questions and answers about the university in

general, and information about the admission and Financial Affairs in detail. The students can access the system by following this link:

<https://apply.cihanuniversity.edu.iq/>

The website includes the following:

A- Student Registration

Students must provide their private email and a personal phone number that should have (WhatsApp) application, after which a code will be sent to them and they can use it to log in to the system.

B- Grade Calculator

Students can access the website using the code which they have received by email, then they can enter their information and grades, after which the average is calculated, and the departments to which they can apply are shown through a message to their mobile and their e-mail.

C- Regulations

Here, the students can access all the needed information regarding the application to the university:

1. How to fill a form
2. The required papers

D- The Departments of the University

Here the student will have a list of the departments in the university, the required average for each and, tuition fees.

E- Scholarships

1. The scholarship with a certain percentage and according to the rate.
2. Financial support provided by charitable organizations for some departments.

F- Questions and Answers (FAQ)

On the website, there is a section for the most common questions about the university generally, admission directorate, financial issues and, how to pay the tuition fees.

G- Contact us

The students can contact the employees in the admission and registration directorates through the website.

Student Registration:

The student can register on the website through entering the personal email and phone number which has WhatsApp, a code will be sent in seconds to the email or the WhatsApp.

The student can access to the website through the personal email with the received code.

Grade Calculator:

The student is able to know the possible departments she\he can register in. when full information are submitted such as the grades and the phone number that has WhatsApp, a message will be sent for further details.

Completing all the Requirements:

The student has to fill in all the fields of the electronic form and submit it to the website with the required documents.

Although the student has submitted through the website, she\he has to submit the paper form (**the** hard copy).

Note: The student has to submit the official stamped paper form that is documented by the high school even if the submission was online.

7.3.2. Applying by Filling a Form

7.3.2.1. Providing students with paper form:

1. When the student visits the Admissions Directorate, she\he is entered inside the student reception hall by the Admissions Directorate staff, where there is a designation for each college and its departments. The employee explains in detail to the student about the college and its departments, the required average, the number of departments he can apply to, tuition fees and answer all their questions.

- **Withdrawing the form for the student:**

The form is given to the student after that the primary information of the student is recorded in the reception of the Admissions Directorate, where the full name of the student, the department to be applied to, the rate and the type of study (morning, evening) in addition to the mobile number of the student and his guardian is written, provided that it contains a WhatsApp application.

- **Explaining how the form is filled out:**

- A.** The first page of the form is to be filled out by the university before it is handed over to the student.
- B.** The employee explains to the student how to fill in the rest of the form fields in a clear and accurate handwriting and with a blue pen, with the need to pay attention to the cleanliness of the application form and maintain it, as the second page is filled out by the school and the Directorate of Education, and the student's grades must be included in letter and figure in addition to the total of grades and the certification of grades and information by the school and the Directorate of Education with their seals.

- C. As for the third page of the form, it is filled out by the student and the guardian, where all information related to the departments to be submitted to, housing information, the student's phone number, date of birth and information on the student's personal documents must be written, in addition to the last field concerned with information about the student's guardian.
- D. The fourth and last page of the form consists of two parts. The first part is related to the pledge, which the student must abide by all of its terms. After reading all the conditions, the student and the guardian must sign the pledge, which states:

➤ Part One (The Undertaking)

1. Always attend at Cihan University-Erbil and abide by the implementation of all regulations, instructions and orders issued by the Ministry of Higher Education and Scientific Research, the Presidency of Cihan University-Erbil and the authorities authorized by them.
2. Not to do any work that would prejudice the reputation of the university and the standing of the university student.
- 3- Enrolling in the work hours during the first week of the start of school.
4. The information and documents provided by me are correct, and on the contrary, the university has the right to cancel my admission and upgrade my registration at any time that proves this.
5. Pay (40%) of the total tuition fee within a maximum period of two days after the admission announcement.
6. Regularity in the study and respect for the rules related to the conduct of lectures and not to be absent except with an acceptable excuse in accordance with the rules and regulations of the university. And if the percentage of absences exceeds (10%), then the course is separated, taking into account Article (18) and paragraphs (3, 4, and 5) of the instructions of the Ministry of Higher Education and Scientific Research of Kurdistan Region No. (2 / 1990) in (9/8 /2016).
7. Adherence to all instructions of the examination committee.
8. Pay the tuition fees on time, and if I am late in paying these fees, the university has the right to take whatever measures it deems appropriate against me.
9. I study at Cihan University / Erbil only, and I am not registered in any of the other universities and institutes inside or outside Kurdistan Region.

➤ The second part (instructions and conditions of admission to be adhered to)

- 1- The applicant must be a graduate of preparatory school or its equivalent.
- 2- The age of the student applying for admission to the engineering departments should not exceed (35) years.
- 3- Students who have graduated from preparatory studies for previous years have the right to apply and be accepted in university departments, according to the student admission plan for the academic year.
4. Submission of the form is not binding for admission to the university.

5- In the event that the student is not accepted in the department that he installed in the first option in the application form, he will automatically move to the departments that follow, provided that the departments are according to the sequence mentioned in the list of admission requirements and according to the competitive rate approved for each department in the university.

6- After announcing the acceptance, the accepted student must deliver his graduation document from the high school to the Admission Directorate, and it must also be certified by the Education Directorate within a period of (5) days.

7 - The student is considered legally registered at the university after paying the tuition fees according to the prescribed instalments and the issuance of the university order accepting him in one of the scientific departments.

- E. The last paragraph of the form is related to the signature of the employee who receives the form from the student after returning it, the employee who entered the form and the auditing employee, as each of them must sign after receiving the form, entering and checking.
- F. He is also provided with all university contact information (contacting the university through (4) phone numbers of the Admission Directorate, through social media sites, and by e-mail), as it is easy for the student to receive the answers of all his questions more easily than, and as quickly as, possible.
- G. After the student is provided with the above information, he makes a tour around the university's departments, accompanied by the employee who is in the district in which he received the form. With this step, the student can see the buildings and departments of the university closely so that he can decide to choose the department he wants to study in.

7.3.2.2. Documents to be attached to the form:

The student is provided with a written list containing all the required documents which are:

- 1- The application form filled out by the student and the school and approved by the Education Directorate.
- 2- Civil Status ID or National Card (colourful copy) + original for matching.
- 3- Nationality certificate (colourful copy) + original for conformity.
- 4- The ration card (colourful copy) + the original for matching.
- 5- Medical examination report (vision test): where the student must bring the report on the student's examination, which includes the student's safety in terms of (physical: sight, speech, hearing, heart ...) and from the psychological aspect as well.
- 6- Personal colourful photos with a white background (3 * 4 cm).
- 7- A colourful reproduction of the Mukhtar's endorsement or an information card.
- 8- A copy of the grade transcript (4, 5, 6) if submitted via this document.

7.3.2.3. Samples of university gifts attached with the form:

The Admission Directorate distributes samples of gifts for the university that bear the university's logo along with the form, which includes (pen, car perfume, medal, and notebook).

7.3.3. The student submits the form to the university

A- Make sure to fill out the form and bring the required documents:

After the student completes all the requirements for the application, the student submits the form along with the medical test and the required original and copied documents in addition to (the document in case he graduated from outside the region) or (equivalent certificate in case he graduated from outside of Iraq) and the documents and grades are checked by the receiving employee and Emphasis on the departments to be applied to, where the student has the right to apply to the departments according to the sequence, conditions and rate, after which he directs the student to the department designated in the faculty in which he wants to apply.

B- Submitting the form to the college:

The student submits the form to the employee in charge of the college that he wishes to apply to after he has filled it out by the school and the Directorate of Education and brings the required documents to him. The form is verified by the employee who checks the student's grades (number and written) in addition to collecting and matching them with the total within the form (number and written) in addition to matching the student's grades with the department To whom he would like to apply to, it is also necessary to make sure that the student is presenting to the departments according to the number of students allowed to apply in it and that it is serialized according to the rate and conforms to the arrangement of the departments within the list of admission requirements, in order not to lose the student's right, as in the event that a seat is not available for his rate, the transfer will be made to the next section (Pre-selected by the student according to his desire within the form) automatically, as well as the school seal and the stamp of the Directorate of Education are verified and that he has read the pledge and signed by the student and his guardian.

1. The application form after being filled out by the student and the school and approved by the Ministry of Education.
2. A colourful copy of the Civil Status ID with the original for the purpose of matching.
3. A colourful copy of the Iraqi nationality certificate with the original for the purpose of matching.
4. A colourful copy of the ration card with the original for the purpose of matching.
5. A colourful copy of the passport for foreign students with the original for the purpose of matching.
6. Medical test report.
7. Six personal photos with a white background, size (4 x 3).
8. Housing support (Mukhtar endorsement) or housing card.
9. High school graduation document certified by the Education Directorate.

After making sure that all papers are correct and filling in all fields within the form, all papers are finalized, pressed, saved and signed in the field designated for the recipient of the form.

8. Initial Auditing of Forms Provided Electronically or in Person

8.1. Initial Auditing

The previously returned form is checked by the employee in charge of the college, where the grades are checked with the total, papers and departments to which the student submitted and the rest of the information inside the form.

8.1.1. Periodic auditing between colleges

Another audit is done by exchanging departments periodically between the employees of the colleges in order to avoid mistakes, and the forms are taken to the data entry room daily.

8.1.2. Pre-entry checking

The stage of complete verification of all forms by the employee auditing comes with the calculation of grades for each department and the number of departments submitted to it and its sequence in addition to checking the validity of all papers and required documents and making sure that the name of the applicant is matched with the identity of the civil status and to ensure that the document is authenticated (outside the region) after which the validator signs the form.

9. Data Entry

9.1. Forms Online Entry

The forms are entered by the entry staff in the entry unit, where all the information in the form (the student's personal information and phone numbers in addition to the student's grades according to the subjects, their total, the rate and the rest of the student's information inside the form) are entered into the university's electronic system.

<https://dev.cihanuniversity.edu.iq>

All the forms received must be entered on the same day otherwise the employees remain until the completion of the entry and auditing process. In this case extra hours are added to their income. After completing forms entry, employees in charge have to sign in the allocated

9.2. Forms Arrangement after Entry

After the entry, the forms are alphabetically ordered into the file boxes (provided that each box file contains 20 forms) and according to the colleges and departments.

9.3. Post-entry check

This process is completed by two stages:

A- Initial Auditing after Entry

Entry lists drawn from the electronic system are printed to be checked to ensure the correctness of the entered information, as each employee checks his/her own college as the application lists are alphabetically arranged according to the departments to facilitate information checking to detect mistakes as soon as possible to gain time and work accuracy.

B - Periodic Check after Entry

The second auditing is carried out by a periodic exchange among department employees from the rest of the colleges in order to avoid any mistakes; otherwise, it must be corrected on the electronic system (online).

10. The Announcement of the Admitted Students-First Round

10.1. Announcing the 1st Admitted Group

After sending the information to Ministry of Higher Education and Scientific Research to obtain approval to accept students according to the specified number of seats and at the required average from the highest to the lowest, the initial ministerial admission prescription is received along with the lists of admitted students. After that the forms of the accepted students are separated aside for the first group, checked again, and then announced at the end.

After announcing the accepted students, they must visit the Admission Directorate within (3) days to check, complete the procedures and confirm the student's enrollment at the university. The students are informed about their acceptance at the university through:

- 1- University website.
- 2- Sending an email to the student.
- 3- Official university pages on social media.
- 4- Sending a text message to (the student's mobile number + his/her guardian).
- 5- Sending a text message via (WhatsApp) application.
- 6- Making phone calls for all students' numbers and their guardians for students who have not joined the formal attendance hours to confirm their names.

10.2. Confirming the Student's Name and Getting the Tuition Fees

After announcing the student's acceptance, the student must pay the first installment, which is (40%) of the installment of related department in which the student is accepted, in order to confirm his/her name.

11. Regulations for Tuition Fees Payment

Cihan University - Erbil is keen on providing services that serve the student throughout his study period at the university, and within the framework of facilitating tuition payment process, the university provides the following privileges:

- 1- Exemption from study tuitions for martyrs' families and political prisoners.
- 2- The student can pay tuition installment in two ways:
 - Through the Financial Affairs Directorate at the university: After the student pays the required installment, the student's name is automatically confirmed through the university's electronic system, and it is added to the list of first-stage students who are confirmed, which appears in the scientific departments as well.
 - Through Cihan Bank: This step is considered as facilitation for students submitted from outside the governorate.
- 3- Annual tuition fees can be paid in installments, as follows:
 - Through department of Financial Affairs, in one of two ways:
 - a. Paying fees in two installments, on (September 15th) and (February 15th) of each year.

- b. Paying fees in 4 parts, according to the following dates of each year (15 September), (15 December), (15 February) and (15 April) of each year.
- Through Cihan Bank branches, after paying the first installment, the remaining installments can be paid monthly in (8) installments without bank profits.
- 4- Annual fees are as follows for each department:

Department	Tuition fees (by Iraqi dinar)	Department	Tuition fees (by Iraqi Dinar)
Architecture Engineering	4,420,000	General Education	2,550,000
Civil Engineering	4,250,000	Law	2,678,000
Communication Engineering	3,825,000	Diplomatic & International Relations	2,678,000
Medical Biochemical Analysis	3,485,000	Interior Design	3,188,000
Nutrition	3,750,000	English Language	2,716,000
Community Health	3,750,000	Translation	2,716,000
Physio-therapy	3,750,000	Media	2,550,000
Biomedical	3,485,000	Accounting	2,410,000
Biology (medical microbiology)	3,485,000	Business Administration	2,410,000
IT)Computer (Sciences	3,188,000	Banking & Financial Sciences	2,410,000
Physical Education & Sport Sciences	2,550,000	Public Administration	2,410,000

12. Submitting Students' Documents

Submit the documents to the Admission Directorate

The accepted student must pay the installment within (15) days as maximum from the date accepted. Then, after the student submits the document of his graduation from the high school, he/she is checked within two days (document + form) and if the document is proven to be incorrect, the student's admission will be canceled and if he/she does not bring the document, the student's admission will be canceled after giving him a time limit by informing him several times.

13. The Announcement of the Admitted Students- Second Round

If the accepted students do not attend the first group, their admission is canceled and they will be substituted by spare students.

Accepted students of the 2nd group who did not enroll in the university are notified as well as their parents via e-mail and text messages to them informing them about the necessity of their enrollment within a maximum period 3 days, and on the contrary, their admission is canceled. This process continues until the vacant seats are filled.

Then lists of reserved seats are sent to the heads of departments to check the names on the system with the students enrolled in the working hours. After that the scientific departments must print these lists after downloading them from the system and checking them.

13.1 The Final Check after Reserving Seats

The Final verification of all the documents inside the form which include the grading of each department, the number of departments submitted with their sequence, in addition to checking the validity of all the required papers and documents to check students' names match the identity of the civil affairs to make sure that the documents is authenticated (outside and inside the region). In case there is any defect in the document or in the form, the student's admission will be canceled.

14. Auditing by MHESR Committee and Issuing Admission Orders

14.1. Ministerial Committee Auditing

All forms and documents are audited by a dedicated committee from Ministry of Higher Education and Scientific Research which includes checking the students' grades with the accepted department and certifying the documents.

14.2. Issuing a Ministerial Order

The initial ministerial resolution for students' acceptance is issued after the verification by an auditing committee from Ministry of Higher Education and Scientific Research to consider the student accepted.

14.3. Issuing the University Order

After conducting the auditing process by ministerial committee, a university resolution for admission is issued according to the initial ministerial acceptance resolution. It is attached then with the rest of documents inside the form (university resolution + a list of the names of accepted students for each department).

14.4. Issuing the Final Ministerial order (Confirmation of Acceptance)

The final order (confirmation) to accept students is issued by Ministry of Higher Education and Scientific Research, which includes students accepted for all groups attached to lists of students' names.

14.5. Arranging University and Ministerial Orders inside the Forms

Attached to each form a copy of the ministerial admission resolution + a list of names with a copy of the university admission resolution + a list of names marked with the name of the student Highlighted.

15. Documents` Issuance Verification

Verification of the issuance of students' documents inside and outside the region is achieved in two ways:

Graduates outside the region (where the documents are reproduced, the copy is saved inside the student's application, and the original copies are sent to Ministry of Higher Education and Scientific Research for the purpose of completing the validation procedures attached to a list in which the names of the graduate students from outside the region are listed. The list is signed by a recipient.

The documents from the ministry and after verifying their authenticity, the original copies of the documents are returned to the student's file (the form).

16. Submitting the Forms to the Registration Directorate

The forms are submitted to the registration directorate at the university after they are attached to (the student's full information + all the documents + graduation document + university acceptance resolution + ministerial acceptance resolution) for each student within his application. The handover process takes place after they sign their receipt of the forms, explaining the section, the number of forms received, the signature of the receiving employee, and the date of form, in order to ensure the process of receiving and handing over to both parties.

17. Shredding the Forms and Attachments

Papers and documents that are no longer useful are shredded according to the legal regulations and the plan for preservation and shredding. Shredding process takes after saving the forms, documents and papers of the applicants to the university for three years. This process is carried out in the following steps:

- 1- After the aforementioned period has expired, the forms and all attached papers are checked in order to sort the original copies of the documents from the rest of the attachments of the reproduced form.
- 2- Keeping the original copies of documents in specific folders after being addressed and classified according to year number.
- 3- Shredding the forms and papers copied by the directorate staff.

18. The Most Frequently Asked Questions by Students about Application to Cihan University-Erbil

1- What is Cihan University-Erbil's official website?

- Answer/ www.cihanuniversity.edu.iq

2- What are the official social media of Cihan University-Erbil?

- Email: admission@cihanuniversity.edu.iq
- Facebook: [cihanuniversity](https://www.facebook.com/cihanuniversity)
- Instagram: [@erbilcihan](https://www.instagram.com/erbilcihan)
- Snapchat: [cihanunierbil](https://www.snapchat.com/add/cihanunierbil)
- Twitter: https://twitter.com/CihanUni_erbil

3- On which phone number can I contact Cihan University-Erbil?

- **Korek:** +964 750 738 1000 +964 750 736 1000 +964 751 807 86 77
- **Asiacell:** +964 770 976 4040

4- When are morning and evening classes held?

- Morning classes are held from 8:30 AM to 2:00 PM.
- Evening classes are held from 3:00 PM to 7:00 PM.

5- What is the language of study?

The language of study is English except for two departments (Law and International Relations and Diplomacy) which are in Arabic.

6- When does the study (the academic year) start?

- After one week of announcing the accepted students' names.

7- How can I go to the department in which I have been admitted?

- One of the university staff will guide you to your department.

8- Who are the bodies that have recognized the university (Cihan University-Erbil)?

Cihan University was established on in 2007 after obtaining the approval of the Council of Ministers of Kurdistan Regional Government according to the letter no 325 on 25-2-2007 and with the approval of Ministry of Higher Education and Scientific Research no. (192/N/W) in 10/11/2006, as well as its recognition by Ministry of Higher Education and Scientific Research-Iraq according to the ministerial order No (4632) on 7/7/2017.

9- How many years are required to get the Bachelor of Arts degree at Cihan University - Erbil?

- The duration of the study is 4 years for every department except for (Law and Civil Engineering) in which it is 5 years.

10- Is the Bachelor of Arts degree that I obtain from the university recognized in the other countries?

- Yes, the certificate is recognized in all UNESCO member countries.

11- Does the university own dormitory for students?

- Yes, there are private residential dormitories for male and female students and the annual cost of accommodation is (1,205,000 IQD)

12- Is a master's study program available at the university?

- Yes, according to the ministerial order issued by Ministry of Higher Education and Scientific Research No. (9/362) on (9/1/2019), by which approval was granted to open a graduate program (Master) at Cihan University - Erbil.

13- How can I apply to Cihan University-Erbil?

- You can apply to Cihan University - Erbil in two ways:
 - A- Through this online link: ([https:// apply.cihanuniversity.edu.iq](https://apply.cihanuniversity.edu.iq))
 - B- Via an application form: by visiting the university which is located in Newroz Neighborhood, 100 m. St. Erbil.

14- In which department can I continue my study? What are the departments that I can apply to?

- A / According to the average you have obtained, you can study in the university departments, where each department requires a certain average.

15- Where can I check my eyesight?

- In the nearest health center to your house.

16- How many departments can I include in the university application form?

- A / According to the average you have obtained, you can apply to one department.

17- Which departments have morning and evening shifts at Cihan University - Erbil?

- A / All the scientific departments at the university include only morning studies.

18- Do I have to pay the first installment to the university with the submission of the application?

- A / No, the first installment must be paid after the announcement of the acceptance by Ministry of Higher Education and Scientific Research.

19- Is there any discount in tuition fees?

- A / Yes, there is a discount in the tuition fees in two ways:

- A scholarship that depends on the average.
- A financial support by charitable organizations for some departments.

20- What are the mechanisms of paying tuition fees and university installments for the families of martyrs and political prisoners?

- C / Families of martyrs and political prisoners are exempted from paying tuition fees.

21- What are the mechanisms of paying tuition fees?

A/ You can pay the installments in two ways:

1. at Cihan Bank branches, that is, after paying the first installment, you can pay the rest of the installments monthly in (8) installments.
2. through the financial affairs unit at the university in one of the two following ways:
 - a. Payment of fees in two installments on 15/9/2021, 15/2/2022
 - B. Payment of fees in 4 installments, on 15/9/2021, 15/12/2021, 15/2/2022, 15/4/2022.

19. Appendixes

Appendix 1 (Student data form after calculating his/her grades electronically)



Kurdistan Region - Iraq
Cihan University-Erbil
Directorate of Admission

Congratulations your are one of candidates to entering Cihan University - Erbil

General Info

Full Name:	Khanda sarkawt - -	Graduation Year:	2019-2020
Graduated From:	Kurdistan Region	Branch:	ژانسی
Phone No:	07507901990	Email:	Kh.admission@cihanuniversity.edu.iq

Grades

1	Kurdish Language	66.00	5	Physics	56.00
2	Arabic Language	77.00	6	Chemistry	55.00
3	English Language	88.00	7	Biology	67.00
4	Mathematics	78.00			
Average 10 (10%):		6.70	Average 11 (10%):		7.80
Total:		487.00	Average:		71.22
			Max Average:		71.78

Your average has been accepted in the below departments:-

1	Medical Biochemical Analysis	8	Sport	15	Media
2	Nutrition	9	General Education	16	Accounting
3	Community Health	10	Law	17	Business Administration
4	Physiotherapy	11	International Relations and Diplomacy	18	Banking and Financial Sciences
5	Biomedical Sciences	12	Interior Design	19	Public Administration
6	Biology (Medical Microbiology)	13	English		
7	Computer Science	14	Translation		

* Please visit admission directorate to receive your applicant form in two days.

+964 750 738 1000

+964 750 736 1000

+964 770 976 4040

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@erbilcihan

CihanUni_erbil

www.cihanuniversity.edu.iq

admission@cihanuniversity.edu.iq

cihanunierbil



Appendix 2 (student's data form after being filled by the student and required entities to be uploaded electronically)



Kurdistan Region - Iraq
Cihan University - Erbil
Directorate of Admission



Admission Application Form

1- General Info

Full Name: ali Hussainrahmed Gender: Male
 Branch: Scientific Graduation Year: 2019-2020
 Exam Code: 2013015280093 Application No:

2- Subject's Mark

#	Subject	Marks		#	Subject	Marks	
		No	In Words			No	In Words
1	Kurdish Language	62	ست و دو	5	Physics	54	بهنه چار
2	Arabic Language	76	ههشت و شش	6	Chemistry	60	ست
3	English Language	50	پنجاه	7	Biology	60	ست
4	Mathematics	50	پنجاه	8			

3- Average Mark Calculation

Total: 412 Average: 59
 Grade 10 (10%): Grade 11 (10%): Grade 12 (80%): Final Rate (100%):

4- School Information

School Name: ئایینه نا مکتوبی
 Attempt: ☒ First ☐ Second
 stamp: 

Education Directorate Approval

Directorate's Name: _____
 stamp: 
 Confirm the validity of the information in the paragraph (1,2,3,4) which is about calculating the rate of the six preparatory class
 Signature: _____
 Director's Name: _____
 Date: _____

Signature: _____
Headmaster's Name: _____
Date: _____

Signature: _____
Director's Name: _____
Date: _____

+964 750 738 1000
+964 750 736 1000
+964 770 976 4040

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@erbilcihan
CihanUni_erbil

www.cihanuniversity.edu.iq
admission@cihanuniversity.edu.iq

Appendix 3 (Application Form)

Pledge	
I am:	I hereby commit myself to:
1 - Be a regular student at the university and to be obedient to the regulations, instructions, and orders issued by the Ministry of Higher Education and Scientific Research and the authorized sides. 2 - Avoid any behavior that harms the reputation of the university. 3 - Join the study during the first week of the academic year. 4 - Provide authentic documents; otherwise the university has the right to cancel my admission and exempted me as a student at any time. 5 - Complete the admission procedures and pay the first installment of the tuition fee within (3) days from the day of announcing admission, otherwise my admission from the university will be canceled. 6 - Study regularly and respect the rules related to the conduct of lectures and not to be absent except with an acceptable excuse in accordance with the regulation of the university. If the percentage of absence exceeds (%10), the university will expel me from the Subject, according to the article (18) and paragraphs (3, 4, 5) of the instructions of the Ministry of Higher Education and Scientific Research of Kurdistan Region No. (2/ 11990) in (9/8/2016). 7 - Comply with all the instructions of the Examination Committee. 8 - Pay the tuition fees on specified date and if I delay paying the tuition fee, the university has the right to take any actions that seem appropriate. 9 - Study at Cihan University - Erbil only and I am not registered at any other universities or institutes inside or outside Kurdistan Region.	
Signature:	Signature:
Student's name:	Guardian's Name:
Date: / / 20	Date: / / 20

Admission Terms and Conditions	
1 - The applicant should be graduate of secondary school or equivalent school. 2 - The age of the applicant for admission in the engineering departments must not exceed (35) years. 3 - Students who are graduates of the preparatory school for the previous years are entitled to apply and be admitted at the university departments according to the student acceptance plan for the academic year. 4 - Submission of the form is a step to apply to the university, and this does not mean his admission is granted. 5 - In case the student is not accepted in the department he/she chooses, He will automatically be transferred to the next departments as mentioned in paragraph number (7) based on the admission requirements and the competitive average approved for each department in the university. 6 - After announcing the names of admitted students, they have to submit their documents to the university within (5) days. 7 - The student will be registered as a regular student at the University after paying the tuition fees according to the prescribed installments and the issuance of his admission in one of the scientific departments.	
Signature:	Signature:
Receiver:	Recorder:
Date: / / 20	Date: / / 20
Signature:	Signature:
Editor:	Editor:
Date: / / 20	Date: / / 20

Kurdistan Region - Iraq Cihan University - Erbil Directorate of Admission	
Cihan University - Erbil was Established according to the decision of the Kurdistan Council of Ministers(No.325 on the 25 th of February, 2007), and the approval letter of the Ministry of Higher Education & Scientific Research (No.192/N/W on the 30 th of November, 2006),and recognized by the Ministry of Higher Education and Scientific Research in Iraq according to its letter (No.4632 on the 6 th of July ,2017)	
Admission and Application Form Academic Year : 202 - 202	
Full Name	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Branch	Scientific <input type="checkbox"/> Literary <input type="checkbox"/> Commercial <input type="checkbox"/> Other <input type="checkbox"/>
Student's Number	
Application Form Number	
Online code number	
Enrolled in the Department of	
Evening study	<input type="checkbox"/>
Morning study	<input type="checkbox"/>

1 Examination No. / Code	
2 Marks of the Student	Academic Year (-)
Column Mark Number Written	Total
Recent photo and school stamp	
According to the new system (Swedish)	
3 Subjects	Average annual rate
Total marks for grade 10 20 - 20	
Total marks for grade 11 20 - 20	
Total marks for grade 12 20 - 20	
4 10 % Grade 10	10 % Grade 11
80 % Grade 12	The final rate for the Three grades
5 It must be filled by the school	
School Name	Attempt First <input type="checkbox"/> Second <input type="checkbox"/>
Stamp	
Signature: Headmaster's Name : Date:	
5 Approval of the Directorate of Education	
Directorate Name	
Stamp	
Confirm the validity of the information in the paragraph (2,3,4) which is about calculating the rate of the six preparatory class	
Signature: Director's Name: Date:	

7 Requested Department	
1	2
3	
8 Student's Information	Address Governorate City Quarter Mobile 1 Mobile 2 E-mail
9 Date of Birth	Year Month Day
10 Place of Birth	Inside Iraq (Governorate) City Outside Iraq (Country)
11 Civil ID	Number Date Record No. Issued by
12 Nationality ID	Number Date Record No. Issued by
13 National Card	Number Date Issued by
14 Guardian's Information	Name Relationship E-mail Job Mobile Address
15 Student's Name in English	
16 Blood Group	17 Nationality
18 Civil status	Single Married

Appendix 4 (A contract with promoting companies to absorb students)

In the Name of Allah the Merciful

Sub/Agreement

The First Party: Cihan University – represented by Dr. Prof. Amjad Saber Al-Delawi, President of Cihan University, in addition to his position.

Address: the 100St. Nawruz, Erbil, IRAQ, **Phone:** 075007381000

The Second Party: Al-Masa for Scientific Investments Limited Co – represented by manager Mr. Ali Mohammed Hasan, in addition to his job.

Address: Basra, IRAQ, **Phone:** 07504569772

Preamble

The second party offered the first party, as the first party is a scientific institution, and Cihan University - Erbil is a private university and it has multiple colleges with various departments of specialization and is recognized by the Ministry of Higher Education and Scientific Research in Iraq.

The second party is Al-Masa Company that works in the field of scientific investments and has an interest in the field of admissions and university services and wishes to contract and work with the university in this field, and based on that, the followings were agreed upon:

First: Obligations of the First Party

- 1- Providing the second party with all information, advertisements, photos and brochures related to the university.
- 2- Inviting the second party to all conferences and activities carried out by the university for the purpose of introducing the university.
- 3- It shall pay an amount (\$ 100) only for each student who registers at Cihan University - Erbil from his side.
- 4- The student is considered officially registered at the university after paying the tuition fees according to the established installments, submitting the document to the university and issuing the university order to accept him in one of the scientific departments.

Second: Obligations of the Second Party

- 1- He shall be committed to making advertisements and special advertisements with acceptance.

2- Bringing students from the governorates of Iraq to the university, except for students who are examining from Kurdistan Region (Erbil, Duhok and Sulaymaniyah).

3- Work on the reputation and name of the university.

4- It is not permissible to take tuition fees from the student, i.e. provide admission services for free.

Third: General provisions:

1- In case of a dispute, Erbil courts would take up.

2- The duration of the contract between the two parties is for one academic year (2020-2021).

3- This contract has been done in duplicate. Each party receives a copy.

At Erbil

The Second Party

Ali Mohammed Hasan

Al-Masa

**for Scientific Investments
Limited Co**

The First Party

**Dr. Prof. Amjad Saber Al-
Delawi,**

**President of Cihan
University – Erbil,**

in addition to his position

Appendix 5 (A request letter to conduct a medical examination for a student)

اقلیم کوردستان - العراق
جامعة جيهان - أربيل
مديرية القبول



Kurdistan Region – Iraq
Cihan University - Erbil
Admission Directorate

ههريمي كوردستان- عيراق
زانكوي جيهان - ههولير
بهريوة بهرايتي وهرطرتن

No:
Date:

**To / The Medical Committee for Students
S/ Student medical examination**

Dear Mr./Mrs.

Please, provide the student with a report regarding his/her physical health and eye-sight test to ensure his/her ability to complete studying at the university. This report is one of the requirements for registration at our university.

Regards...

**A.L. Hunar Mihammed Hussein
Admission Manager**

اقليم كردستان - العراق
جامعة جيهان - أربيل
مديرية القبول



هەڤریمی کوردستان- عێراق
زانکۆی جیهان - هەولێر
بەرێوەبەرایەتی وەرطرتن

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Appendix 7 (Student's pledge for accepting conditions of granting scholarships)

Dear Dr. Prof. President of Cihan University – Erbil

I am the student I am a graduate from the secondary school, (scientific / literary / commercial / others) branch and an average of%. I would like to be included in the academic fellowship in The Department according to the university's conditions and percentages. And I am ready to abide by all the conditions for granting Academic fellowship and continuation of it, so I signed it.

Signature:

Student's name:

Date:

Admission Manager's Opinion:

The student is admitted in The Department and average of%, and he/she is covered in the fellowship with% of the tuitions.

Signature:

Name:

Date:

Accounting Manager's Opinion:

The student is covered in the fellowship with% of the tuitions that equals Iraqi Dinars.

Signature:

Name:

Date:

President's Opinion:

Signature:

Name:

Date:

Appendix 8 (University location sketch)

