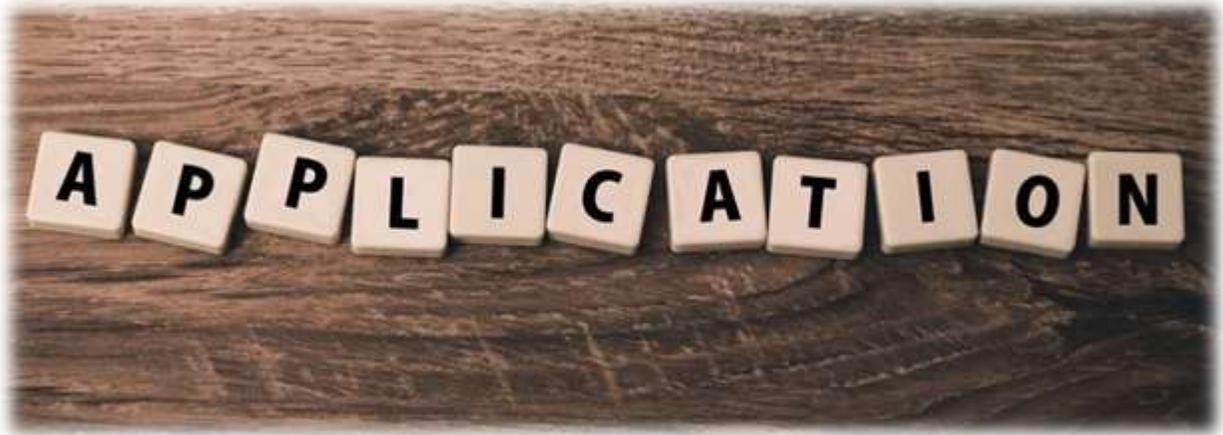# A Step-by-Step Guideline to Complete Your Application

Getting admitted into your favorite university can be very exciting, the prospect of undertaking new challenges and making life choices that would shape your future. However, the university application process can be intimidating. If you do not meet the requirements or have missing documents, you most certainly would not be admitted. A good way for students to get started is to create a to-do list based on the information needed for completion of the application process.

Here, we outline 7 steps you need to go through when applying to MUI. We hope you find them helpful and wish you the best with your application.

1. Register on the website

You can start your application through the ADMISSIONS menu or directly by entering the URL: www.iedu.mui.ac.ir/user
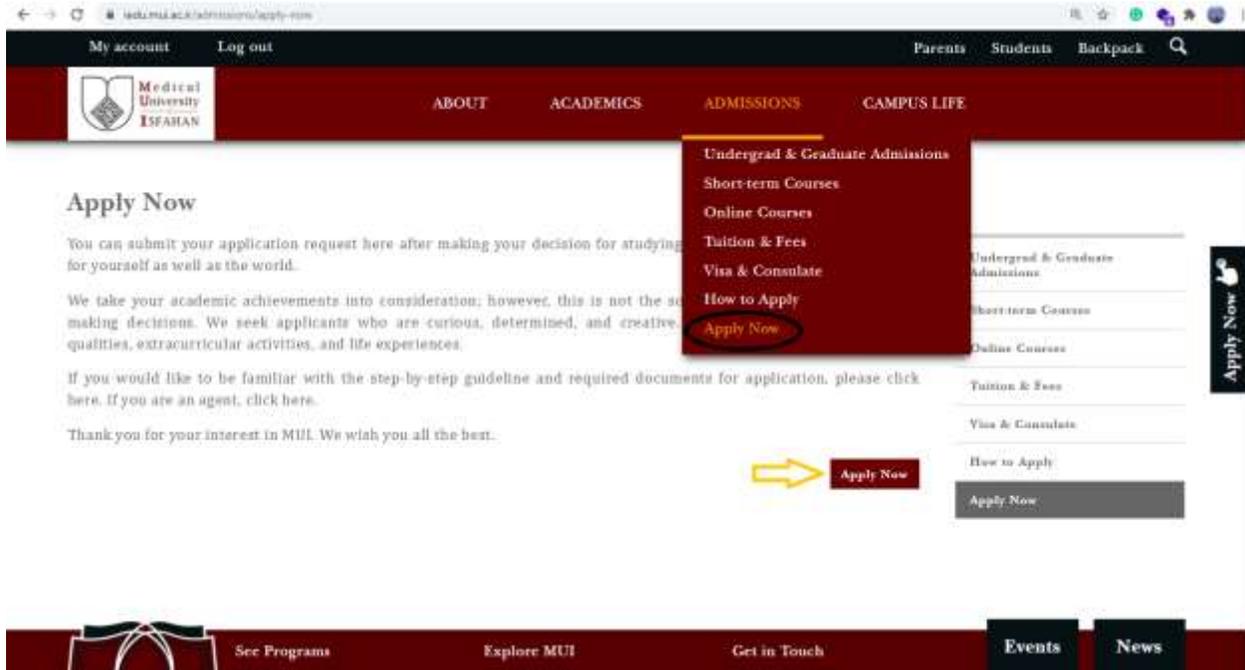
If you already have an account, log in with your username and password to continue your application. Otherwise, if this is your first visit to MUI's online application, you will need to register to MUI.

To do this, click on the 'Create new account' button at the bottom of the page, so you can start your application process from scratch.
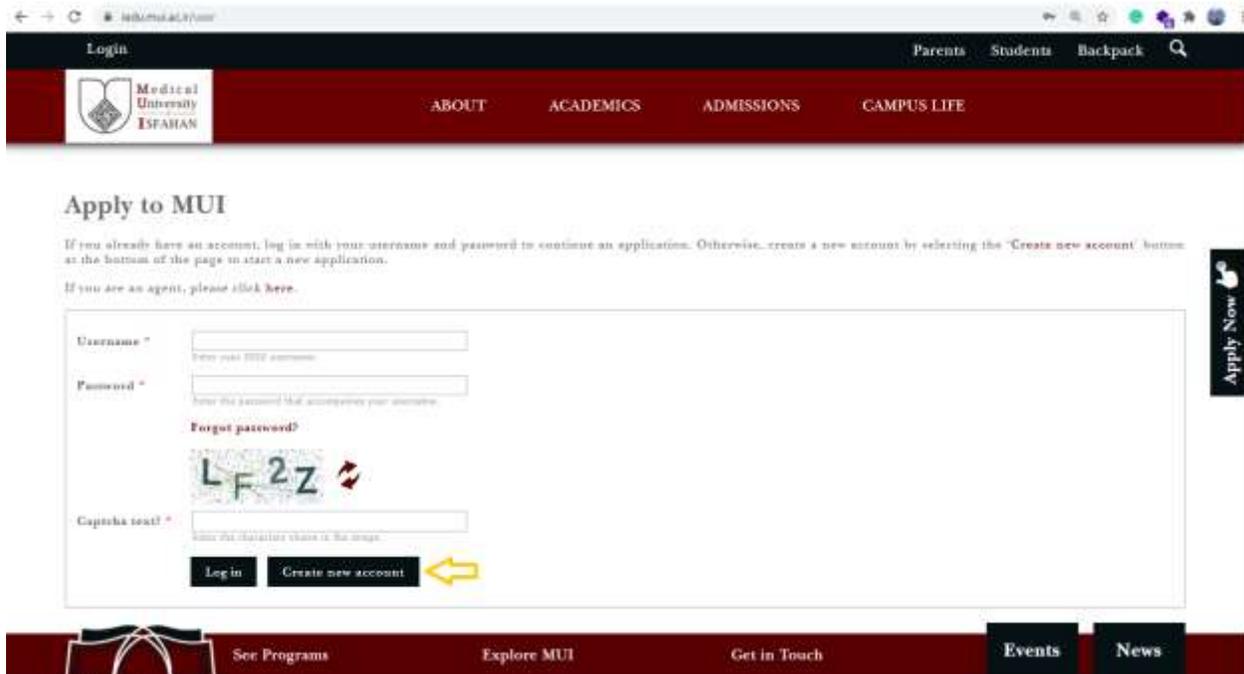
For registration, simply enter your name, family, and other needed information in the appropriate fields and click Register.

You must enter a valid e-mail address because all e-mails from the University will be sent to this address.

Your username and password must be unique and they can contain any combination of letters and numbers. They are used for log in to your account when you want to continue your admission process or check your application status.

For security reasons, it is important to pick a password that is hard to guess, six characters long, and contains punctuation, and lowercase and uppercase letters.

2. Confirm your e-mail

Once you have registered and clicked on the 'Register' button, you will be receiving a welcome e-mail and subsequently an e-mail acknowledgment confirming that you can access the application form. At first, be sure to click on the activation link. Otherwise, your account will not be activated and you cannot continue the process.

If your account is activated, another e-mail will be sent to you containing details on how to log in to your profile in the future using.
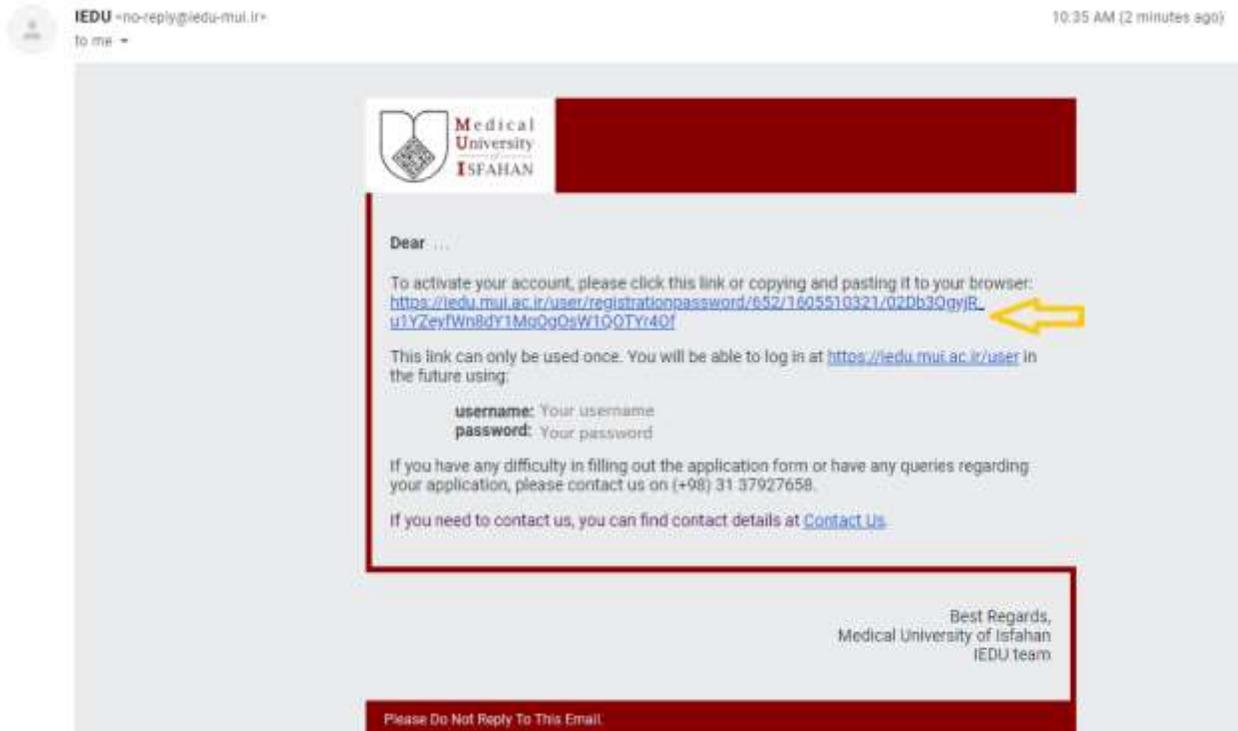
After clicking on the activation link, you are authorized to have access to your account.
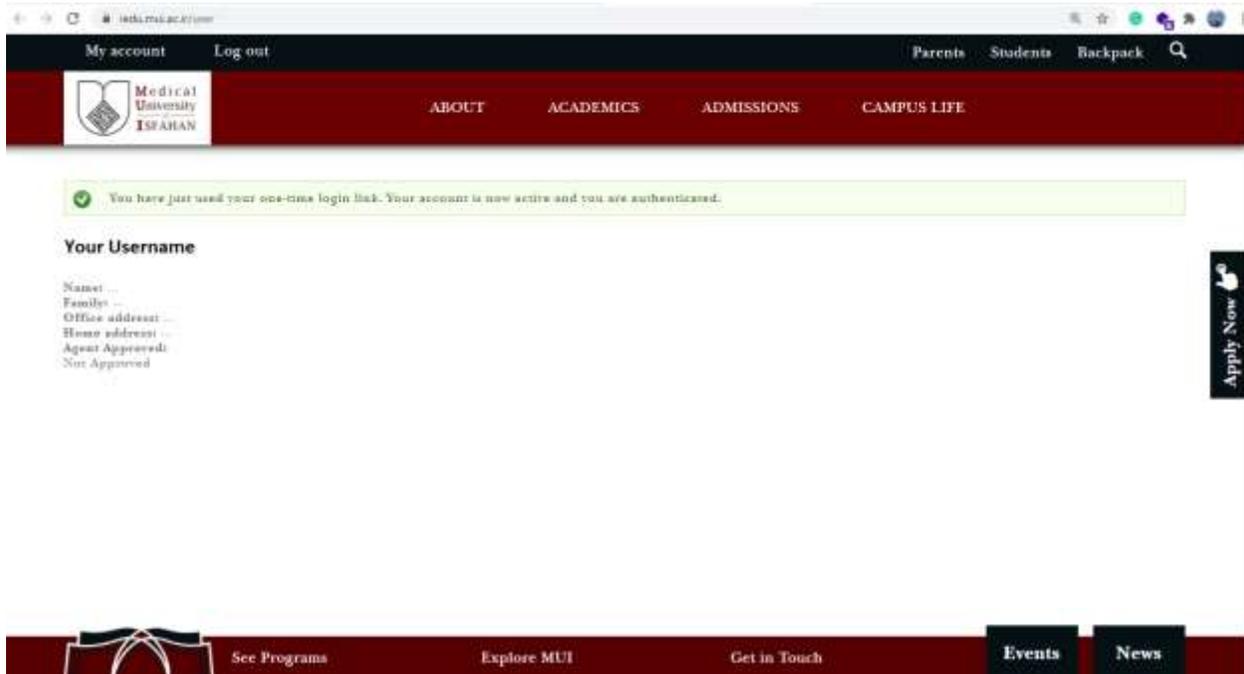
3. Choose your level of interest

You are required to submit your application online. So, hover the mouse over the 'Apply Now' box at the right side of any pages on the website, and click and start applying in any program you want.

If you haven't yet chosen the program you want to apply for, click on 'Explore programs' so you can read more about your favorite major.

After making up your mind, you can click on 'Apply Now' button. Remember that now you can see the application form unless you haven't logged into your account before.

Then, you need to choose the level at which you wish to continue your studies.

4. Fill the online application form

Enter your personal details and address information in the appropriate fields. Mandatory fields are marked with an asterisk (*).

When entering your name, ensure that you add correct accents and that you use upper and lower case spelling, so that your name matches your transcripts and other documents. Your legal name is the name shown on your documents especially your passport.

You must enter a valid e-mail address since the University will send important information related to your application to this account, including notifications on tracking the status of your application, missing documents, and the admission decision.

You can save the form as a draft and exit at any point during the application process if you cannot precisely fill the fields. Once you have completed all the fields on each page, click on the "Next Page" button.

Select your degree choices. Depending on what you selected, you can search through the pull-down menu and choose your favorite major as "Priority 1". If your requested major does not appear in the menu, it may be that the application deadlines have passed for the following semester, or the program is not offered for the next term.

After you have made your first selection, you can also select alternate major choices as "Priority 2" and "Priority 3".

Then, select the highest level of education you have achieved before starting your program at MUI. Typically, this is the high school for undergraduate programs. Do not select the level of education you plan to pursue at MUI.

After that, send any available documents we need. It is important to complete all the sections correctly. If incorrect, the review of your application may be delayed, and we won't be able to process your application until we have received everything we need.

So if your documents are not ready to upload, you should save and exit the web form. Log in to your account when you do have the needed documentation and provide the fields yet to be filled.

5. Submit the form

Once you have completed the application form correctly, click on the "Submit" button. Following successful submission, you should receive a code as proof that you are an applicant, and your application has been received. Please note that only submitted applications will be processed.
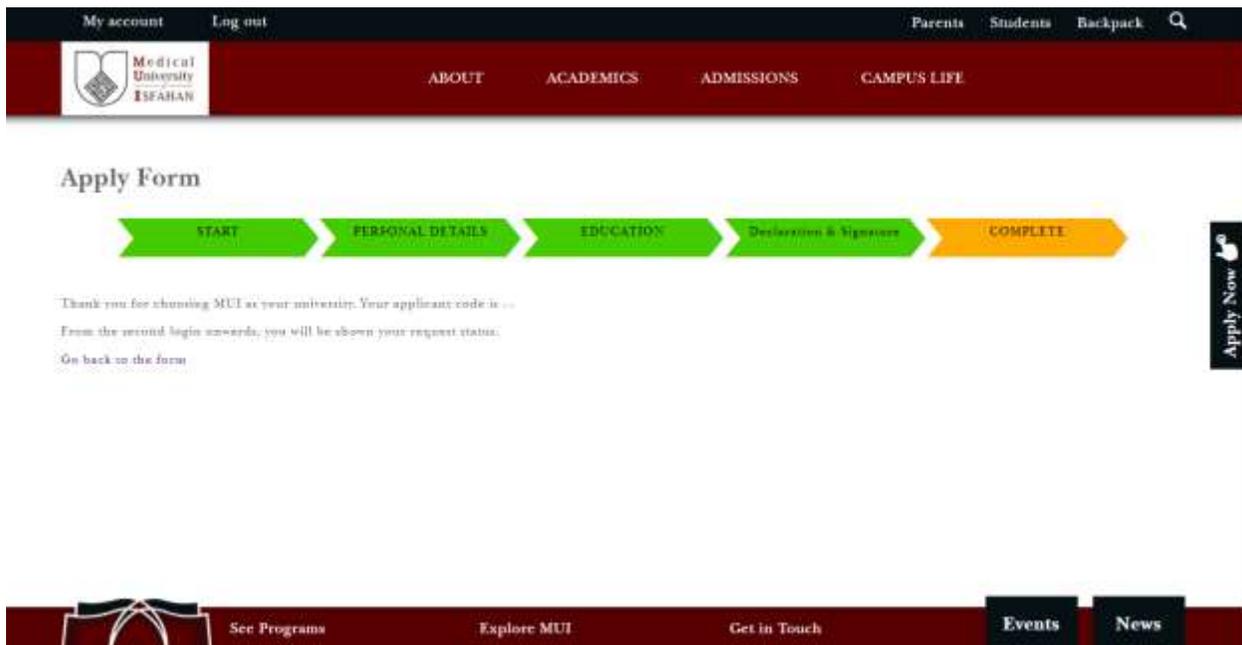

6. Wait for the result

The last step in applying is waiting for an answer; You will be informed about the result soon. In case any part of your application is incomplete, the admission office will consider your application "incomplete" and will not process it any further and will inform you with the list of missing document. Therefore, once you have successfully uploaded your documents you will need to check your application status regularly by logging into your account.

However, if your status is changed you will be informed via Email. If there is an issue with a document you uploaded, you will see a message and will have to upload a new document. You must resubmit the document as soon as possible to avoid jeopardizing the review of your application. When a decision has been made on your file, document uploading will be more restricted.

If you realize that there is a mistake on your application after you've submitted it, contact international.edu@mui.ac.ir. We will make the necessary change – please do not submit a new application with a new e-mail address as it will be a negative point for your admission.
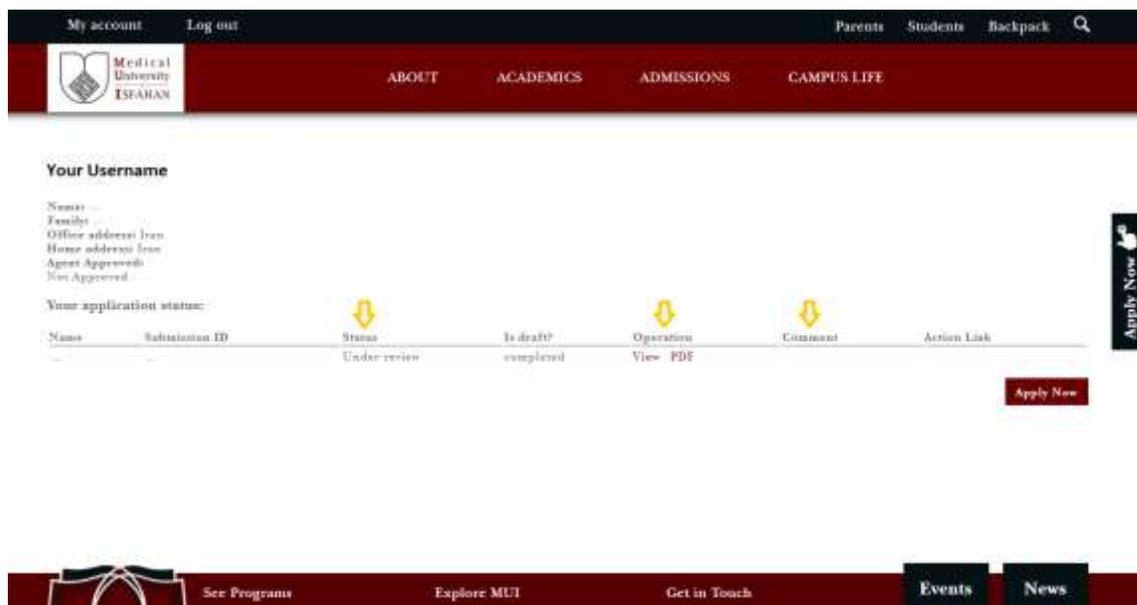
It is important to check your e-mail regularly (including your junk/spam mail folder), as we will send updates on the status of your application, invitation to interview, and your admission letter to the address you have provided.

7. Apply for visa

If you meet our admission requirements, your application will be accepted to the University. So you need to fill the visa forms out. They become available on your account.