

**Ministry of Higher Education and Scientific Research**

**University of Mosul**

**College of Arts**

**Department of English**



# **A HOW-TO GUIDE FOR CENTRAL ADMISSION TO IRAQI UNIVERSITIES: TERMS AND CONDITIONS**

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# CHAPTER ONE

## (A) Terms and Conditions for Central Admission in Iraqi Universities

### (A-1) General Conditions for Admission:

To be accepted into Iraqi universities, prospective students must meet the following requirements:

1. *Iraqi Nationality:*  
Applicants must hold Iraqi nationality.
2. *Educational Qualification:*  
Applicants must possess an Iraqi preparatory school certificate supported by a General Directorate of Education certification in their governorate. Alternatively, an equivalent certificate may be accepted.
3. *Date of Birth:*  
Applicants must be born in the year 1998 or later.
4. *Medical Examination:*  
Applicants must pass a medical examination based on the specific conditions set for each field of study. Blind students who meet the criteria for suitable academic studies should apply for central admission.
5. *Full-Time Study:*  
Students must commit to full-time study and are prohibited from combining employment with their studies in morning colleges and institutes. This rule applies to employees of all government institutions. Per the current instructions, those seeking to pursue studies while employed must obtain study leave from their respective departments. Pursuing two simultaneous study programs is strictly forbidden. Failure to comply will result in the student's acceptance being revoked upon verification, with a request submitted to the Ministry.
6. *Graduation Status:*  
Applicants must be graduates of the current academic year.
7. *International Students:*  
For the academic year (2022-2023), international students are eligible to apply through the electronic portal of the Department of Studies, Planning, and Follow-up. They must complete the electronic application form and provide a temporary

equivalence certificate issued by the Ministry of Education, Directorate of Equivalence and Certificates. Graduates from the previous year are required to apply for admission through the Central Admission Department, Expatriates Division.

**8. *Non-Iraqi Students:***

Non-Iraqi students who possess an Iraqi preparatory school certificate and are accepted through the central admission process will receive written notification to visit the Central Admissions Department/Expatriates Division. At this stage, they must declare their eligibility for exemption or express their willingness to pay tuition fees in foreign currency following the terms outlined in Chapter Seven of the Student Affairs Procedures and Admission Regulations Guide.

## **(A-2) General Principles of the Central Admission System:**

The central admission system, implemented electronically, operates based on the following principles for the nomination and selection of students for admission to colleges and institutes:

### **1. *Selection Criteria:***

Students are accepted into their desired programs based on the preferences indicated in their application forms through the electronic portal of the Department of Studies, Planning, and Follow-up. Selection is primarily determined by overall competition.

### **2. *Choice Requirements:***

Students must adhere to the following guidelines when making their choices on the electronic form:

- a)** Graduates of the Biological and Applied Sciences branches must provide at least 50 choices, with no less than ten institutes included.
- b)** Graduates of the Literary Branch must provide a minimum of 25 choices, up to a maximum of 50, with at least one institute included.
- c)** Graduates of the Arts Branch must provide at least ten choices, with at least two institutes included. These choices should be made from the following disciplines: Colleges of Fine Arts, College of Applied Arts (interior design techniques/advertising techniques / industrial design techniques), Colleges of Archeology departments (antiquities, ancient antiquities, Islamic antiquities, ancient Iraqi antiquities, antiquities and Islamic civilization, antiquities and ancient civilization), Colleges of Arts departments (archaeology, philosophy and psychology), Colleges of Education and Basic Education (Department of Psychological Counseling and Educational Guidance), and colleges of Basic Education (Department of Art Education), Institute of Applied Arts/Baghdad, Technical Institute of Arts/Nasiriyah, Technical Institute of Arts/Najaf.

### **3. *Non-Binding Submissions:***

The submission of choices in the admission form does not guarantee final acceptance. Acceptance is contingent upon competition among the students under the applicable principles.

**4. *Restriction on Faculty of Law Applications:***

Applications to the Faculty of Law are restricted exclusively to residents of the respective governorate. Students cannot apply to the Faculty of Law in universities outside their governorate.

**5. *Faculty of Engineering Applications:***

Applications to engineering faculties are to be submitted electronically, precisely according to the departments.

**6. *Department of English Submissions:***

Applications to the Department of English in the Colleges of Education and Education for Human Sciences must be submitted electronically, precisely according to the department.

**7. *Special Considerations for Distinguished Schools and Baghdad College Graduates:***

Students who have graduated from Distinguished Schools and Baghdad College, with studies conducted in English, are eligible to apply through the central admission channels. These channels include the general track, the martyrs' family's channel, and the distinguished submission channel, subject to the criteria outlined in item (d-10) of Chapter Four of the Student Affairs Procedures Guide and admission terms and conditions.

**8. *Additional Scores for Differentiation:***

- a) An additional score equivalent to 8% of the grade earned in foreign language subjects is calculated and added to the student's overall score.
- b) An extra score is calculated above the average for first-round graduates, except for students included in the attempts system.

**9. *Differentiation Principle:***

The principle of differentiation lessons applies only when there is competition for the remaining seats in the approved admission plan.

**Dear Student,**

We would like to bring your attention to the electronic portal of the Department of Studies, Planning, and Follow-up, which can be accessed at [www.dirasat-gate.org](http://www.dirasat-gate.org).

**Dear Student,**

We would like to provide you with some important instructions regarding the central admission process. Please take note of the following guidelines:

- 1. Sequence of Choices:** Ensure that the order of choices you provide reflects your desired sequence of preferences. This sequence will serve as the basis for competing with your peers for acceptance into the programs. It is crucial to prioritize your choices accordingly.
- 2. Careful Selection of Options:** From Option No. (1), which represents your primary desire for acceptance, to the last option, each choice represents a potential place of acceptance. Therefore, make sure not to include an option that you do not wish to accept at a later stage. Select your options wisely and only include those that genuinely interest you.
- 3. Registration with the Admission Authority:** Once you have submitted your choices through the form, it is important to note that you will be registered with the admission authority corresponding to your options. This means that you will not be able to switch or transfer to similar study programs offered by other universities. Therefore, consider your choices carefully before finalizing your selection.
- 4. Central Admission and Direct Admission Channels:** Please be aware that if you receive an acceptance offer through the direct admission channel, your central admission will be automatically canceled. It is important to keep this in mind and be aware of the implications of accepting offers through different admission channels.

**(A- 3) Regulations for the Admission of Families of Martyrs Covered by Laws (57) of 2015 and (2) of 2016, including its Amendment, Law (2) of 2020**

1. These regulations cover the following categories:
  - a) Relatives of martyrs of the dissolved Baath Party crimes.
  - b) Families of martyrs of the Popular Mobilization Forces.
  - c) Relatives of victims of war operations, military errors, terrorist operations, and the wounded, as stipulated by Law No. (57) of 2015.
2. Submitting and accepting the categories above in Paragraph (1) shall be allocated a percentage of (10%) of the admission plan for each type. The competition for available seats will be conducted separately for each type.
3. Students from these categories compete for admission as follows:
  - a) For medical group colleges (medicine, dentistry, pharmacy), they are eligible to compete if their average is within a difference of (5) degrees or less than the minimum admission requirement for these colleges in the central admission for the academic year (2023-2022). The student's average should not be less than (90%) without any additional points.
  - b) For other majors, they can compete if their average is within a difference of (7) degrees or less from the lowest accepted average in the college or institute for the academic year (2023-2022).
4. Students from the families of martyrs are granted admission to technical universities at a rate of (2%) of high school graduates for the biological, applied, literary, and art branches and a rate of (8%) for graduates of vocational high schools.
5. Students from the families of martyrs have the right to apply through the direct admission channels, subject to the specific criteria and regulations set for each major. However, they should not have benefited from admission within the Families of Martyrs channel for evening or eligibility studies in the previous year. The provisions of Paragraph (3/b) should be taken into account.

6. Students accepted through the Families of Martyrs' channel will be centrally assigned to departments within the colleges they are admitted to, based on the specified percentage (as mentioned in paragraph 3 above) and their preferences. They will compete for admission to specific departments, following the college's admission plan and the percentage specified in Paragraph (2) above.
7. The submission process is conducted through the electronic portal of the Department of Studies, Planning, and Follow-up, using the dedicated electronic form for this channel. The electronic submission of the student is approved after the Martyrs Foundation verifies that the provisions of the law mentioned above cover the student.
8. Upon completing the application electronically, the student must visit the Martyrs Foundation to complete the necessary procedures for application approval. Failure to do so will result in acceptance through the general (central admission) channel.
9. The accepted student is not eligible to commence studies within the Families of Martyrs' channels unless they provide a letter of endorsement from the Martyrs Foundation Directorates/Scientific Welfare Division. This letter serves as the final approval for admission and will be kept in the student's file.
10. Admission of students from the families of martyrs is conducted according to the categories mentioned in Paragraph (1) above for colleges that implement direct admission processes.



## **(A-4) Student Registration Process in Universities**

The following guidelines outline the registration process for students admitted to universities. These terms apply to all admission channels and morning and evening study programs.

### **(A-4-1) Required Documents for Registration:**

Upon nomination, the student must submit the following documents to the designated authority:

1. Original copy of the preparatory school certificate duly authenticated by the General Directorate of Education in the respective governorate. Alternatively, the student must submit the original copies of other specified documents for specific admission channels. All documents must be authenticated no later than 13th April 2023. A written undertaking to submit these documents is required. Failure to comply with this requirement will result in the revocation of the student's admission.
2. A guarantor's guarantee, using a form provided by the Department of Legal Affairs at the university. The warranty should include clauses holding the student responsible for preserving state property and prohibiting tampering. It should also state that the student will bear fines for any resulting damages.
3. A coloured copy of the Iraqi nationality, civil status certificate, or unified national card.
4. Three recent photographs.
5. Medical examination form, by Health Fitness Regulation No. 5 of 1992 and its related guidelines. Please note the following:
  - a) The student will not be registered if the medical examination form is not submitted.
  - b) Only the original form will be accepted; copies will not be considered valid.
  - c) The relevant entity responsible for the student's nomination will record the medical examination results. If the student is deemed unfit for study, they

should approach the Central Admissions Department to amend their candidacy based on their health fitness.

d) Students can appeal the examination results to the Committees Department/Appeal Committee in the Ministry of Health through the designated admission body.

6. Students admitted to the evening study program must provide an undertaking that they have not previously been upgraded due to fraud or attempted fraud or have faced disciplinary penalties. Please refer to item (i-1) of Chapter Nine of the Student Affairs Procedures Manual for further details regarding admission terms and conditions.

**Dear student,**

**We would like to remind you of the importance of completing the registration procedures, which includes the submission of the original academic document. By fulfilling these requirements, you ensure your right to continue your studies and retain your academic seat for the upcoming year.**

#### **(A-4-2) Student Registration Procedure:**

1. The announcement of central admission results will be made official on the Ministry's website. This announcement serves as a notification to the colleges and institutes at the universities to commence student registration on the day following the results announcement. The registration process will continue for 15 working days, starting from the registration commencement date.
2. Students whose names did not appear in the central admission results will be given ten working days from the date of result publication to raise objections. Additionally, they will have ten working days from the date of issuance of admission orders for registration purposes.
3. If a student submits an objection to their acceptance and it is valid, their candidacy will be modified accordingly. The student's registration procedures will be repeated based on their revised candidacy, per the Ministry's letter issued by the Department of Studies, Planning, and Follow-up/Central Admissions Department. The student's submitted documents will be returned through an official letter, and a delivery record will be kept to complete the registration procedures within the specified deadline mentioned in Paragraph (2) above.
4. Non-Iraqi students who reside in Iraq and have been accepted are eligible for registration in both morning and evening studies, considering the terms mentioned in items (A-5) of this chapter, which will be explained later.
5. Regarding students who have been centrally accepted and are applying for admission to evening studies in public universities or private universities/colleges or for studying in universities in the Kurdistan region, the following guidelines apply:
  - a) Students who have not completed the registration procedures can directly register for their desired study program (evening/private/regional/morning private governmental education/colleges affiliated with the two endowments/institutes affiliated with other ministries). However, they are not entitled to return to their central admission or amend their nomination the following year.

b) For registered students:

- 1) The college/institute where the student has been centrally accepted and has completed the registration procedures should take the following steps:
  1. Cancel the student's admission after obtaining confirmation from the college/institute where they applied for admission, with the exam number recorded.
  2. Provide the relevant authority to which the student applied for admission with the necessary documents, an official letter, and a hand-over report while keeping a copy for reference.
- 2) The respective authority to which the student applied for admission is responsible for completing the necessary validity procedures.
- 3) Once a student's registration has been completed to enrol in the evening or private studies, universities in the Kurdistan Region, or colleges affiliated with the two endowments, they are not allowed to return to study in the college/institute where they were centrally accepted.

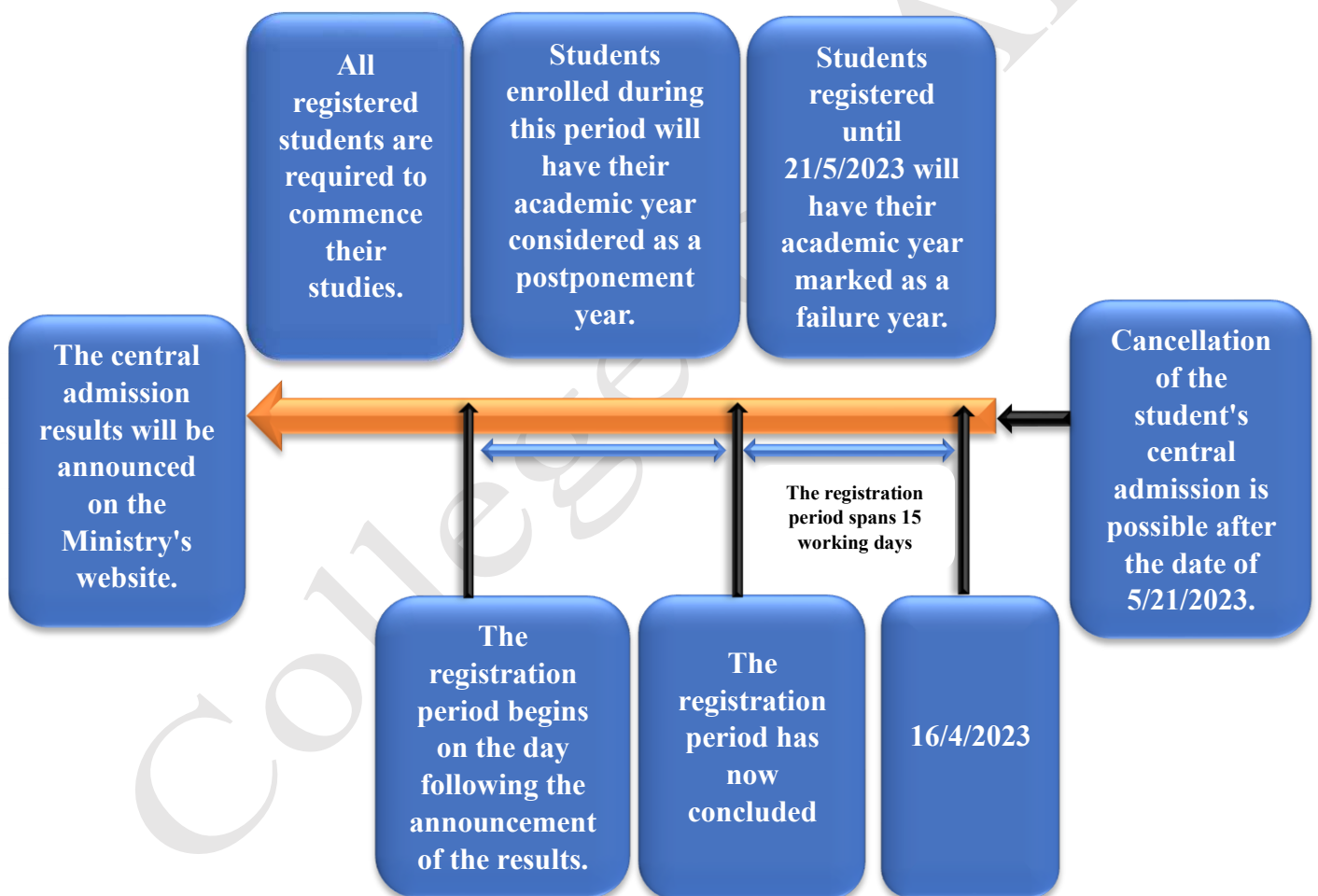
### **(A-4-3) Cases of Postponement, Failure, and Cancellation of Admission:**

#### **(A-4-3-1) General Notes:**

1. If a student believes that an admission error is inconsistent with the instructions, terms, and conditions, they must inform the (college/institute) at the university where they were accepted. Doing so can exempt them from any responsibility resulting from the error.
2. The provisions stated in Paragraph (D-3/11) of Chapter Four of the Student Affairs Procedures Guide and Admission Regulations and Conditions concerning students accepted within the top 10% channel at the institutes should be duly noted. Similarly, the provisions mentioned in Paragraph (D-4/12) of the same guide regarding granting study leaves or extensions should also be considered.
3. Personal requests for admission cancellation are not typically approved except for cases specified in item (A-3-3-4) of this chapter. However, there is an exception for students who wish to open an academic file in the Ministry/Department of Scholarships and Cultural Relations to complete studies outside Iraq.

**(A-4-3-2) Cases of Postponement and Failure:**

1. The academic year will be considered a year of postponement for the student if they are registered in the (college/institute) they have been nominated for, as indicated in item (2) of this chapter, until the end of the period specified in Paragraph (1) of Item (A-4 16/4/2023), as illustrated below.
2. The academic year will be considered a year of failure for the student if they are registered between 16-4-2023 and 21-5-2023, as illustrated below.



### **(A-4-3-3) Cases of Cancellation of Admission:**

Student admission can be cancelled in the following circumstances:

1. If the student fails to register in the (college/institute), they have been nominated for during the same academic year, up until 22-5-2023.
2. If it is determined that the student does not meet the general or specific admission requirements for the chosen study program.
3. If the student submits incorrect, forged, or manipulated information or documents to the (college/institute), a request will be sent to the Ministry to cancel their admission. This applies even if the student has already enrolled in advanced classes or graduated from the college/institute. In such cases, appropriate legal measures will be taken against the student.
4. Suppose the student fails to submit the original copy of the preparatory study document, duly authenticated by the General Directorate of Education in the governorate, to the Student Registration Department in the college by 4-16-2023. This requirement applies to students registered as per Paragraph (1) of Clause (A-4-2) of this chapter. The Registration Department will provide the student with at least three notifications, with an interval of 15-30 days between each message.
5. Orders for students whose admission has been cancelled should be issued promptly, without exceeding a one-month delay from the maturity date.

**Dear student,**

**We would like to inform you that the suspension of hosting work will continue for all academic levels, starting from the academic batch of students accepted for the academic year 2017-2018 and onwards. This suspension applies to all students, except for specific cases that are outlined in the decision of the Opinion Authority on 7-10-2020, numbered 3825 on 15-10-2020.**

### **(A-5) Guidelines for Tuition Fee Exemption in Foreign Currency for Non-Iraqi Resident Students**

Exempting non-Iraqi students admitted to colleges, universities, and official institutes within the general government admission channels from paying tuition fees in foreign currency and treating them the same as Iraqi students are based on the following guidelines:

1. Non-Iraqi resident students wishing to be admitted to official Iraqi colleges, universities, and institutes must follow the same procedures as Iraqi students during admission.
2. Once the central admission results are announced, or admission orders are issued through any general governmental admission channels, accepted non-Iraqi students must visit the Ministry's centre (Central Admission Department/Expatriates Division). Their acceptance is not considered final until their eligibility for exemption from paying tuition fees in foreign currency is determined.
3. Non-Iraqi students residing in Iraq may be eligible for exemption from tuition fees in foreign currency if they meet one of the following conditions:
  - a) Permanent residence students who were born in Iraq and have obtained the Iraqi secondary certificate.
  - b) Students whose residence in Iraq exceeds 20 years and whose educational qualifications are from Iraq. Proof of this should be provided.
  - c) Students permanently residing in Iraq who have obtained an Iraqi secondary school certificate and have a relative working in government departments.
4. The accepted student must submit supporting documents (original and photocopies) that demonstrate the fulfilment of the above conditions. A letter of endorsement from the college/institute at the university should also be included when visiting the Ministry's centre.



5. The university requires the eligible student to provide an official letter from the Ministry's centre to confirm their exemption from tuition fees. This letter should be addressed to the university where the student is accepted.
6. Students accepted in the evening study program must pay the tuition fees in Iraqi dinars within one week of receiving the exemption letter.
7. An exemption letter from tuition fees is issued once and covers all years of study for categories A and B mentioned in Paragraph 3. The exemption letter is renewed each academic year for category C.
8. The student is informed through a written undertaking that they must visit the Ministry's centre (Central Admission Department/Expatriates Division). The date of notification is recorded, and it should not exceed 30 days from the student's entry into the college or institute.
9. The student and the college/institute are responsible for ensuring that the Ministry's centre is visited within a maximum of 60 days from the announcement of the admission results. Failure to do so will result in a change of the student's admission channel to "private expense." The student will be required to pay tuition fees for previous years equivalent to the payments in the morning private-public education channel for each academic year. However, consideration may be given to exempting them from tuition fees for the remaining years.
10. Non-Iraqi students (residents) admitted to private universities/colleges are not covered by the above exemption terms.

## **(A-6) Acceptance Criteria for First Students in Iraq Graduating from Vocational Studies Branches in Government Universities and Colleges**

### **1. *Eligibility Requirements for Accepted Students:***

- a)** Iraqi nationality
- b)** Holder of the Iraqi vocational preparatory study supported by the approval of the General Directorate of Vocational Education in the governorate.
- c)** Born in 1998 and beyond.
- d)** Graduates of the current academic year.

### **2. *Exclusive Acceptance from the First Round:***

The first students in Iraq are accepted from the graduates of the first round exclusively from the vocational preparatory schools for morning and evening studies in each speciality.

### **3. *Acceptance in Technical Universities:***

They are accepted in the colleges of technical universities (morning study) in the corresponding or close specialization and according to the departments.

### **4. *Specific Acceptance for Agricultural Branch Graduates:***

Graduates of the agricultural branch are allowed to apply for admission to agricultural technical colleges and agricultural colleges in universities, according to the corresponding or nearby departments.

### **5. *Acceptance for Tourism and Hotel Branch Graduates:***

Graduates of the tourism and hotel branch and the commercial/tourism and hotel management branch are allowed to apply for admission to the tourism and hotel departments in the faculties of administration, economics, administrative-technical colleges, and tourism science faculties in universities, according to the corresponding or nearby departments.

### **6. *Acceptance for Nursing Preparatory School Graduates:***

Graduates of nursing preparatory schools are allowed to apply for admission to colleges of nursing in universities according to the corresponding or nearby departments, provided that their average is not less than (%85).

**7. *Application and Selection Process:***

The student is accepted based on the options indicated in the application form through the Department of Studies, Planning, and Follow-up electronic portal and based on competition.

**Dear student,**

**The admission process for the first students in Iraq who are graduates of vocational study branches in government universities and colleges will be conducted through the electronic portal of the Department of Studies, Planning, and Follow-up. To access the portal, please visit [www.dirasat-gate.org](http://www.dirasat-gate.org).**

**Dear student,**

**When applying to the faculties of engineering, please note that the application is specifically for the scientific departments that are affiliated with these faculties. You will need to indicate your preferred department(s) on the electronic form during the application process.**

**For the engineering departments at the University of Technology, the application will be made to the branches that are affiliated with the scientific departments. Again, make sure to select the appropriate branches on the electronic form.**