

College of Petroleum & Mining Engineering Tasks of the Student Affairs and Registration Division

1. Student Admission Unit Includes all admission channels (Direct admission, Gifted students, Private Government Education, etc.), organizing admission in accordance with academic policies, electronic archiving of files, and following up on university and administrative orders.

2. Student Affairs Unit Providing academic advising, managing records, resolving academic problems, communicating with students, tracking internal and external mail, issuing orders regarding failure and exceptions, and preparing statistics and data related to students.

3. Document Verification Unit Verifying the authenticity of academic and administrative documents, ensuring their compliance with standards, communicating with relevant entities, documenting audit results, and conducting periodic reviews to ensure credibility.

4. Graduates and Attestations Unit Following up and issuing administrative orders for graduates, issuing documents and endorsements (support letters), updating the graduates' database, organizing graduation events, providing professional support, and responding to inquiries and official ratifications.