



SCHOOL OF ISLAMIC AND OCCIDENTAL STUDIES

INSTRUCTION NOTES FOR AP1

These instruction notes should read be in conjunction with the **AP1 application form**. It is recommended you use a PC or a laptop to fill-in and submit your application. Avoid using smartphones and tablets as they often do not save the application correctly.

Use the **SAVE FORM** button located on the top right-hand-side of the application form to save your form before submitting on the website. All application forms, together with the requested documents, should be submitted before the deadline by visiting <https://sios.ac/application/>.

Please be aware that the application process time will be delayed if the you submit an incomplete or incorrectly filled-out application form or if the documents requested are missing or do not meet the stated requirements.

Please visit our [website](#) to download the AP1 form and our Terms & Conditions.

SECTION A

Name & Surname

Write your name (first name) and surname (last name) exactly as it appears on your passport.

Father's Name

Father's first name only.

Grandfather's Name

Your paternal grandfather's first name only.

Date of Birth

Use the Gregorian calendar and use the DD/MM/YYYY format.

Nationality

Write down your current nationality. This will likely be the country of your current residence.

Other Nationality

Write down your other nationality if you have a second current nationality OR a previous nationality.

Other Languages

List any other language/s you can read, write or speak.

SECTION B

E-Mail Address

You will be notified of the status of your application via email so ensure you provide a valid e-mail address which you check regularly.

Current Home Address

Provide your full address including city and state/county/province.

Mobile Number

Provide a valid mobile (cell) number which you can be contacted on. You MUST also include the international dialing code associated with the mobile number

WhatsApp Number

In certain circumstances, SIOS may contact you via WhatsApp. If you do not have this application, please indicate with writing N/A.

SECTION C

Place of Birth & Place of Issue

Write these exactly as it appears on your passport.

Date of Issue & Date of Expiry

Use the Gregorian calendar and use the DD/MM/YYYY format.

SECTION D

This section should be filled out by **IRANIAN APPLICANTS ONLY**

Date of Expiry

Use the Solar Hijri (Iranian) calendar and use the DD/MM/YYYY format.

Place of Issue & Place of Birth

Write these as it appears on your Shenاسnameh in Farsi and English.

SECTION E

You should provide information regarding the **three most recent** qualifications obtained (or in the process of obtaining).

Level/Qualification

Choose from one of the levels in the drop-down menu.

Name of Academic Institute

Provide the full name of the institute you studied at and the city in which it is located.

Start Date

Use the Gregorian calendar and use the DD/MM/YYYY format.

End Date

Insert the date you completed the qualification. If you have not finished the course yet, insert the expected date of completion. Use the Gregorian calendar and use the DD/MM/YYYY format.

Final Grade

Specify the final mark you achieved for the qualification e.g. 1st Class Honours or GPA 3.6 etc...

SECTION F

You should provide information regarding the **three most recent** jobs you have held. Un-paid work experience should be included.

Name of Company

Provide the full name of the company or institute you worked at and the city in which it is located.

Start Date

Use the Gregorian calendar and use the DD/MM/YYYY format.

End Date

If you are still employed, you should leave this field blank. Use the Gregorian calendar and use the DD/MM/YYYY format.

SECTION G

Start Date

Use the Gregorian calendar and use the DD/MM/YYYY format.

End Date

If you are still involved with the activity mentioned, leave this field blank. Use the Gregorian calendar and use the DD/MM/YYYY format.

SECTION H

Use this section to list **three of your key skills**. Skills and talents need not be related to academia and may represent your interest in other fields too.

SECTION I

You should select ONE program to apply for. For further details on the available programs and the beginning of term, please visit www.sios.ac.

SECTION J

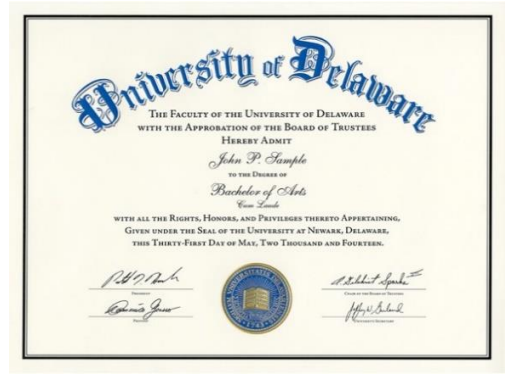
This section should be filled out by **NON-IRANIAN APPLICANTS ONLY**

If your application is successful and you are made an offer to study at SIOS, you will be issued with a student visa. This process can take up-to three months. From the drop-down menu, select the location of an Iranian embassy/consulate which you would like to pick-up your visa from. You should ideally select an embassy which is located in your own country or a neighboring country in the case an embassy does not operate in your own country. Please be aware that once the visa application is made, it may not be possible to change where the visa is sent. For this reason, you should select this carefully.

Graduation Certificate

Your graduation certificate image must be:

- In colour
- In JPEG (.jpg or .jpeg) file format
- Equal to or less than 100 kB (kilobytes) in file size (less than 10 kB is not accepted)
- Sharp & without any visible pixels
- Clear with all characters being legible



Melli Card (Iranian Applicants Only)

Your Melli card image must be:

- In colour
- In JPEG (.jpg or .jpeg) file format
- Equal to or less than 100 kB (kilobytes) in file size (less than 10 kB is not accepted)
- Only the front side
- Sharp & without any visible pixels
- Clear with all characters being legible



Shenasnameh (Iranian Applicants Only)

Your Shenasnameh image must be:

- In colour
- In JPEG (.jpg or .jpeg) file format
- Equal to or less than 100 kB (kilobytes) in file size (less than 10 kB is not accepted)
- Only the ID page
- Sharp & without any visible pixels
- Clear with all characters being legible

