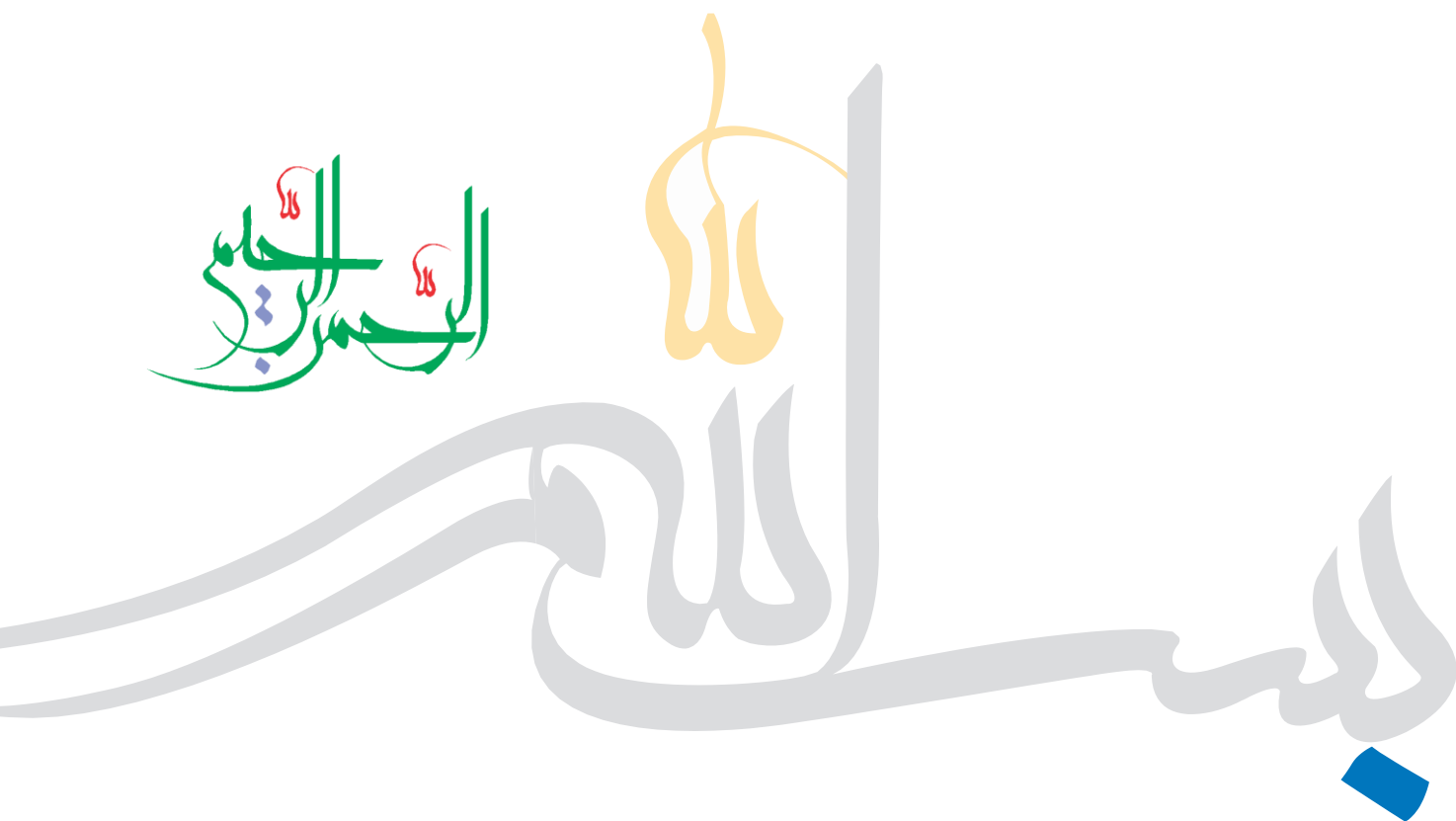




Booklet 2015



In The Name Of God



Shahid Beheshti University  
of Medical Sciences

## About us

Shahid Beheshti University of Medical Sciences (SBUMS) is one of the three medical universities in Tehran, the capital of Iran. It began its mission in 1961 with establishing the School of Medicine.

The university is basically government funded and its fundamental cornerstones include the Board of Trustees, chancellor, and the University Council. Furthermore, 8 vice -chancellors in Academic Education, Research, & Technology, Health, Treatment, Food & Drug, Administration and Resources Development ,Cultural & Students and International Affairs are the main wings of the university in fulfilling its tasks.

Presently, the university benefits from 12 schools admitting students in a wide and varied range of fields from, 24 sub-specialties, 40 fellowships, 34 specialties, 43 PhDs, 15 MPH, 3 general medical fields (medicine, dentistry, and pharmacy), to 63 majors at MSC and BSC levels. The university also benefits from the full time and invaluable cooperation of 1303 academic staff including 166 professors, 344 associate professors, 676 assistant professors, and 117 lecturers in 2014 that educates and train more than 12500 students.

Moreover, it is worth to mention that the SBUMS benefits from 4 research institute, and more than 60 research centers, among which 6 are working with World Health Organization (WHO) as WHC collaborating center.



## Vision

Shahid Beheshti University of Medical Sciences seeks to:

- Be referral, innovative, and outstanding in education and research;
- Be responsive in treatment and health;
- Succeed in rendering student and cultural services and satisfy the learners;
- Be outstanding in information technology and in developing E-University;
- Be the university choice for applicants trying to enter higher education and graduate studies;
- Be valid and reliable at national, regional, and international level.

## Mission

### 1. Shahid Beheshti University of Medical Sciences Strategic Academic Plans Policy:

- Strategic Plans policy in Education:
- Evidence-based educational planning
- Developing academic authority
- Target-based Expansion & development of academic majors
  - Concentration of the educational system on developing advanced knowledge & technology in health
  - Investment in innovative majors (nano- technology, bio- technology, etc.)
  - Developing applied human behavior sciences in health fields
  - Developing graduate clinical specialty & sub- specialty education upon national and manpower needs planning
- Managing educational systems human resources
- Increasing educational systems effectiveness via content & process- based reforms
- Reforming the outlooks towards educational systems clients
  - University autonomy in student selection
  - Developing & expanding interested parties' share in the educational system
- Supporting the elite & the distinguished training
- Expanding research & development (R & D) in the educational system
- Enhancing Shahid Beheshti University of Medical Sciences academic structure (integrating parallel departments, unifying Shahid Beheshti University of Medical Sciences academic site maPF)

### 2. Shahid Beheshti University of Medical Sciences Strategic Research Plans Policy:

The following 7- article guideline is a sketch of SBUMS strategic research plans policy. The articles are meant to be utilized by both the SBUMS Vice- Chancellor's Office in Research Affaires and the research centers as guidelines for research policy- makers:

- Developing applied and basic research in health system emphasizing on community- based, and clinical- strategic research giving priority to national research policies
- Expanding national & international relations in research
- Preparing suitable grounds in order to produce knowledge through utilizing technologies needed in research, especially the modern technologies
- Full support of the researchers
- Enhancing research efficiency and effectiveness
- Attracting and developing resources (human, financial, and logistics)
- Qualitatively and quantitatively expanding and marketing research products
- Preparing grounds to institutionalize research in Shahid Beheshti University of Medical Sciences education, research and services rendering

### **3. Shahid Beheshti University of Medical Sciences Strategic Cultural & Student Plans Policy:**

- Preparing suitable social & cultural grounds in order to train efficient manpower
- Psychological & spiritual training of both the students and the staff
- Providing student welfare, health, and treatment
- Institutionalizing Islamic values at Shahid Beheshti University of Medical Sciences Expanding students' participation in cultural, social, and political affairs
- Elevating students' cultural, political, and religious awareness levels

### **4. Shahid Beheshti University of Medical Sciences Strategic Health Plans Policy:**

The following is the strategic health plans policies being used as guidelines in different health issues:

- Paying attention to non-epidemic disease agents along side paying attention to epidemic ones
- Listing priorities, and supporting health plans considering the disease loads
- Modifying and developing the structure of rendering services
- Developing coordination in fields affecting health in order to prepare grounds for having health and a healthy environment
- Conducting interventions based on the needs analyses, and diagnosing problems which have priority in the health of the society
- Expanding management and human resources
- Focusing on necessary plans related to urban health
- Supporting the settlement of systems for grading services
- Supporting the settlement of comprehensive health information system
- Supporting the settlement of rural insurance and family physicians

### **5. Shahid Beheshti University of Medical Sciences Strategic Treatment Plans Policy:**

- Expanding and developing suitable quantitative treatment facilities for clients
- Elevating the qualitative levels of health based on international standards
- Increasing the level of satisfaction among receivers of treatment services
- Enhancing health services
- Full scale advocacy of the interested parties

### **6. Shahid Beheshti University of Medical Sciences Strategic Food & Drug Plans Policy:**

- Elevating the quality level of services in supplying food and drug
- Elevating the level of services in food, and cosmetics control laboratories, and enhancing technical skills in HACCP, and GEMS systems
- Organizing the system of drugs informatics
- Exchanging knowledge with legal systems policy- makers effectively in order to recognizing the necessary strategies to effectively deal with the violators of food and drug supply
- Improving the controlling system in food and nutrition safety
- Improving logical prescription and consumption of drugs

### **7. Shahid Beheshti University of Medical Sciences Strategic Management Plans Policy:**

- Enhancing management and planning techniques
- Elevating the satisfaction level of services receivers
- Empowering the human resources
- Preparing grounds for decentralization and transfer of authority
- Enhancing Shahid Beheshti University of Medical Sciences key processes
- Preparing grounds in resources collection methods
- Making expenditures logical
- Allocating budgets based on functions
- Administering purification and supervising systems

## **8. The Quantitative Indexes in Different Sections of Shahid Beheshti University of Medical Sciences in Three Different Periods:**

The following indexes are depicted based on the three different periods. Bearing in mind that the data and information are considered as the necessary keys for functions, Shahid Beheshti University of Medical Sciences possesses the power to predict the expansion method of the indexes as we have the required basic data. The following classification is based upon the data at hand and it has adjusted itself to the Shahid Beheshti University of Medical Sciences Strategic Plans Policy:

- The indexes related to the academic section
- The indexes related to the research section
- The indexes related to the health section
- The indexes related to the treatment section
- The indexes related to the food and drug section

## **9. The Periods for Shahid Beheshti University of Medical Sciences Development Plans Policy:**

- From the Base Year (2007) up to the end of the 4<sup>th</sup> National Development Plan (2009)
- The second period from 2010 to 2014 in line with the 5<sup>th</sup> National Development Plan
- The third period from 2014 to 2019 in line with the 6<sup>th</sup> National Development Plan
- The fourth period from 2020 to 2025 in line with the 7<sup>th</sup> National Development Plan



This university has trained thousands and thousands of students in different levels (undergraduate & graduate levels) in various fields of specialty as general medical fields, PhDs, specialty, sub-specialty, fellowships, etc, who are presently providing health-related services to our own nation and many foreign countries.

Since 1988, and following the merging of Ministry of Health with Medical Education, Shahid Beheshti University of Medical Sciences is honored to have the responsibility of providing, maintaining and promoting the health of more than 5,250,000 residents of Tehran, the capital of Iran, and the neighboring cities in Eastern and Southern Tehran Province, together with training students of many different health-related majors.

Shahid Beheshti University of Medical Sciences seeks to:

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### **A Note from the Chancellor**

It's a true blessing to be the chancellor of one of the most prestigious and honored Medical Universities in one of the most ancient and rooted cultures of the world, namely Iran, and I am truly grateful for that.

With a history of about thousands of years, medical science is an age-old practice in Iran. Many lasting figures of medicine have emerged in here; among these figures are Boozarjomehr, Avicenna, and Jozajani who have been the source for some fabulous revolution in medical science all around the world. Today's medicine all across Europe and America is established based on Avicenna and many other Iranian scientists' doctrine.



Academic background of medical science in Iran dates back to around 150 years ago, when Iran had Amirkabir as its Prime Minister for Nasereddin Shah. He was an astute and intellectual who was after his country's progress and was the cause for many of the vast changes in financial and governmental systems of the time. Among his important contributions is founding "Darolfonoon" with 7 branches. There, students in different majors such as medicine were trained.

During the 1970's, universities' advancements grew noticeably and during those years, Shahid Beheshti University of Medical Sciences (SBUMS ) started its mission under the title "Melli University". Following the victory of the Islamic Revolution, and the rapid quantitative and qualitative developments of centers for higher education, it swiftly developed the centers which have been under its supervision.

Today, SBUMS includes 12 major schools, 12 educational hospitals, and 62 research centers, among which 7 are working with World Health Organization (WHO).

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These services are in the form of primary health care (PHC), covering the urban and rural areas in different levels including health houses, urban and rural health centers, public hospitals at country level and specialty and expertise hospitals of the university. The medical education program in this university, as the first pilot university, was reviewed gravely during the years 1999 to 2004, and in 2004, after horizontal and vertical merge in the program, critical revisions were accomplished.

Shahid Beheshti University of Medical Sciences with experience regarding the revisions in the medical education program is used as a model by other medical universities in Iran.

In this program, the educational contents are divided into core and non-core in an organ-based manner. This program also emphasizes the community-based activities, presence in real fields, and training based on the needs of society.

Shahid Beheshti University of Medical Sciences, owning precious experience in the field of education, announces its willingness to initiate beneficial communications with other scientific/research institutions that provide health services and welcomes any activity related to promoting the society's health and advancements in medical education.

### **Ali Asghar Peyvandi, MD**

#### **Chancellor**

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the neighboring cities in Eastern and Southern Tehran Province, together with training students of many different health-related majors .

### **Vice-Chancellor in International Affairs**

Vice-Chancellor in International Affairs has been established in 2014 in order to develop policies and consistent programs and set targets to align research, educational and treatment centers affiliated to the university, aiming to forge international links which help to fulfill the following objectives:

- To promote and facilitate international collaborations in education, research and technology, sign contracts with research and educational institutions to exchange professors and students, make efforts to find scientific, research and therapeutic potentials in order to meet needs of both sides of the contract
- To admit students from inside the country and abroad, as well as Iranian students residing in foreign countries to study in demand-driven majors at the international branch and accomplish its executive missions
- To achieve international standards of education and research, promote accreditation of graduates' documents and their academic degrees and issue documents of high value to be accepted in prestigious universities in the world
- To assess university based on educational and research criteria, organizational development and human resources in accordance with common standards between university and accreditation organizations in order to improve the quality of education with presence of professionals in this regard
- To do ranking in order to evaluate the university standing in comparison with other universities this is to be done according to the global evaluation indices and indicators in order to improve quality and actively participate in the international arena

### **Admission Guidelines**

Below you can find explanations on how to prepare some of the requirements. It is recommended that you follow these suggestions to make sure that your application documents are suitable and satisfactory.

- **Curriculum Vitae (C.V.)**

Your C.V. is one of the most important documents in your application. You must make sure that the information you provide in a C.V. is accurate, up-to-date and clear. It is through your C.V. that our experts and admission committee members get to know you.

There are different types and formats for a C.V. Each has different sections, all of which must be written and filled with adequate care and accuracy. At SBUMS, we highly recommend and expect that your C.V. includes the following items:

- **Personal and Contact Information:**

Name, gender, nationality, telephone/cellphone number, complete postal address, email address, etc.

- **Education Information:**

All previous education since secondary education/high school, beginning and ending year of each mentioned academic period, thesis title for thesis-based degrees, GPA of each academic period, attended seminars or workshops, etc.

- **Publications** (in case you have published academic work):

Published scholarly articles, contributions in scientific/academic publications, conference papers, etc.

- **Professional Work Experience:**

Places you have worked, your position, short description of responsibilities and duties, beginning and ending year of each job, etc

**NOTE:** Although all types of work experience are important, it is recommended that you give a higher priority to those jobs which are related to your academic background or your intended academic programs in the future.

- **Language Knowledge and Proficiency:**

Name and level of proficiency (beginner, intermediate, advanced, native, etc) of any language you know, name and score of any official language tests you have taken etc.

**NOTE-1:** Do please bear in mind that the official language in Iran is Persian (Farsi). In order to ease the transition of our international students into their new environment, SBUMS offers Persian classes to international students .



**NOTE-2:** Moreover, some educational departments require a minimum band score of 5.5 in IELTS, or its equivalence in TOEFL iBT or TOEFL PBT, as an admission requirement at some university's departments. Therefore, it is recommended that you provide the score of any standardized English language test you have taken in this section. Write your TOEFL and IELTS scores in this part, providing the score of each test section, i.e. Reading, Listening, Speaking and Writing.

- **Notable Skills:**

Computer skills such as adequate familiarity with different software, social skills such as public speaking and lecturing, language skills such as translation or editing, etc.

- **Honors and Awards:**

Any notable awards, certificates or honors you have received during your academic career in contests, seminars, workshops as a result of high-quality performance in your specific academic field of interest or activity.

- **Interests and Hobbies:**

Academic interests such as various fields of study in which you are interested, research interests, etc, as well as personal interests and hobbies such as music, sports, arts, etc.

- **References:**

Name and contact information (especially email addresses) of references, primarily your university teachers and professors or references who know you in a professional working capacity, i.e. from your jobs

## Program for International Students

Degree-Based							
Organizing School	Courses	Entry Requirements	Degree	Start of Courses	Length of Courses	Admission Capacity	Language
School of Dentistry	PhD in Oral Health and Social Dentistry	General dentist	PhD	Every year in February	4 years and a half	1 student	English
	PhD in Dental Material	General dentist	PhD	Every year in February	4 years and a half	1 student	English
School of Nutrition	Bachelor in Nutrition	High School Diploma	Bachelor	September 2016	4 years	2 students	Persian
	Bachelor in Food Science and Industry	High School Diploma	Bachelor	September 2016	4 years	1 students	Persian
School of Nursing & Midwifery	MSN in Critical Nursing	Nurses and allied health professional	Master	Every year in October-January	2-3 years	1-2 students	English
	MSN in Ault Nursing	Nurses and allied health professional	Master	Every year in October-January	2-3 years	1-2 students	English
	PhD in Nursing	Nurses and allied health professional	PhD	Every year in October	3-5 years	1 student	English
School of Pharmacy	Pharmacy	High School Diploma	Doctorate	October 2016	5-6 years	5 student	Persian
	PhD in Pharmaceutics	Doctor of Pharmacy	PhD	October 2016	5 years	1 student	Persian/English
	Pharmaceutical MBA (University based distance learning)	All the related degrees	MBA	October 2016	2 years	30 students	Persian/English
	PhD in Toxicology	Doctor of Pharmacy Doctor of Medicine Doctor of Veterinary Master's degree in toxicology	PhD	October 2016	4-5 years	1 student	English
	PhD in Pharmaceutical Nanotechnology	Doctor of Pharmacy Master's degree in one of the majors of biology: Chemistry, Nutrition, Biotechnology, Biomedical Engineering	PhD	October 2016	5 years	1 student	Persian/English
Abilit	Bachelor in	High School	Bachelor	September 2016	4 years	2 students	Persian/

	Physiotherapy	Diploma					English
	Master in Physiotherapy	Bachelor's degree in Physiotherapy	Master	September 2015	2 years	1-2 students	Persian/English
	PhD in Physiotherapy	Master degree in Physiotherapy	PhD	September 2016	4 years	1 student	Persian/English
	Bachelor in Audiology	High School Diploma	Bachelor	September 2016	4 years	2 student	Persian
	Bachelor in Occupational Therapy	High School Diploma	Bachelor	September 2016	4 years	2 student	Persian
	Bachelor in Optometry	High School Diploma	Bachelor	September 2016	4 years	2 student	Persian
School of Allied Medical Sciences School of Allied Medical Sciences	Bachelor in Technology of Radiology	High school diploma in mathematics or biology	Bachelor	Every year in October	4 years	2 students	Persian
	Bachelor in Technology of Radiotherapy	High school diploma in mathematics or biology	Bachelor	Every year in October	4 years	2 students	Persian
	Master in Biostatistics	Bachelor's degree in statistics	Master	Every year in October	3 years	1 student	Persian
	PhD in Biostatistics	Master's degree in biostatistics	PhD	Every year in February	5 years	1 student	Persian
	Master in Haematology	Bachelor's degree in laboratory science and molecular cell biology	Master	Every year in October	2 years	1-2 students	Persian
	PhD in Haematology	Master's degree in laboratory science or molecular cell biology or haematology	PhD	Every year in February	5 years	1 student	Persian/English
	Bachelor in Laboratory Science	High school diploma in mathematics or biology	Bachelor	Every year in October	4 years	5 students	Persian/English
	Master in Medical Imaging Technology: MRI	Bachelor's degree in Radiology Technology	Master (course + Dissertation)	September 2015	2½ to 3 years	1-2 students	Persian/English
School of Health	Bachelor in Occupational Health Engineering	High school diploma	Bachelor	Every year in September or October	4 years	5 students	Persian
	Bachelor in Public Health	High school diploma	Bachelor	Every year in September or October	4 years	5 students	Persian
	Bachelor Environmental Health	High school diploma	Bachelor	Every year in September or October	4 years	5 students	Persian
	MPH Public Health* Approach	MD, DMD, DVM	MPH	23 September 2015	3-6 months	15 students	Persian

		MPH Disease Management	MD, DMD, DVM	MPH	23 September 2015	3-6 months	15 students	Persian
		MPH Accidents and Disasters	MD, DMD, DVM	MPH	23 September 2015	3-6 months	15 students	Persian
		MPH Environmental Health	Master's degree in environmental health	MPH	23 September 2015	3-6 months	15 students	Persian
		MPH Tobacco Consumption Control	MD, DMD, DVM	MPH	23 September 2015	3-6 months	15 students	Persian
		MPH Control of Substance Abuse	MD, DMD, DVM	MPH	23 September 2015	3-6 months	15 students	Persian
		MPH Geriatrics Health	MD, DMD, DVM	MPH	23 September 2015	3-6 months	15 students	Persian
		MPH Mental Health	MD, DMD, DVM	MPH	23 September 2015	3-6 months	15 students	Persian
		MPH Passive Defense Approach in Biological Risk/Hazards (Biological Defense)	MD, DMD, DVM	MPH	23 September 2015	3-6 months	15 students	Persian
School of Medicine	Biology & Anatomical Sciences Dep	PhD in anatomical sciences	Master's degree in anatomical sciences and related majors, general practitioners (MD), veterinarians	degree PhD	September	3/5years	2 students	English
		PhD in reproductive biology		degree PhD	September	3/5years	2 students	English
	Clinical psychology Dep.	Master's degree in clinical psychology	MD	Master's degree	September	2 years	1-2 students	Persian-English
		PhD in clinical psychology	MD/ Master's degree in psychology	PhD's degree	September	4 years	1-2 students	Persian-English
	Internal Medicine Dep.	Fellowship of transplantation	Sub-specialty of nephrology	Degree	September	1 year	2 students	Persian-English
	Infectious disease Dep.	Infection in patients with immunodeficiency	Infectious disease specialist	Degree	September	18months	3students	English
	Orthopedics Dep.	Fellowship of pediatric orthopedics	Specialist in Orthopedic	Degree	September	1.5 Year	1 student	English
		Orthopedic fellowship of knee	Specialist in Orthopedic	Degree	September	1.5 Year	1 student	Persian-English

School of Medicine	Urology Dep.	laparoscopy	Urologist	Degree	September	1year	1 student	English
		Endourology	Urologist	Degree	September	1year	1 student	English
		Kidney transplantation	Urologist	Degree	September	1year	1 student	English
	Cardiac surgery Dep.	Cardiac surgery	General surgery	Degree	September	3years	2-3 students	English
	Plastic surgery	Fellowship of hand surgery	Specialist in Orthopedist-general surgeon	Degree	September	18 months	2 students	Persian
	Anesthesiology Dep	Anesthesiology	General practitioner	Degree	September	4 years	2 students	Persian-English
		ICU	Anesthesiologist	Degree	September	2years	1 student	Persian-English
		Pediatric anesthesiology	Anesthesiologist	Degree	September	1/5 year	1 student	Persian-English
		Cardiac anesthesiology	Anesthesiologist	Degree	September	1/5year	1 student	Persian-English
	Physiology Dep.	Single channel records of potassium Endoplasmic reticulum and the study of possible changes in glucose metabolism in animals born to diabetic mothers	PhD in Physiology, Biophysics or neurosciences-being familiar with electrophysiology recording	Degree	January	1-2 years	1student	Persian-English
		Functional neuro-anatomy	PhD and being familiar with immunohistochemistry techniques and histochemistry enzyme	Degree	Depends on number of students and budget funding	1-2 years	1student	Persian-English-French

		The study of physiologic changes in ion channels in an animal model of autism	PhD and being familiar with intracellular recording , - being familiar with molecular techniques	Degree	January	1 year	1-2 students	Persian-English
		Molecular and electrophysiological study of pain	PhD in physiology and relevant majors	Degree	January	2years	1 student	Persian-English
		Electrophysiology of learning and memory	PhD	Degree	January	1-2 years	1 student	English
School of Advanced Technologies in Medicine		Medical Biotechnology	MSc, MD	PhD	Jan 2016	4-5 years	4 students	English
		Tissue Engineering	MSc, MD	PhD	Jan 2016	4-5 years	2 students	English
		Applied Cell Sciences(Cell Therapy)	MSc, MD	PhD	Jan 2016	4-5 years	2 students	English
		Molecular Medicine	MSc, MD	PhD	Jan 2016	4-5 years	2 students	English
School of Medical Education Sciences		Master's degree in medical education	Bachelor's and master's degrees in medical sciences Medical Doctors—Doctor of pharmacy- Dentistry & clinical specialties and subspecialties - faculty members of Medical science DPTs	Masters 'degree	February	3-5 years	50 students	Persian

## Certificated-Based

Organizing School	Courses	Entry Requirements	Certificate	Start of Courses	Length of Courses	Admission Capacity	Language
School of Nursing & Midwifery	Critical Care Nursing	Nurses and allied health professional	Intra-university certification	Every year in August-January	4 weeks (10 half days plus 5 assessment and observational days)	15-20 students	English
	Advanced Practice in Cancer Care	Nurses and allied health professional	Intra-university certification	Every year in August-January	12 weeks (18 half days plus 10 assessment and observational days)	10-15 students	English
	Cancer Care Nursing	Nurses and allied health professional	Intra-university certification	Every year in September-February	4 weeks (10 half days plus 5 assessment and observational days)	10-15 students	English
	Chemotherapy in Cancer Care	Nurses and allied health professional	Intra-university certification	Every year in August-January	3 weeks (7 half days plus 4 assessment and observational days)	15-20 students	English
	Principles of Nursing Management	MSN, BSN, PhD	Intra-university certification	Every year in February	6 days	10 students	English/Persian
	Advanced Nursing Management & Leadership	MSN, BSN, PhD	Intra-university certification	Every year in March	6 days	10 students	English/Persian
	Mental Health	Nurses and allied health professional	Intra-university certification	Every year in August-January	16 hours (Two days)	15 students	English/Persian
	Communication and Therapeutic Communication	Nurses and allied health professional	Intra-university certification	Every year in August-January	16 hours (Two days)	15 students	English/Persian
	Principles of Nursing Management	MSN, BSN, PhD	Intra-university certification	Every year in February	6 days	10 students	English/Persian
	Advanced Nursing Management & Leadership	MSN, BSN, PhD	Intra-university certification	Every year in March	6 days	10 students	English/Persian
	Mental Health	Nurses and allied health professional	Intra-university certification	Every year in August-January	16 hours (Two days)	15 students	English/Persian
	Communication and Therapeutic Communication	Nurses and allied health professional	Intra-university certification	Every year in August-January	16 hours (Two days)	15 students	English/Persian
School of Dentistry	Orthodontic Surgery	Orthodontic specialty	Intra-university certification	Every year in September	12-18 months	1	English
	Hospital Dentistry & Sedation	Pediatric dentistry specialty	Intra-university certification	Every year in September	12-18 months	1 student	English
	Oral Biology	All of the specialty dentists	Intra-university certification	Every year in September	12-18 months	1 student	English
	Prosthodontic-Implant	Prosthodontist specialty	Intra-university certification	Every year in September	12-18 months	1 student	English
	Maxillofacial-Prosthodontic	Prosthodontist specialty	Intra-university certification	Every year in September	12-18 months	1 student	English
	Advanced Implant Surgeries	Maxillofacial surgeon	Intra-university certification	Every year in September	12-18 months	1 student	English
	Perio-Implant	Periodontist	Intra-university certification	Every year in September	12-18 months	1 student	English
School of Rehabilitation Sciences	Neuro-Mobilization	Bachelor's degree in Physiotherapy	Intra-university certification	September 2015	6 days	10 students	Persian/English
	Dry Needling	Bachelor's degree in Physiotherapy	Intra-university certification	September 2015	6 days	10 students	Persian/English
	Facial Manipulation	Bachelor's degree in Physiotherapy	Intra-university certification	September 2015	6 days	10 students	Persian/English

	Pelvic Floor Physiotherapy Level I according to APTA, section of women health	Bachelor's degree in Physiotherapy	Intra-university certification	October 2015	3 days	20 students	Persian/E nglish
	Pelvic Floor Physiotherapy Level II according to APTA, section of women health	Bachelor's degree in Physiotherapy	Intra-university certification	October 2015	3 days	20 students	Persian/E nglish
	Pelvic Floor Physiotherapy Level III according to APTA, section of women health	Bachelor's degree in Physiotherapy	Intra-university certification	October 2015	3 days	20 students	Persian/E nglish
	Physiotherapy for Children's Musculoskeletal Disorders	Bachelor's degree in Physiotherapy	Intra-university certification	September 2015	3 days	10 students	Persian/E nglish
	Physiotherapy for Children's Neurologic Disorders	Bachelor's degree in Physiotherapy	Intra-university certification	September 2015	3 days	10 students	Persian/E nglish
	Proprioception Testing and Training	Bachelor's degree in Physiotherapy	Intra-university certification	September 2015	1 day	15 students	Persian/E nglish
	Real Time Muscle Sonography for Physiotherapists	Bachelor's degree in Physiotherapy	Intra-university certification	October 2015	1 day	15 students	Persian/E nglish
	Soft Contact Lenses Workshop	Bachelor's degree in Optometry	Intra-university certification	August 2015	1 day	10 students	Persian/E nglish
	Absorptive Ophthalmic Lenses	Bachelor's degree in Optometry	Intra-university certification	August 2015	1 day	10 students	Persian/E nglish
	Standards of Absorptive Lenses	Bachelor's degree in Optometry	Intra-university certification	August 2015	1 day	10 students	Persian/E nglish
	Standards of Prescriptive Lenses	Bachelor's degree in Optometry	Intra-university certification	August 2015	1 day	10 students	Persian/E nglish
	Physiotherapy and Women's Health Pre, Post and In Pregnancy	Bachelor's degree in Physiotherapy	Intra-university certification	September 2015	3days	30 students	Persian/E nglish
	An Advanced Course on Knee Joint	Bachelor's degree in Physiotherapy	Intra-university certification	September 2015	2 days	20 students	Persian/E nglish
	Clinical Radiology & MRI for Physiotherapists	Bachelor's degree in Physiotherapy	Intra-university certification	October 2015	5 days	20 students	Persian/E nglish
	Clinical Gait Analysis	Bachelor's degree in Physiotherapy	Intra-university certification	October 2015	3 days	10 students	Persian/E nglish
	Surface & Needle Electromyography	Bachelor's degree in Physiotherapy	Intra-university certification	October 2015	6 days	10 students	Persian/E nglish
	Physiotherapy in Musculoskeletal Disorders	Bachelor's degree in Physiotherapy	Intra-university certification	October 2015	5 days	10 students	Persian/E nglish
School of Allied Medical Sciences	MRI For Radiologists	Radiologists (MD), Radiology residents or assistants (MD)	Intra-university certification	will be announced later	35 hours	30 students	Persian/E nglish
	MRI For Radiologic Technologists	Radiologic technologists (BSc) or 2 year program	Intra-university certification	will be announced later	40 hours	30 students	Persian/E nglish
	MRI Techniques For Radiologic Technologists	Radiologic Technologists (BSc) or 2 year program	Intra-university certification	will be announced later	20 hours + 1 Day On site Observation (optional)	30 students	Persian/E nglish
	Breast MR Imaging: Physical Principles, Techniques and Procedures	Radiologists (MD), Radiology assistants(MD), Radiologic technologists (BSc) or 2 year program certificate in radiology technology	Intra-university certification	will be announced later	12 hours + 3 hour On site Observation and teaching	10 students	Persian/E nglish
	MR Neuroimaging Course	Radiologists (MD), Radiology	Intra-university certification	will be announced	30 hours	10 students	Persian/E nglish

		assistants(MD), Neurologists(MD) , Neurology assistants (MD), Neurosurgeons (MD), Neurosurgery assistants(MD)		later			
	MR Neuroimaging Course	Radiologic technologists (BSc) or 2 year program certificate	Intra-university certification	August 2015	Will be announced later	10 students	Persian/E nglish
<b>School of Health</b>	Research Worker	Biomedical experts	Intra-university certification	6 weeks	Summer 2015	25 students	English/P ersian
	Injury Epidemiology	GPS/Health experts	Intra-university certification	4 weeks	Winter 2014	20 students	English/P ersian
	Outbreak Investigation	GPS/Health experts	Intra-university certification	2 weeks	Summer 2015	20 students	English/P ersian
	Applied Epidemiology	Epidemiology and clinical professions	Intra-university certification	6 weeks	Summer 2015	20 students	English/P ersian
	Clinical Trials	Epidemiology and clinical professions	Intra-university certification	2 weeks	Summer 2015	20 students	English/P ersian
	Research Management & Administration	Research experience	Intra-university certification	3 weeks	Summer 2015	20 students	English/P ersian
	Industrial Wastewater Management	Health, Safety and Environment (HSE) experts, Chemical engineers, Mechanical engineers, Environmental microbiologists	Intra-university certification	1 week	Summer 2015	20 students	English/P ersian
	Soil Pollution	Health, Safety and Environment (HSE) experts, Chemical engineers, Mechanical engineers, Environmental microbiologists	Intra-university certification	1-2 weeks	Summer 2015	15 students	English/ Persian
	Introduction to Environmental Modeling	Health, Safety and Environment (HSE) experts, Chemical engineers, Mechanical engineers, Environmental microbiologists	Intra-university certification	1-2 weeks	Summer 2015	15 students	English/ Persian
<b>School of Nutrition</b>	Clinical Nutrition & Dietetics 1	Basic nutrition	Intra-university certification	2016	1 month	10 students	English/ Persian
	Clinical Nutrition & Dietetics 2	Basic nutrition	Intra-university certification	2016	1 month	10 students	English/ Persian
	Clinical Nutrition & Dietetics 3	Basic nutrition	Intra-university certification	2016	1 month	10 students	English/ Persian
	Clinical Nutrition & Dietetics 4	Basic nutrition	Intra-university certification	2016	1 month	10 students	English/ Persian
	Breastfeeding Counseling and Education: Assessing mother & newborn and method of breastfeeding	Basic nutrition	Intra-university certification	Will be announced later	2 months	8-20 students	English/ Persian
	Breastfeeding Counseling and Education: Studying Problems of Breastfeeding and Finding Solutions	Basic nutrition	Intra-university certification	Will be announced later	2 months	8-20 students	English/ Persian
	Breastfeeding Counseling and	Basic nutrition	Intra-university certification	Will be announced	2 months	8-20 students	English/ Persian

School of Medicine		Education: Psychological and Social Factors Involved in Breastfeeding			later			
		Breastfeeding Counseling And Education: The Role of Family in Breastfeeding	Basic nutrition	Intra-university certification	Will be announced later	2 months	8-20 students	English/Persian
		Method for Assessment of Nutritional Status	Basic nutrition	Intra-university certification	Will be announced later	3 months	8-20 Students	English/Persian
		Nutrition Program Design	Basic nutrition	Intra-university certification	Will be announced later	3 months	8-20 Students	English/Persian
		Nutritional Care in the First 1000 days of Life	Basic nutrition	Intra-university certification	Will be announced later	1 month	8-20 students	English/Persian
		Nutritional Care throughout the Life Cycle	Basic nutrition	Intra-university certification	Will be announced later	3 months	8-20 students	English/Persian
		New Sample Preparation for Extraction and Determination of Analytes	PhD and MSc students of food science and technology	Intra-university certification	September 2015	1 month	8-20 students	English/Persian
		Rheological Measurements of Liquid and Semisolid Food	PhD and MSc students of food science and technology	Intra-university certification	September 2015	1 month	8-20 Students	English/Persian
	Internal Medicine Dep.	Fellowship of transplantation	Sub-specialty of nephrology	Fellowship	September	1 year	2 students	Persian-English
	Infectious disease Dep.	Rational use of antibiotics & drug resistance	Infectious disease specialist	Intra-university certification	September/April	3months	2 students	English
		TB	Sub-specialty of pediatric infectious disease	Intra-university certification	September/April	6months	2 students	English
		Viral hepatitis	Internal medicine specialist	Intra-university certification	September/April	6months	2 students	English
		Infection of CNS	Infectious disease specialist	Intra-university certification	September/April	6months	2 students	English
	Cardiac surgery Dep.	Cardiac surgery	General surgery	Sub-specialty	September	3years	2-3 students	English
	Anesthesiology Dep.	Anesthesiology	General practitioner	specialty	September	4years	2 students	Persian-English
		ICU	Anesthesiologist	Fellowship	September	2years	1 student	Persian-English
		Pediatric anesthesiology	Anesthesiologist	Fellowship	September	1/5 year	1 student	Persian-English
		Cardiac anesthesiology	Anesthesiologist	Fellowship	September	1/5 year	1 student	Persian-English
	Urology Dep.	laparoscopy	Urologist	Fellowship	September	1year	1 student	English
		Endourology	Urologist	Fellowship	September	1year	1 student	English
		Kidney transplantation	Urologist	Fellowship	September	1year	1 student	English
	Pharmacology Dep.	Short term courses in pharmacology	Based on CV & Interview	Intra-university certification	February	Months 3 & 6-18months	2 students	Persian-English-French
	Orthopedics Dep.	Fellowship of Sports medicine	Specialist in Orthopedic	Intra-university certification	October	3-6 months	1 student	Persian-English
		Pediatric orthopedics	Specialist in Orthopedic	Intra-university certification	October	3-6 months	1 student	Persian-English

School of Medicine		Fellowship of Trauma	Specialist in Orthopedic	Intra-university certification	October	3-6 months	1 student	Persian-English
		Fellowship of Upper limbs	Specialist in Orthopedic	Intra-university certification	October	3-6 months	1 student	Persian-English
		Fellowship of Arthroplasty	Specialist in Orthopedic	Intra-university certification	October	3-6 months	1 student	Persian-English
		Fellowship of Arthroscopy	Specialist in Orthopedic	Intra-university certification	October	3-6 months	1 student	Persian-English
	Ophthalmology Dep.	Cornea	Ophthalmologist	Intra-university certification	September/April	6 months	1 student	English
		Vitreou s& Retina	Ophthalmologist	Intra-university certification	September/April	6 months	1 student	English
		Retina	Ophthalmologist	Intra-university certification	September/April	6 months	1 student	English
		Aquaplastics	Ophthalmologist	Intra-university certification	September/April	6 months	1 student	English
	Thoracic surgery Dep.	Tracheal surgery	Thoracic surgeon	Intra-university certification	September	3 months	2 students	English
	Biology & Anatomical Sciences Dep	PhD in anatomical sciences	Master's degree in anatomical sciences and related majors, general practitioners (MD), veterinarians	degree PhD	September	3/5 years	2 students	English
		PhD in reproductive biology	Master's degree in anatomical sciences and related majors, general practitioners (MD), veterinarians	degree PhD	September	3/5years	2 students	English
	Plastic surgery	Craniofacial fellowship	Plastic surgeon	Intra-university certification	September	6months	1 student	Persian
		Fellowship of hand surgery	Specialist in Orthopedist-general surgeon	Fellowship	September	18months	2 students	Persian
	Biotechnology y Dep.	Biotechnology	MD/ Master's degree	Intra-university certification	October	1 year	3 students	English
	Public health & social medicine	Acupuncture	MD	Intra-university certification	September	8 month	30 students	Persian
	Microbiology Dep.	Bioinformatics	Master's degree in Microbiology	Intra-university certification	April	3months	10 students	Persian-English
		Molecular techniques	Master's degree in Microbiology	Intra-university certification	June	3months	10 students	Persian-English
		Detection of antibiotics resistance mechanisms	Master's degree in Microbiology	Intra-university certification	April	3months	10 students	Persian-English

School of Medicine		Microbial diagnosis laboratory	Master's degree in Microbiology	Intra-university certification	April	3months	10 students	Persian-English
	Parasitology Dep.	Molecular parasitology	Master's degree in parasitology	Intra-university certification	October	3months	2 students	Persian-English
	Clinical psychology Dep.	Master's degree in clinical psychology	MD	Master's degree	September	2 years	1-2 students	Persian-English
		PhD in clinical psychology	MD/ Master's degree in psychology	PhD's degree	September	4 years	1-2 students	Persian-English
		Short term courses in psychotherapy	PhD/MD/Master's degree in psychology	Intra-university certification	September	6months	5 students	Persian-English
		Short term courses in behavioral psychology in anxiety disorders	PhD/Master's degree in psychology	Intra-university certification	September	6months	5 students	Persian-English
		Short term course in behavioral psychology in depression	PhD/Master's degree in psychology	Intra-university certification	September	6months	5 students	Persian-English
		Short term course in behavioral psychology in substance abuse	PhD/Master's degree in psychology	Intra-university certification	September	6months	5 students	Persian-English
		Short term course in behavioral psychology in marital problems	PhD/Master's degree in psychology	Intra-university certification	September	6months	5 students	Persian-English
		Short term course in schema therapy in personality disorders	PhD/Master's degree in psychology	Intra-university certification	September	6months	5 students	Persian-English
		Psychological assessment of personality and intelligence	PhD/Master's degree in psychology	Intra-university certification	September	6months	5 students	Persian-English
		Short term course in neuropsychology	PhD/Master's degree in psychology	Intra-university certification	September	6months	5 students	Persian-English
	Physiology Dep.	Single channel records of potassium Endoplasmic reticulum and the study of possible changes in glucose metabolism in animals born to diabetic mothers	PhD in Physiology, Biophysics or neurosciences-being familiar with electrophysiology recording	Postdoc	January	1-2 years	1student	Persian-English
		The study of physiologic changes in ion channels in an animal model of autism	PhD and being familiar with intracellular recording , - being familiar with molecular techniques	Postdoc	January	1 year	1-2 students	Persian-English
		Molecular and electrophysiological study of pain	PhD in physiology and relevant majors	Postdoc	January	2years	1student	Persian-English

		Electrophysiology of learning and memory	PhD	Postdoc	January	1-2 years	1 student	English
		Functional neuro-anatomy	Being familiar to mouse nerve and brain tissue	Intra-university certification	Depends on number of students and budget funding	3months	1-2 students	Persian-English-French
		Short term course on electrophysiology recording	PhD, being familiar to extracellular recording techniques	Intra-university certification	January	6months	2 students	Persian-English
		Workshop of electrophysiology	PhD & Master's Degree in physiology, biophysics, neurosciences	Intra-university certification	May	1 month	5students	Persian-English
	Physiology Dep.	Functional neuro-anatomy	Being familiar to mouse nerve and brain tissue	Intra-university certification	Depends on number of students and budget funding	3months	1-2 students	Persian-English-French
		Workshop	Bachelor of biology (at least)	Intra-university certification	May or September	2weeks	6-8 students	Persian-English
		Primary hippocampal cell culture	- Students and graduates of Life science - primary introduction to working in the laboratory	Intra-university certification	January	2-3 days	3-5 students	English
		Western blotting	- Students and graduates of Life science - primary introduction to working in the laboratory	Intra-university certification	January	3days	5-7	English
		Inflammatory and neuropathic pain workshop	Master's & PhD Degree in physiology	Intra-university certification	January	2weeks	6 students (at least)	Persian-English
		Behavioral studies (Morris water maze)	- Students and graduates of Life science - primary introduction to working in the laboratory	Intra-university certification	January	2days	5-7	English
		Introduction to synaptic plasticity	Students of master's degree and higher in physiology, neurosciences and other relevant	Intra-university certification	January	3-6months	1-2 students	English

	Clinical Toxicology		majors					
		General Approach to a Poisoned Patients	Based on CV & Interview	Intra-university certification	3 times in a year	1-6 months	2 students	English/Persian
		Drug & Substance Misuse	Based on CV & Interview	Intra-university certification	3 times in a year	1.5 months	10 students	
School of Medical Education Sciences		Short term course in programming curriculum (introductory)	Faculty members of medical sciences DPT	Intra-university certification	September	2months	50 students	Persian
		Short term introductory course in medical education	- faculty members of Medical science DPTs	Intra-university certification	September	6months	50 students	Persian
		Short term advanced course in medical education	- faculty members of Medical science DPTs	Intra-university certification	September	6months	50 students	Persian
		Short term course in student evaluation (introductory)	- faculty members of Medical science DPTs	Intra-university certification	September	2months	50 students	Persian
		Short term course in teaching methods(introductory)	faculty members of Medical science DPTs	Intra-university certification	September	2months	50 students	Persian
		Short term course in medical ethics (introductory)	Faculty members of medical sciences DPT	Intra-university certification	September	2months	50 students	Persian



## Durations and Education Fees

The education fees listed below will apply to the 2015-2016 academic year and may be subject to revision for subsequent years. The education fee is in U.S. dollars and has been calculated for one academic year.

Graduate Programs	Education Fee/Year (U.S. Dollars)	Duration
Bachelor of Science (B.Sc.)	2000	4 Years

<b>Master's Programs</b>	4000	2 to 3 Years
<b>Doctor of Medicine (M.D.)</b>	5400	7 Years
<b>Doctor of Dental Surgery (D.D.S.)</b>	5700	5 to 6 Years
<b>Doctor of Pharmacy (Pharm.D.)</b>	5400	6 to 7 Years
<b>Ph.D. Programs *</b>	6700	3 to 5 Years

\* The Ph.D. programs may be included Bench Fee that it will be added by the Educational Department.

\*\* Those Graduate programs' durations and fees including Specialty (Residency), Fellowship, Subspecialty and specific - training programs contributing to intra university certificate that will be announced by the related Educational Department.

## University Schools:

- School of Medicine
- School of Dentistry
- School of Pharmacy
- School of Nutrition
- School of Health, Safety, and Environment
- School of Nursing and Midwifery
- School of Allied Medical Sciences
- School of Public Health
- School of Rehabilitation
- School of Traditional Medicine
- School of Medical Education Sciences
- School of Advanced Technologies in Medicine





# دانشکده داروسازی

## School of Pharmacy





## Vice-Chancellor in International Affairs

Vice-Chancellor in International Affairs has been established in 2014 in order to develop policies and consistent programs and set targets to align research, educational and treatment centers affiliated to the university, aiming to forge international links which help to fulfill the following objectives:

- To promote and facilitate international collaborations in education, research and technology, sign contracts with research and educational institutions to exchange professors and students, make efforts to find scientific, research and therapeutic potentials in order to meet needs of both sides of the contract
- To admit students from inside the country and abroad, as well as Iranian students residing in foreign countries to study in demand-driven majors at the international branch and accomplish its executive missions
- To achieve international standards of education and research, promote accreditation of graduates' documents and their academic degrees and issue documents of high value to be accepted in prestigious universities in the world
- To assess university based on educational and research criteria, organizational development and human resources in accordance with common standards between university and accreditation organizations in order to improve the quality of education with presence of professionals in this regard
- To do ranking in order to evaluate the university standing in comparison with other universities this is to be done according to the global evaluation indices and indicators in order to improve quality and actively participate in the international arena

## Missions of Vice-Chancellor in International Affairs

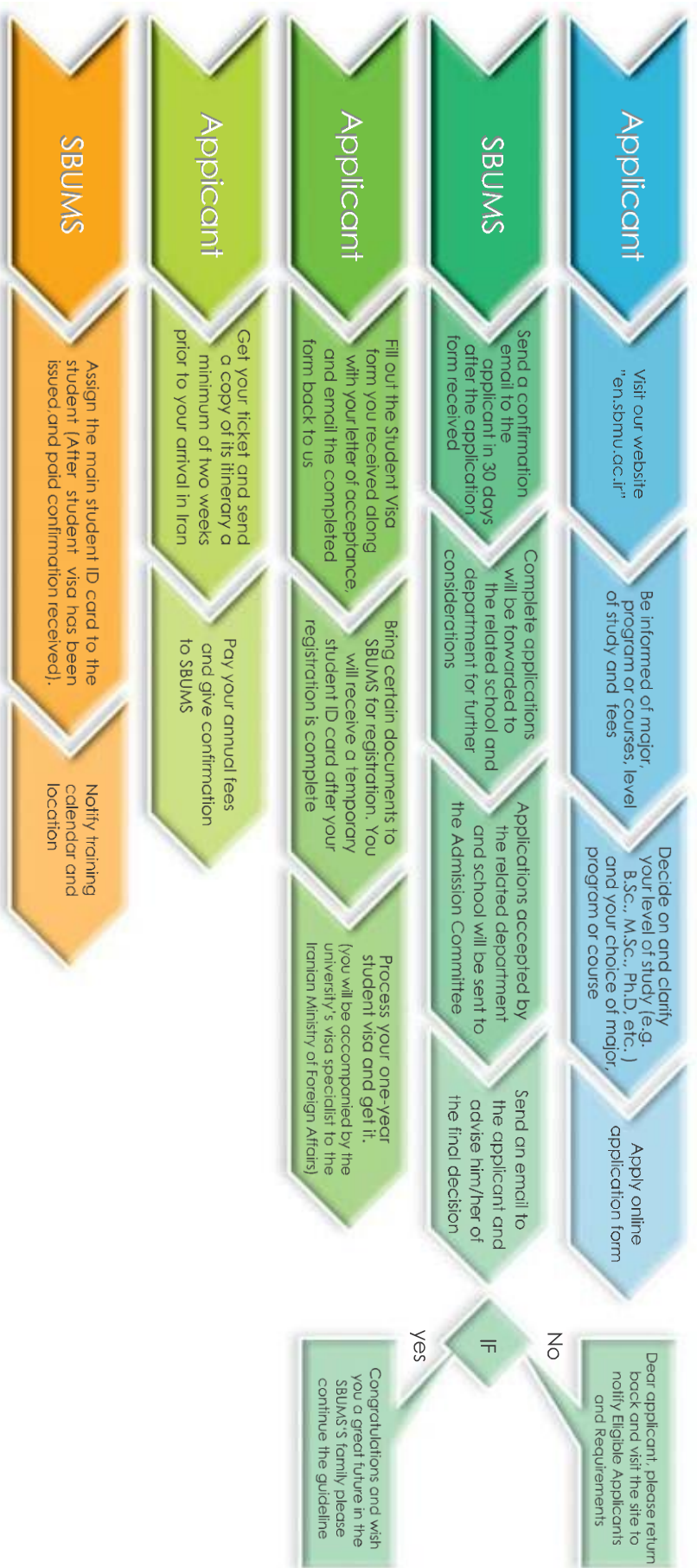
The following missions, in line with the SBUMS vision and 20-year vision of the Islamic Republic of Iran, have been assigned to be realized by the SBUMS Vice-Chancellor in International Affairs:

- To facilitate foreign student admission in different levels and degrees of education
- To expand international relations and collaborations with universities and research institutions worldwide
- To have effective and efficient contribution to international university ranking system to secure higher status
- To facilitate patient admission from regional countries





## How to Apply



## How to Apply

## Admission Guidelines

Below you can find explanations on how to prepare some of the requirements. It is recommended that you follow these suggestions to make sure that your application documents are suitable and satisfactory.

### ■ Curriculum Vitae (C.V.)

Your C.V. is one of the most important documents in your application. You must make sure that the information you provide in a C.V. is accurate, up-to-date and clear. It is through your C.V. that our experts and admission committee members get to know you.

There are different types and formats for a C.V. Each has different sections, all of which must be written and filled with adequate care and accuracy. At SBUMS, we highly recommend and expect that your C.V. includes the following items:

### ■ Personal and Contact Information:

Name, gender, nationality, telephone/cellphone number, complete postal address, email address, etc

### ■ Education Information:

All previous education since secondary education/high school, beginning and ending year of each mentioned academic period, thesis title for thesis-based degrees, GPA of each academic period, attended seminars or workshops, etc

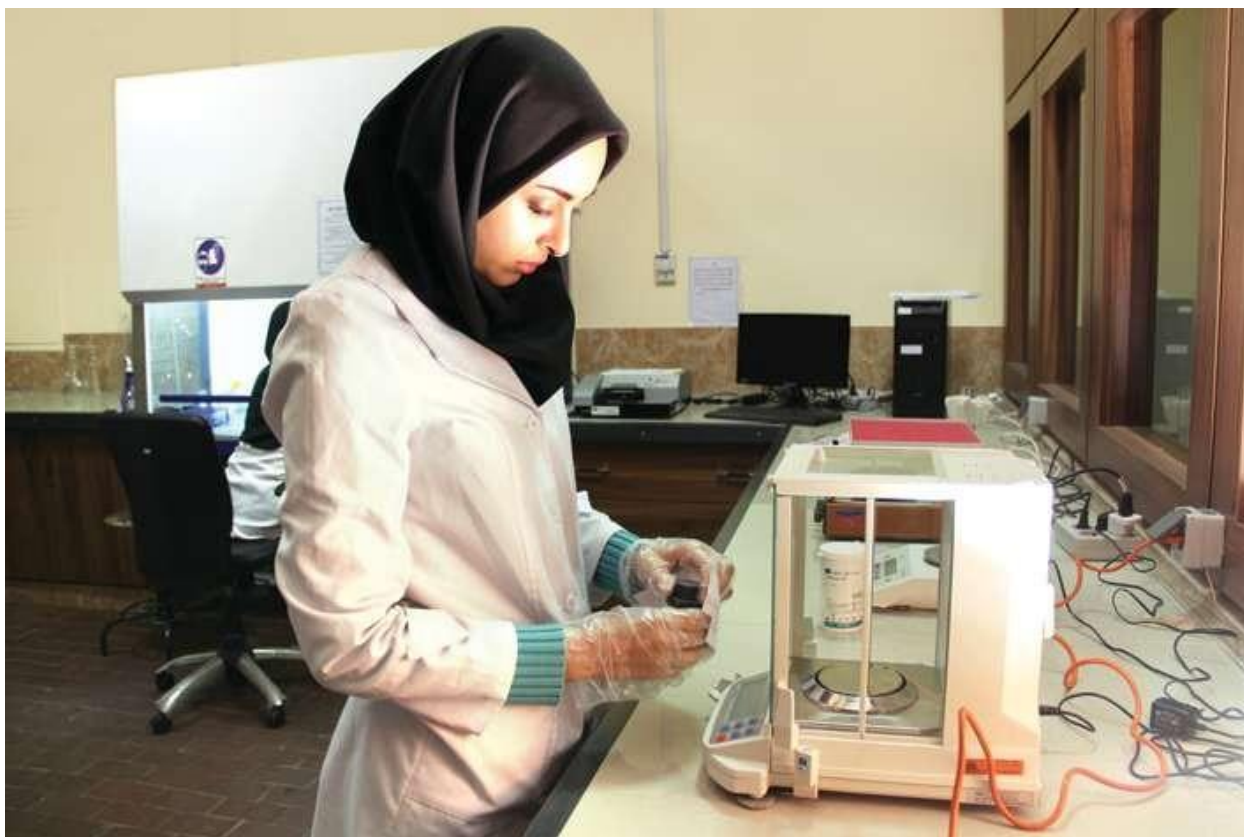
### ■ Publications (in case you have published academic work):

Published scholarly articles, contributions in scientific/academic publications, conference papers, etc

### ■ Professional Work Experience:

Places you have worked, your position, short description of responsibilities and duties, beginning and ending year of each job, etc





**NOTE:** Although all types of work experience are important, it is recommended that you give a higher priority to those jobs which are related to your academic background or your intended academic programs in the future.

### ■ Language Knowledge and Proficiency:

Name and level of proficiency (beginner, intermediate, advanced, native, etc) of any language you know, name and score of any official language tests you have taken etc

**NOTE1:** Do please bear in mind that the official language in Iran is Persian (Farsi). In order to ease the transition of our international students into their new environment, SBUMS offers Persian classes to international students..

**NOTE2:** Moreover, some educational departments require a minimum band score of 5.5 in IELTS, or its equivalence in TC EFL iBT or TOEFL PBT, as an admission requirement at some university's departments. Therefore, it is recommended that you provide the score of any standardized English language test you have taken in this section. Write your TOEFL and IELTS scores in this part, providing the score of each test section, i.e. Reading, Listening, Speaking and Writing.

### ■ Notable Skills:

Computer skills such as adequate familiarity with different software, social skills such as public speaking and lecturing, language skills such as translation or editing, etc

### ■ Honors and Awards:

Any notable awards, certificates or honors you have received during your academic career in contests, seminars, workshops as a result of high-quality performance in your specific academic field of interest or activity.

### ■ Interests and Hobbies:

Academic interests such as various fields of study in which you are interested, research interests, etc., as well as personal interests and hobbies such as music, sports, arts, etc.

### ■ References:

Name and contact information (especially email addresses) of references, primarily your university teachers and professors or references who know you in a professional working capacity, i.e. from your jobs





## Motivation Letter

Another important document in your application is the motivation letter.

This letter is of great importance as it is the letter which initially helps the admission committee to become acquainted with your mindset and future goals as an applicant.

It is also the letter through which you have the opportunity to convince the authorities that you are one of the best among many other applicants, explain the rationale that why you should be chosen as one of the future students at SBUMS, and the reasons you chose SBUMS as your future academic destination.

We do not prescribe a strict and inflexible framework or format for motivation letters, as it is you who should write the letter in your own way. However, there are certain points to consider which can help you to write a suitable and efficient letter.

- **Content:** The content of the motivation letter is vital to the admission process. We suggest that you spend a good deal of time on it. You will use your own writing style, but make sure you include enough information about the following points:
  - Clearly state the level and program (major) of your choice.
  - Provide enough reasons for your interest in that specific field. Make sure you take into account all aspects of the major or program you wish to study and explain how those aspects have become important to you.
  - Relevant to your chosen program, mention your long-term goals and explain how those goals can be fulfilled by studying the mentioned program in SBUMS. Focus on how you are going to use the knowledge you will acquire in your chosen program to make progress towards your future purposes.

- Also, explain how your personal skills and motivation, academic planning and potential for growth make you the most suitable applicant among others who have applied for the same program.
- Remember that you aim to convince the admission committee by your skills, abilities and potentials. Making requests or appeals only serve to impair the idea of the members of you and weaken your status as an applicant with potentials.

### ■ Organization and Format:

Besides the content, how you organize your ideas and statements is also highly significant. A great content written in a haphazard manner cannot reflect much of an impact. Therefore, you should carefully attend to the organization of the content in your letter.

- Make sure your ideas are sufficiently explained and you have not left behind ambiguous or unclear statements throughout the text.
- Organize your ideas with care and ensure that they do not contradict each other.
- Pay attention to the division of ideas and paragraphs. Avoid mixing ideas with each other or fragmenting an idea by putting it in different paragraphs.

### ■ Neatness and Order:

Not only does a motivation letter show your academic mindset and future aims, it also reflects your personality as a university student or scholar.

- Neatness is highly important in your letter. It is highly recommended that you type the letter and avoid handwriting.
- Make sure that the quality of the file you send is sufficiently high and the content is legible.
- Also, proofread your letter once or twice and make sure you have not made any spelling or grammatical mistakes.





In case of any inquiries about the admission requirements, do not hesitate to contact the Office of Admissions via the email below:

[Intl\\_office@sbmu.ac.ir](mailto:Intl_office@sbmu.ac.ir)

## **A**lready Admitted

In case you have received your admission letter from the Office of International Admissions, let us first offer congratulations and wish you a great future in the SBUMS family. At this stage, there are a few more steps to take. Read the information below carefully and take all the required steps.

## **V**isa Application

First and foremost, you must see to your Visa application. To start the Visa process, fill out the [Student Visa Form](#) you received along with your letter of acceptance and email the completed form back to us.

You must determine the city where you would like to get your Visa. To do so, you are advised to choose the closest city to your current hometown which houses an Iranian embassy/consulate. This should be a city to which you can easily travel. In case you choose a city where there are no Iranian embassies or consulates, your Visa will be sent to a city with an Iranian embassy or consulate in closest proximity to your hometown.

One important point to bear in mind is that you must make sure that your passport is current and its date of expiration is not near. Your visa will be issued using your passport, so avoid unwanted problems by using a current passport.

## Registration Documents

You will need to bring certain documents to SBUMS for registration. Prepare these documents as soon as possible since last-minute tasks can always cause complications.

The documents you need to show for your registration are listed below:

- Original passport + 2 copies of all main pages of your passport
- 15 photos (3cm X 4cm) – Please kindly observe dress code regulations in your photos.
- Previous degree(s) in original + 2 copies of the degree(s)
- Official transcripts of your previous degree(s)

Ph.D. candidates are required to provide both their Bachelor's and Master's degrees (or any other related degree such as M.Phil. etc.).

Please remember that [all educational documents](#) need to be approved (signed and verified) by:

- The institution which has issued the documents
- The Ministry/Department of (Higher) Education
- The Ministry/Department of Foreign Affairs

Kindly note that all documents need to be original or else the copies should be proved same as original by the head of the certificate issuance authority. For the documents which are not issued/written in English (or Persian), the English translation approved by a notary public must also be attached to the original document.



## Arrival

To help us to be prepared for your arrival, please submit a copy of your ticket itinerary a minimum of two weeks prior to your arrival to Iran.

Upon your arrival, SBUMS will be able to arrange for transportation from the airport to your dormitory.

You will need to deposit the entire tuition fee at the time of registration at SBUMS for the registration to be complete. Therefore, please make necessary arrangements for this issue. All registration affairs will be undertaken and completed at the Office of Vice-Chancellor. You will need to deposit the entire tuition fee at the time of registration at SBUMS for the registration to be complete. Therefore, please make necessary arrangements for this issue. All registration affairs will be undertaken and completed at the Office of Vice-Chancellor in International Affairs, Directorate of International Education & Research. The address is:

7th Floor , 2th SBUMS Bldg. ,Next to Ayatollah Taleghani Hospital, Velenjak, Tehran, Iran. Post code: 198396-3113

You will receive a temporary student ID card after your registration is complete.

Afterwards, you will be accompanied by the university's Visa Specialist to the Iranian Ministry of Foreign Affairs to process your one-year student visa(current process). After your student visa has been processed, you will be given your main student ID card.



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Vice- Chancellor for International Affairs  
Directorate of International Advancement

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