To submit a request, follow the path below:
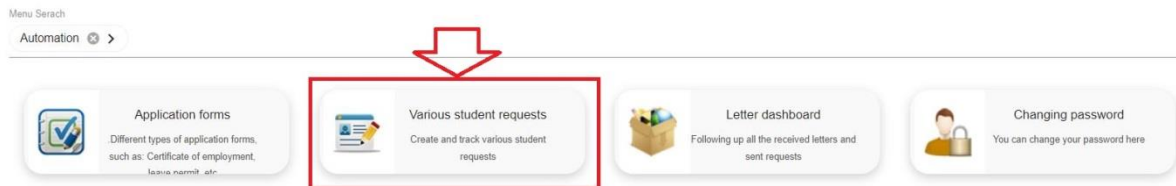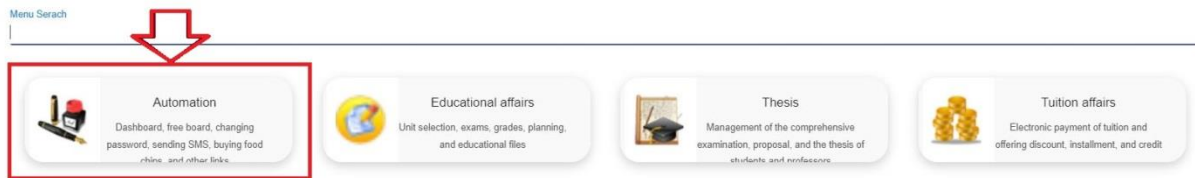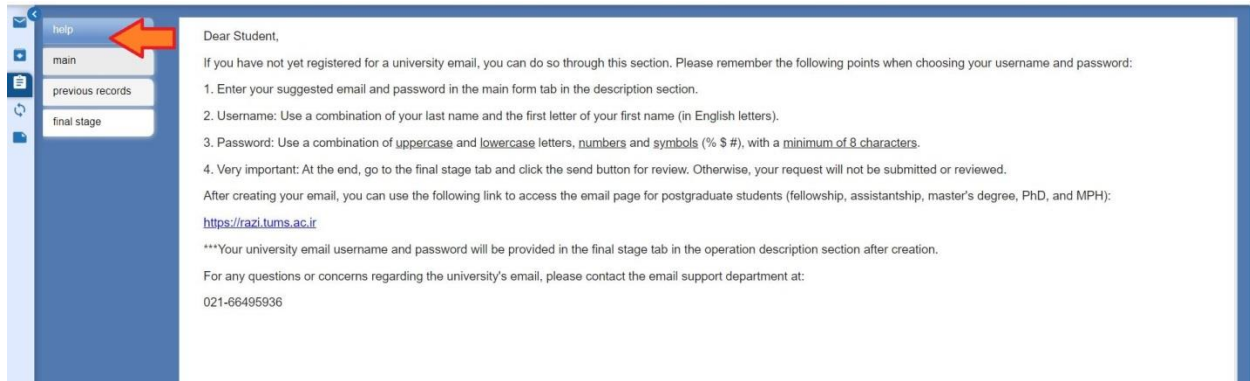

After entering this menu, you will see a list of requests you can send.

Choose Request for university e-mail to submit your request.

After selecting the request, the form of request will be displayed. On this page, click on the guide from the left menu and read it.

Then you go to "main" item which is on the left side of the image and writes down the suggested email and suggested password in the description section and then click on the "submit" button.

Note: User code: write a combination of last name + first letter of the name (in English letters).

Password: a combination of uppercase and lowercase letters, number and symbol % $ # (in English) and at least 8 characters.
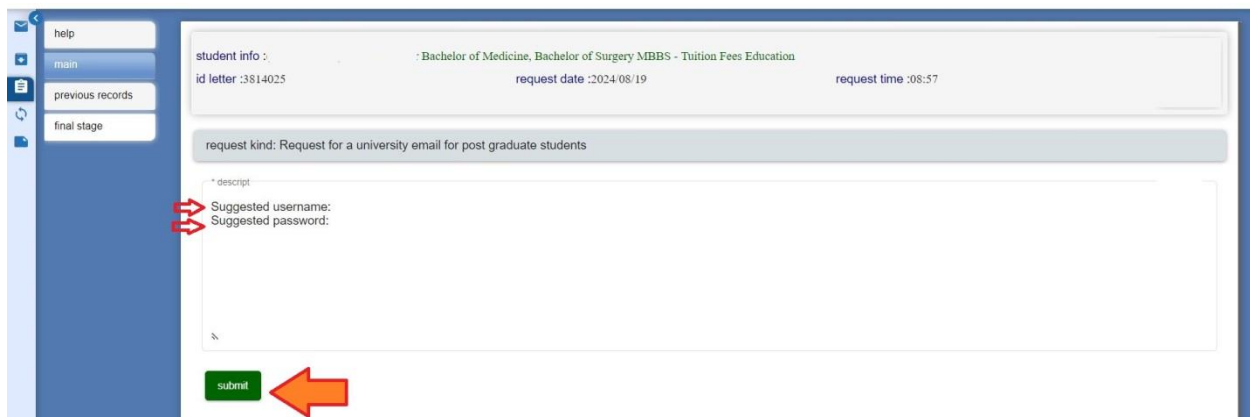
After that you should go to Final step tab, on the left side of the image, on your last step to submit your request, you must press the "send" button to send your request.

It should be noted that if you do not press the "send" button, your request will not be valid and the process of the request will not start.

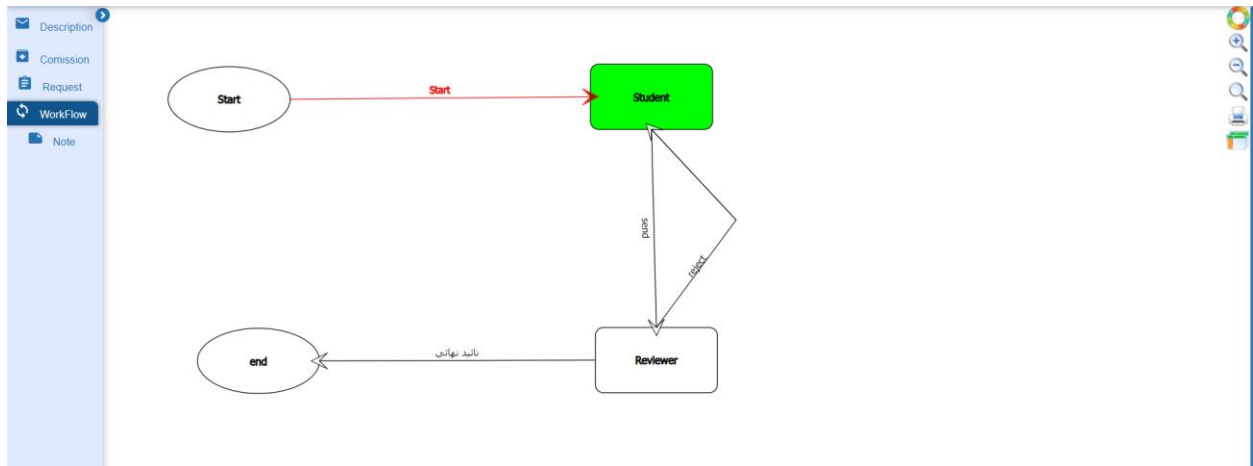**At this stage, your request has been sent to the reviewer letter dashboard, and you can check the steps from "work flow" tab on the left side to track the progress of your request.**

At the end, you check the process of your request, at which stage your request is and in whose letter dashboard, and at the end, after the final confirmation, SMS with the following text is sent to you:

Tehran University of Medical Sciences, Your Academic e-mail request has been approved. To see your academic username and password in Sipad go to following path:

Automation-letter dashboard

Then you enter your sipad account and Automation-letter dashboard and double-click on the request "Request for a university email **"to open the request**

		1	2024/08/19 09:25	. / خروج و مراجعت کشور دانشجویان بین الملل	3824751
		2	2024/08/18 09:20	forgotten your password, for a university email /	3822587
		3	2024/08/14 09:43	Request for a university email for post graduate students /	3814025

Dear Student,

If you have not yet registered for a university email, you can do so through this section. Please remember the following points when choosing your username and password:

1. Enter your suggested email and password in the main form tab in the description section.

2. Username: Use a combination of your last name and the first letter of your first name (in English letters).

3. Password: Use a combination of uppercase and lowercase letters, numbers and symbols (% $ #), with a minimum of 8 characters.

4. Very important: At the end, go to the final stage tab and click the send button for review. Otherwise, your request will not be submitted or reviewed.

After creating your email, you can use the following link to access the email page for postgraduate students (fellowship, assistantship, master's degree, PhD, and MPH):

https://razi.tums.ac.ir

***Your university email username and password will be provided in the final stage tab in the operation description section after creation.

Then you can see the result on "final stage" tab.

student info :
afdar Bachelor of Medicine, Bachelor of Surgery MBBS - Tuition Fees Education
id letter :3822587   request date :2024/08/19   request time :08:06

comment

send