Flowchart of the process of issuing a settlement form



Issuance of settlement form by the Faculty of Education

Completion of signatures by the graduate and referral to the expert of the Educational Services Unit of the Education Deputy

Review and expert review of the student's file to ensure that the academic

Obtaining student accounts, student cards, and other documents, checking academic status, completing academic files and

Delivery of the student's educational file to the Alumni Office

Final review and completion of information in the Hamaava system and registration and submission to the Ministry's Alumni Portal by

Delivery of the graduate file to the graduate archive