DATAFLOW

How to Apply

Ministry of Higher Education, Research and Innovation - Oman

A Step By Step Guide for Completing Your Application

TrueProfile.io CROSSCHECK DIGIFLOW

bsi ISO 9001 Quality Management Systems CERTIFIED | ISO/IEC 27001 Information Security Management CERTIFIED | ISO/IEC 27701 Privacy Information Management CERTIFIED | ISO 22301 Business Continuity Management CERTIFIED

Step-by-Step Guide for Completing DataFlow's Primary Source Verification

The slides will cover the step-by-step process of submitting your DataFlow Application (Primary Source Verification - PSV).

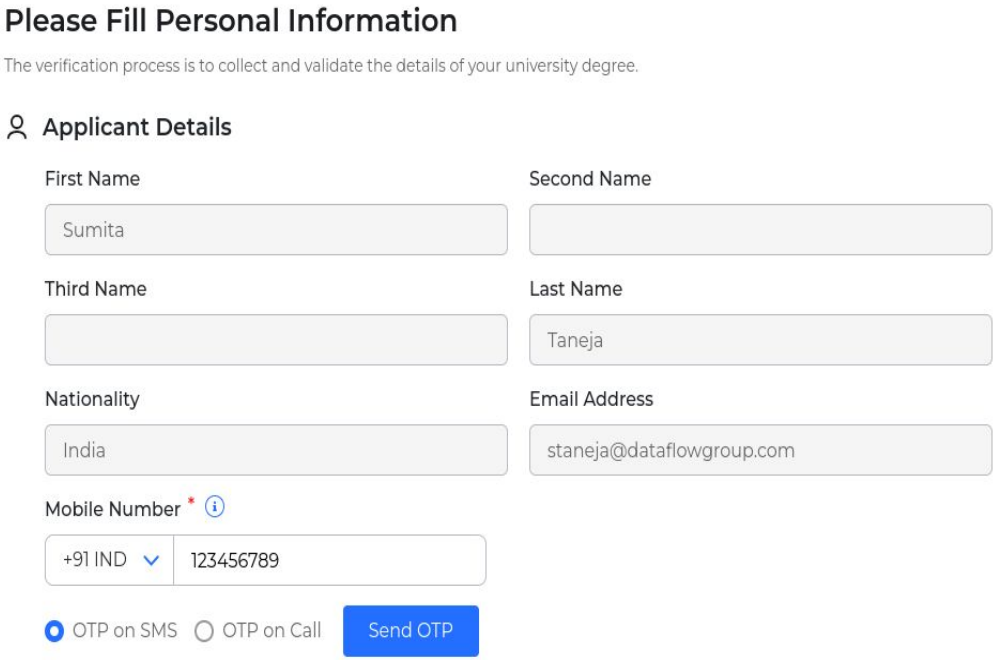
If you face any issue or need assistance, please connect with us at
https://support.dataflowgroup.com

1. Personal Information
2. Education Details
3. Document Upload
4. Application Summary
5. Authorisation
6. Payment
7. My Applications
8. Track your application

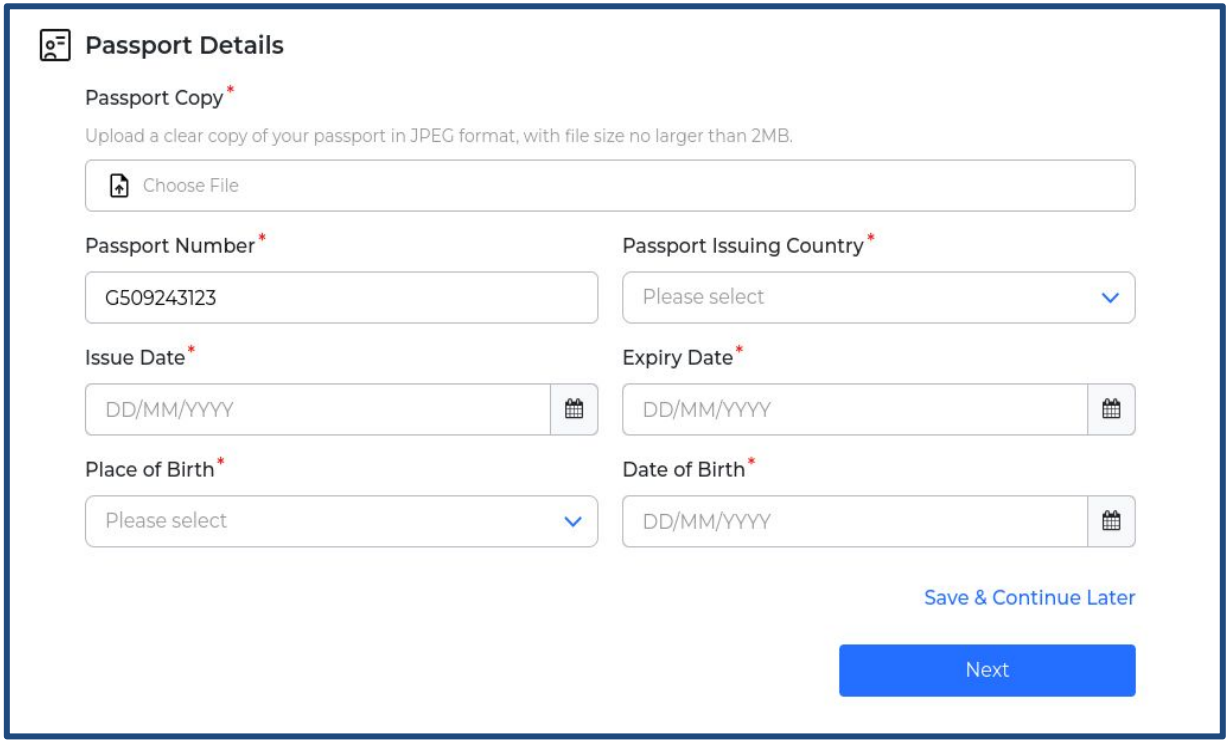
1 Personal Details

- On the ‘Personal Details’ page, You will receive these uneditable information, based on what you have filled on MOHERI Portal

- You Need to Add your number and verify the OTP in order to be able to Move to next step



1 Personal Details

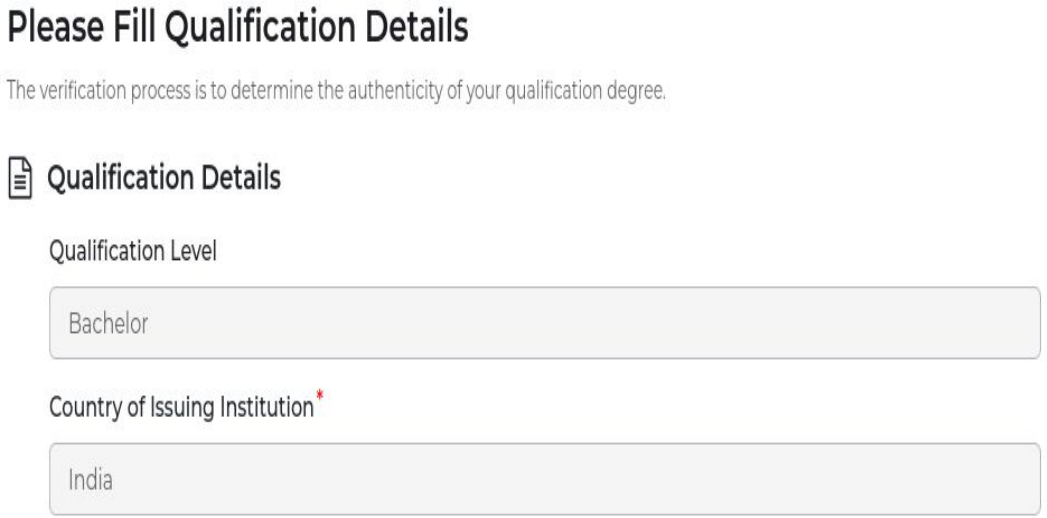


- On the 'Personal Details' page, click the button "Choose File" to upload a clear copy of your passport. The system will scan your passport and fill your details.
- Upload a clear copy of your passport in JPEG format, with file size no larger than 2MB, special characters are not allowed.
- Click on Next to fill your Education Details

2 Education Details

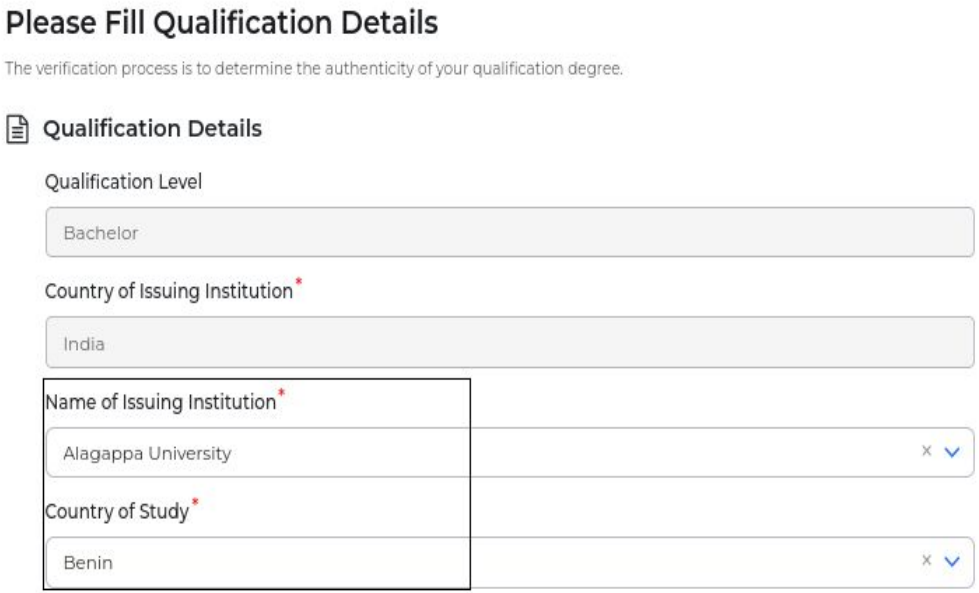
- Qualification Details and Country of Issuing Institution will Reflect from MOHERI Portal, you will not be able to Edit the same on DataFlow Portal.

- These two fields are not editable in MOHERI Portal as well, if any mistake happened on these 2 fields you will have to apply for a new application.



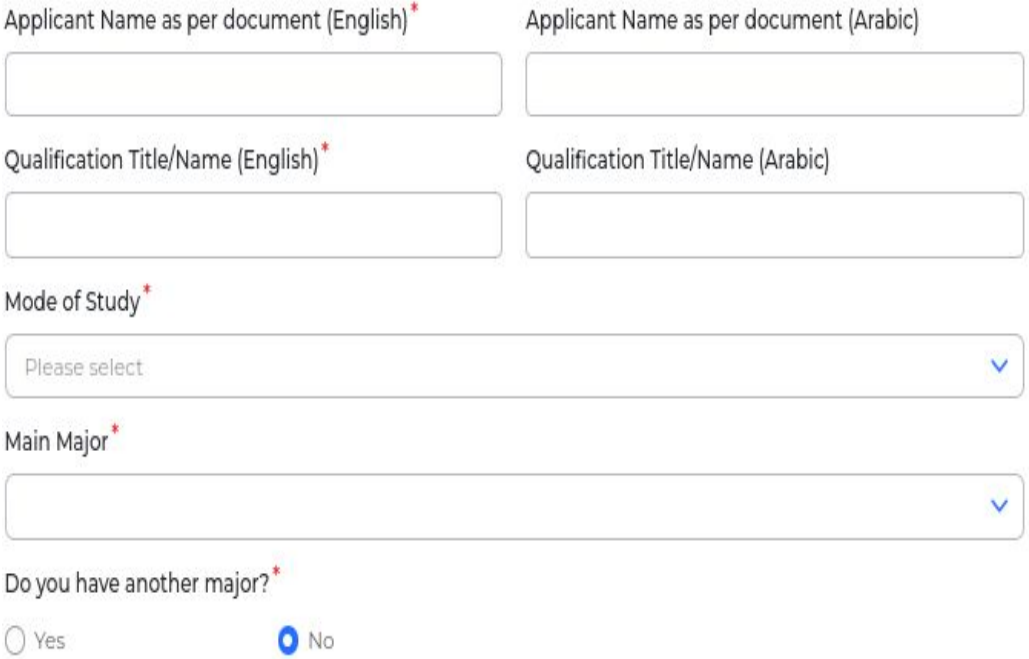
2 Education Details

- As you click to type the name of your institution in the field “Name of Issuing Institution, the system will prompt with a pop-up to enter the details of your institution.
- Start typing your institution name and select from the drop down list.
- In case your university/institution is not available in the drop down list, please select add university to add it.
- In case your country was not available, please choose others.



2 Education Details

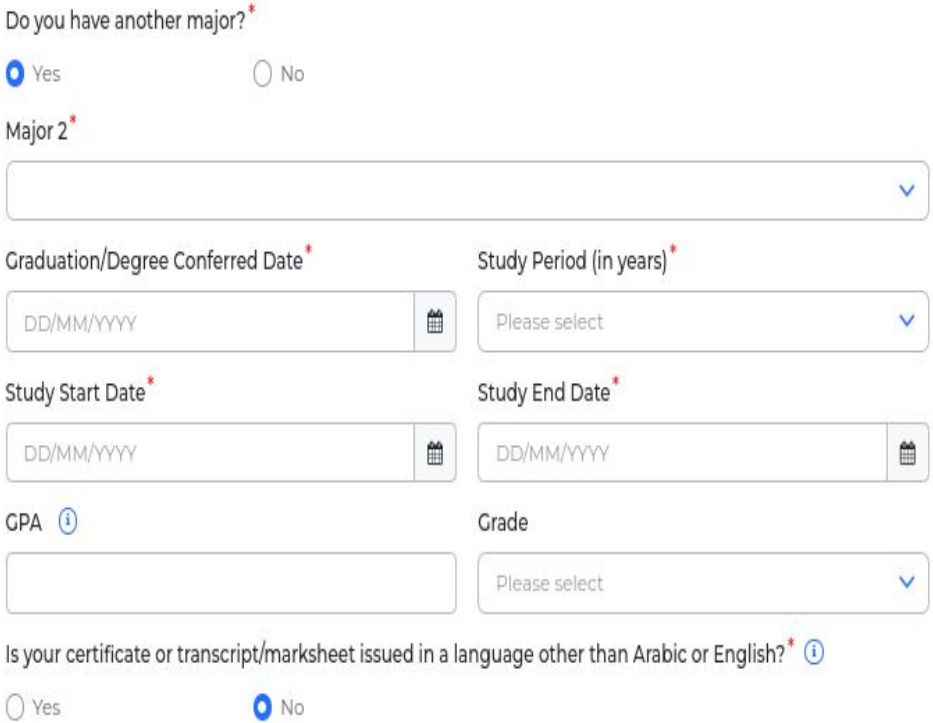
- **Applicant Name:** For Arabs, Applicant name in Arabic and English would be required,
- **Mode of Study:** To be selected from the drop down list. If not available on the list please choose others and add your mode of study on the highlighted field.
- **Main Major:** Please Select you Study major or area of specialization from the drop down list. In case your major was not available, please choose others and write yours.



2 Education Details

- If you have **Major 2** you need to select yes, In case your major was not available in the drop down list, please choose others and write yours.
- **Graduation/Conferred Date** to be captured from the Degree
- **Study Period (in years) -** Please mention on how many years have you spent to complete your degree.
- **Study Start Date -** Mention date of Admission
- **Study End Date -** Date of which you completed your Studies (Examination date).
- If your **degree or marksheet** issued in a language other than Arabic or English, please choose yes. Field will open in Document Upload Section to upload legal translation.

Note :- Period of study end date has to be prior or equal to graduation date.

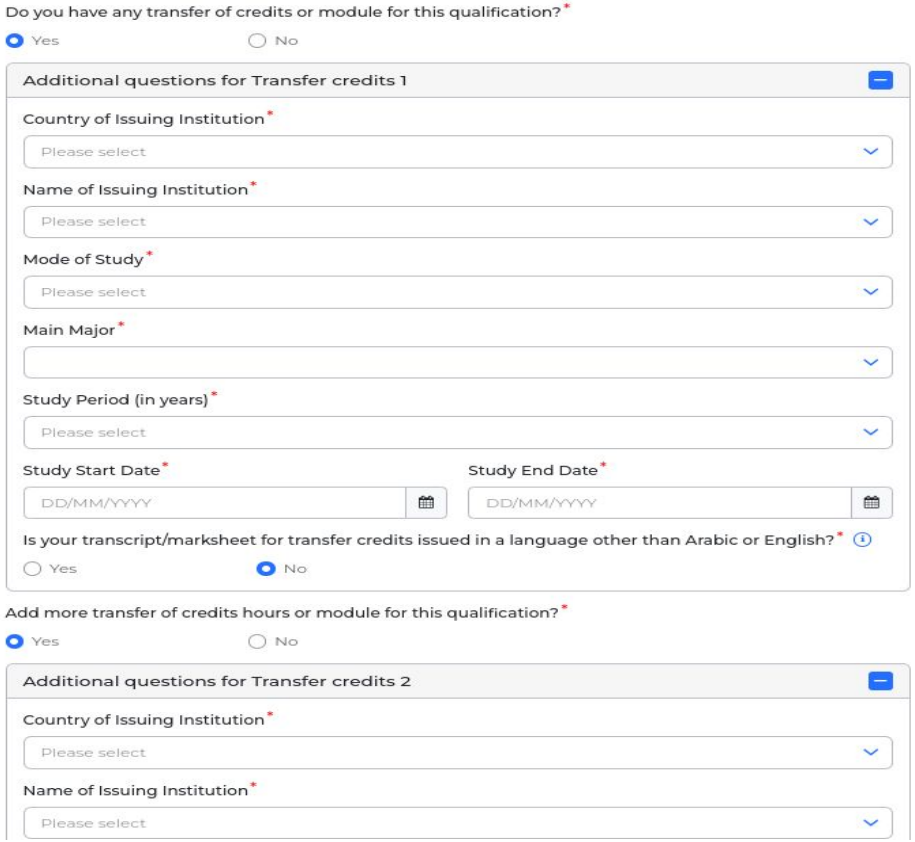


2 Education Details

- In Case you have a transfer credits **or** a previous diploma which enabled you to join the bachelor from 2nd or 3rd year please choose yes and fill the required details
- You are eligible to add 3 transfer credits informations only as shown below :

Additional questions for Transfer credits 1
Additional questions for Transfer credits 2
Additional questions for Transfer credits 3

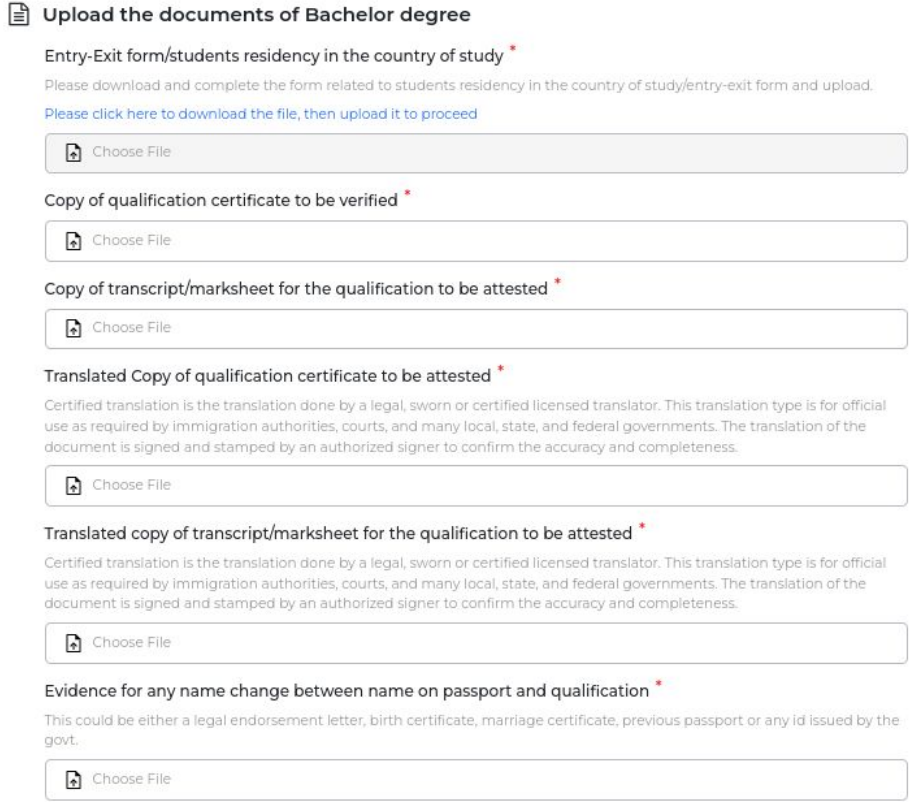
- Document upload Field will open Automatically once you click on yes and fill the details in [Document Upload Section]



3 Document Upload

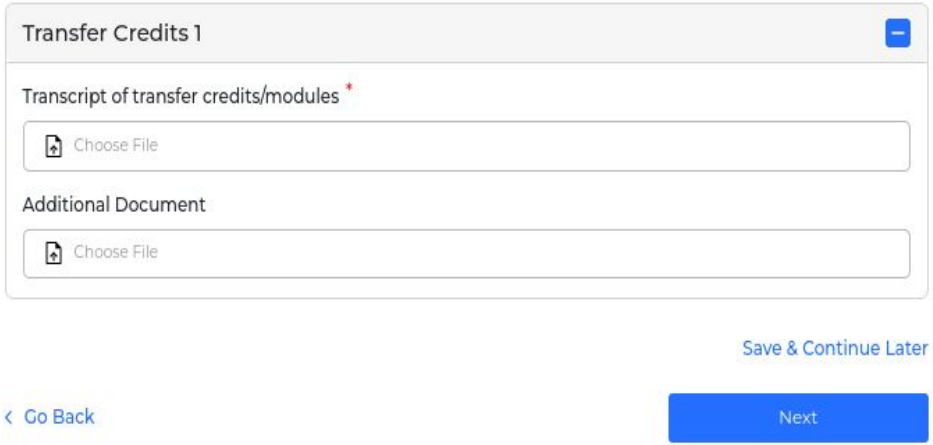
- In case you have Studied in a country differs from your nationality and your qualification start date is after 1st Jan 2015, you will be requested to upload Entry-Exit form/students residency in the country of study, press on download and fill the file with the required details and upload all pages of your passport.

- If there is a mismatch between you name in the passport and your name in the degree you will be requested to provide a legal name change document (Legal endorsement letter, birth certificate, marriage certificate, previous passport or any id issued by the government).

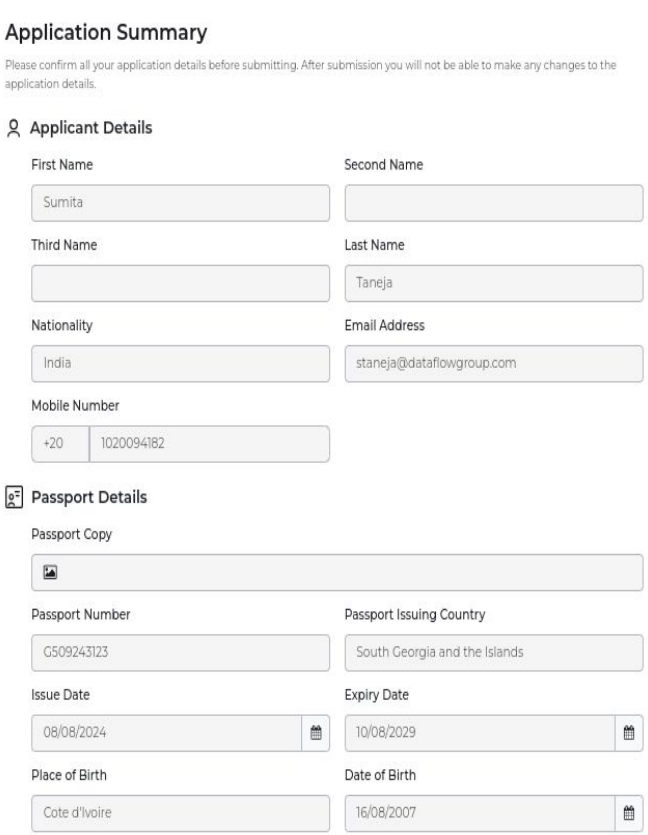


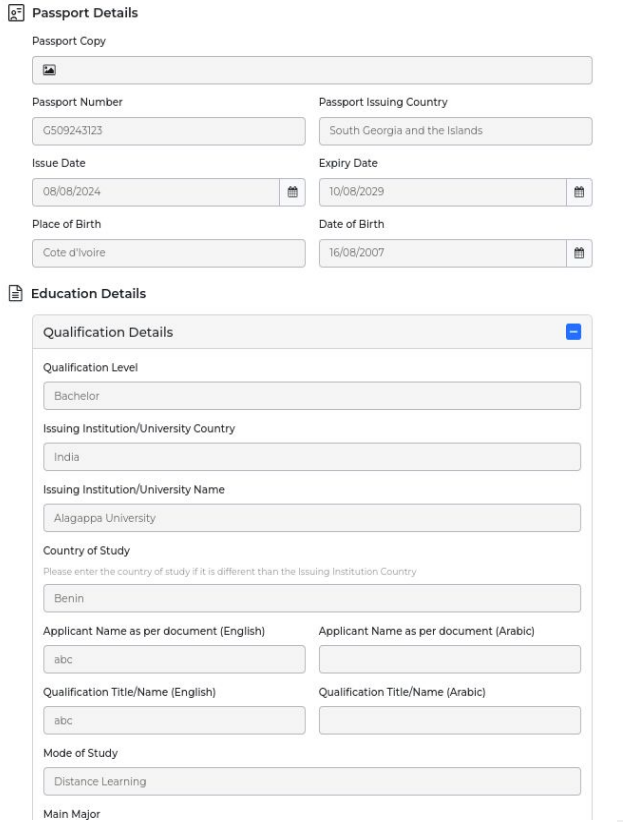
3 Document Upload

- If you have a transfer transcript you may upload on **Transcript of transfer credits/modules.**
- If you have a previous diploma which enabled you to join the bachelor from 2nd or 3rd year please choose yes and you may upload the degree Certificate on **Additional Document.**
- Click on Next to review the Application Summary.



4 Application Summary



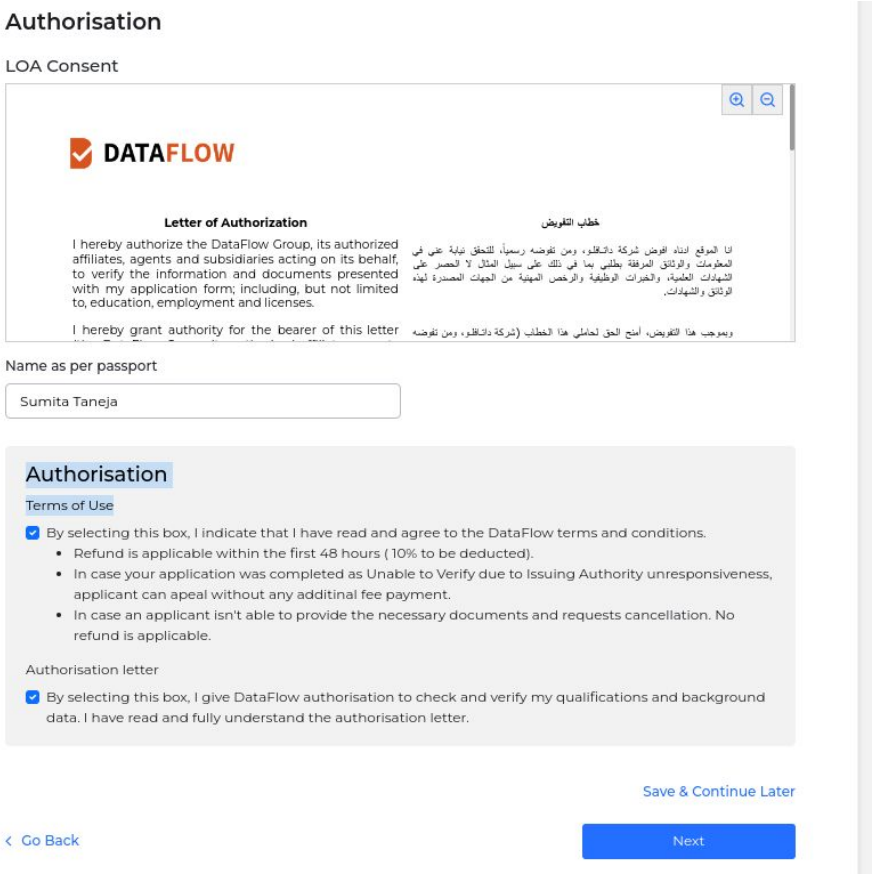


- Make Sure to Review all the Details you have filled.
- Make sure to review all the documents you have uploaded. Uncut and Clear copies would be required.
- You can edit your Pre-filled information by going back to the required field and correct it.

5 Letter of Authorization

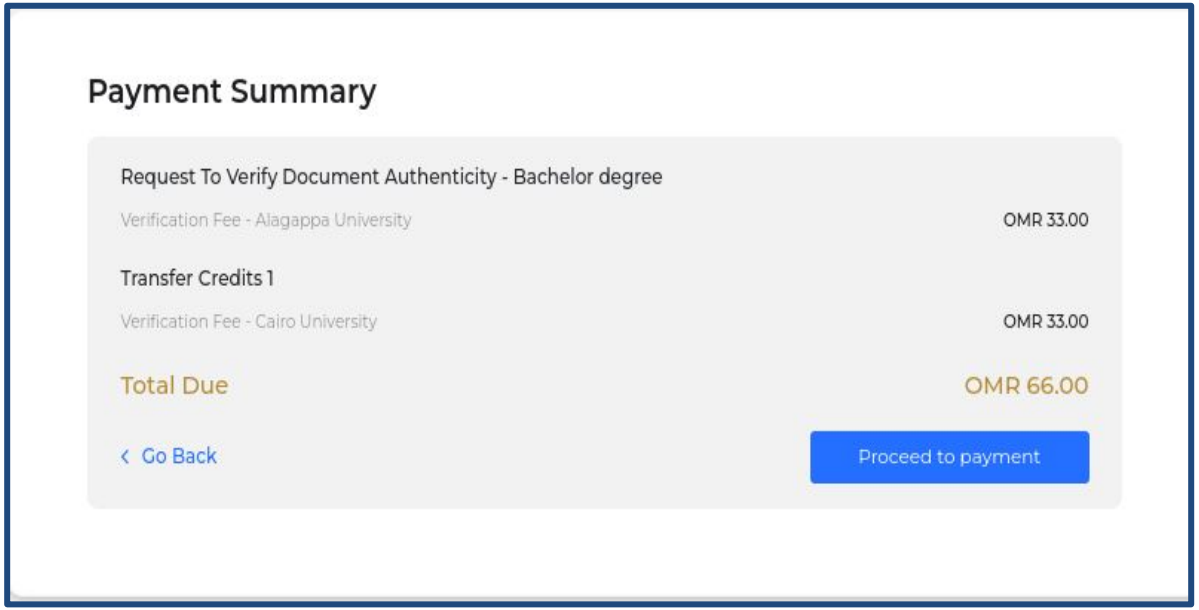
- After you have entered all certificate details and uploaded the documents - a signed ‘Letter of Authorization’ is required before proceeding further. **This is a mandatory document.**
- Mention your name as per passport.
- Click on Authorisation Terms of Use.

Note: Some universities requires a hand signed letter of authorization, so you will be requested to upload the same..



6 Payment | Make a Payment

- You will view the overall fee in the Total Due field.
- You can proceed to conclude your payment by clicking the Proceed to payment button.
- By clicking the “Proceed to payment button” you will be redirected to the payment gateway.

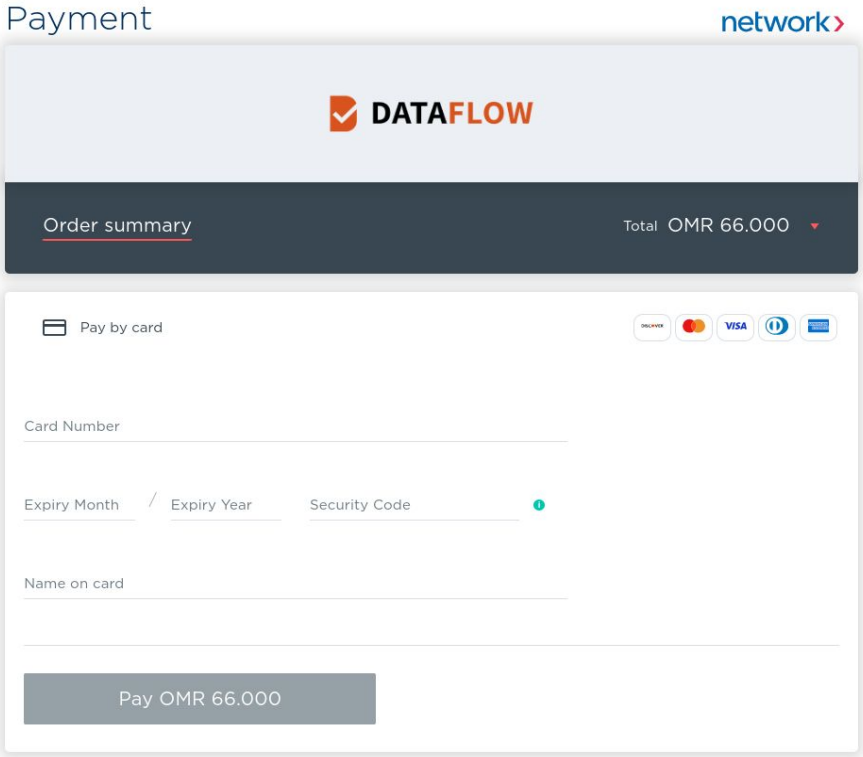


6 Payment | Make a Payment

- Please make sure to finish your payment to submit your application.
- You will receive an email confirmation with your application number & your payment receipt.

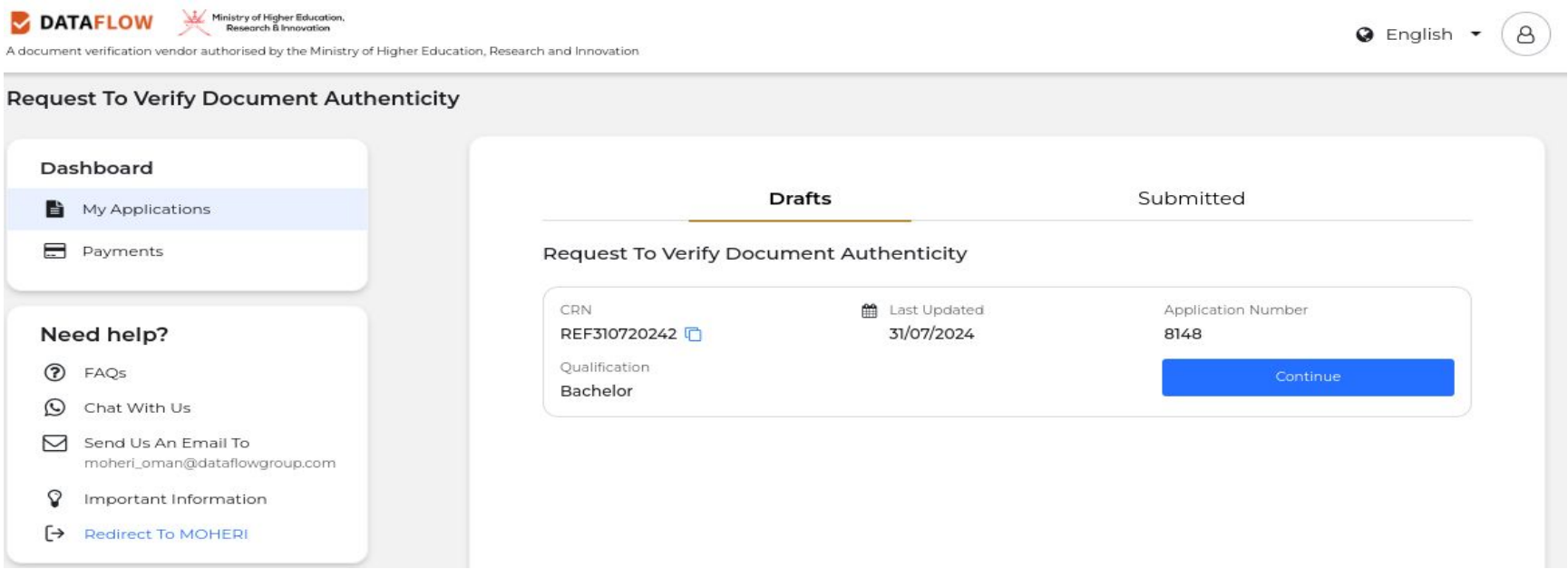
Note - Some universities/institutions might require an additional fee to release the verification.

You will receive a notification & payment link if additional fees are required by your institution.



7 My Applications | Drafts

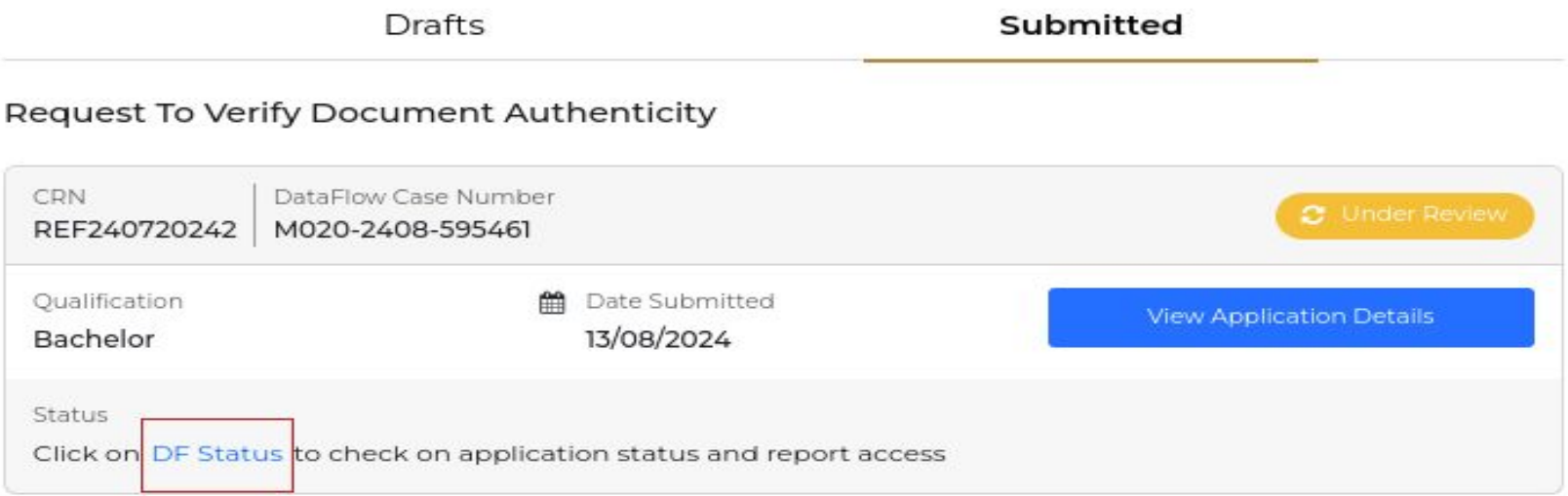
If you have initiated an application but still need to complete/submit it, click on your profile icon and select **'Dashboard'** and you will be able to view your submitted & draft applications. You can click on **'Continue'** to continue with your application; alternatively, you can start a new one.



7 My Applications | Submitted

After Submitting your application & finalizing the payment, view your status from the **Submitted** Section on the Dashboard.

You will be able to view the status updates of your application through DF Status



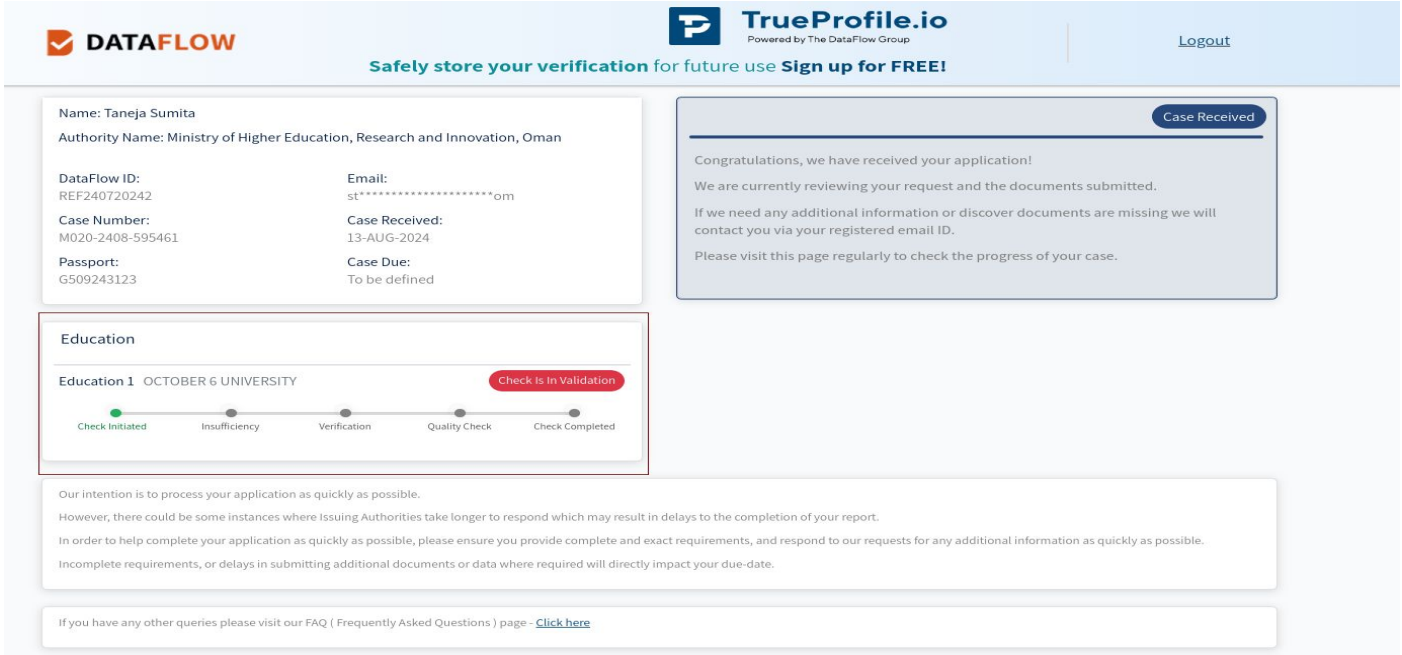
8 Track your application

- Please Add your Dataflow case number and Passport number **OR** you can search by Reference number then click on **Check Status**

- Once your degree is verified, you can download a copy of your Degree **'Verification certificate'** and proceed to Stage 2 for the Certificate of Recognition from MOHERI.

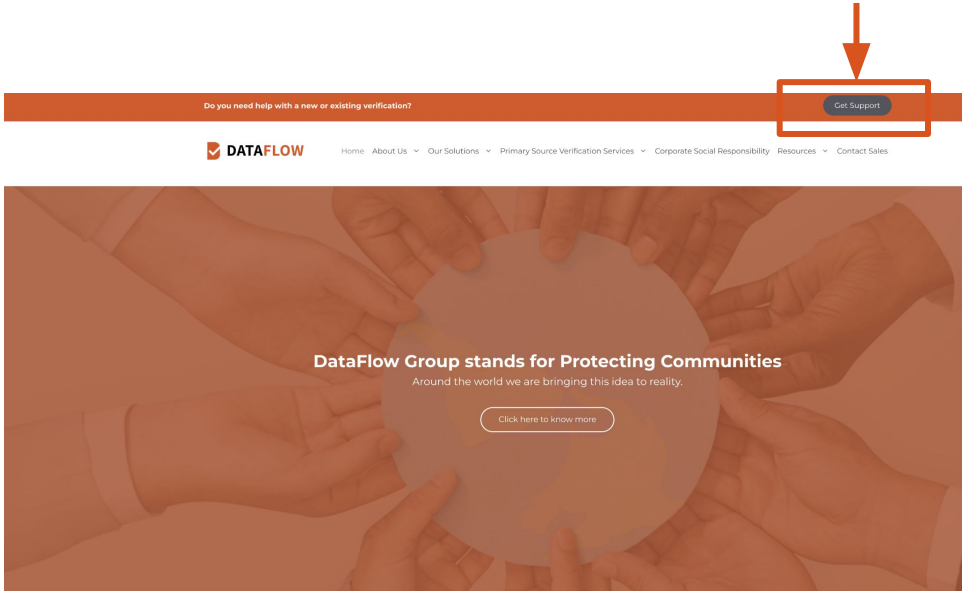
8 Track your application

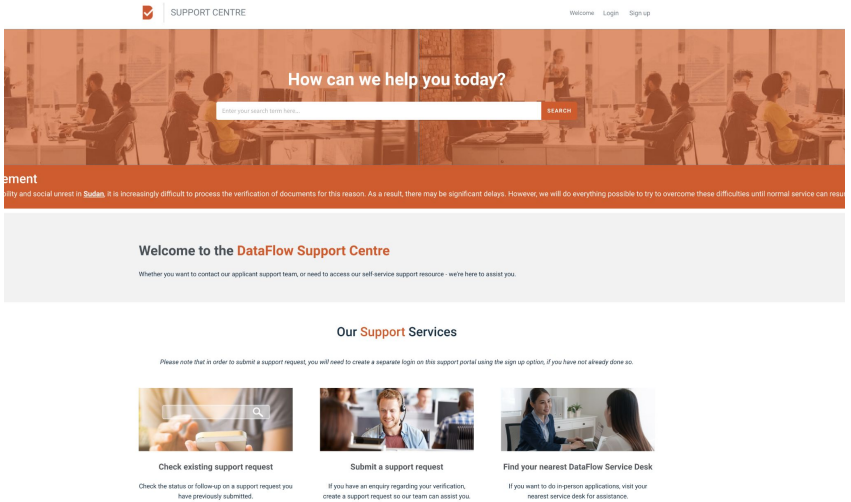
- After filling the required details shown on the previous slide, You will be able to view the status updates of your application.
- Once your Check is completed, you can download a copy of your Degree **'Verification certificate'** and proceed to Stage 2 for the Certificate of Recognition from MOE.



Need any help?

Or visit our website at **www.dataflowgroup.com**. Click on **Get Support**, and you'll be taken to our self-help hub. Here, you can find helpful information or request assistance by raising a ticket if needed.





Thank You

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