

## SOP – Issuance of Students Documents

### General

1. In pursuit of the higher qualifications, students keep on requesting for their various educational documents from department of Medical Education. The documents like Bonafide Certificate, Academic Transcripts, Verification of documents, NOC, Attempt Certificate, Letter of Good Standing etc are processed after verification of the record and need signature from the Principal / Chief Executive or his authorized person. Due to pandemic of Covid-19 college is closed and only limited staff is being called for urgent matters.

2. Following SOP has been adopted for issuance of students documents:

a. Request for the desired documents will be furnished to college in person / mail clearly indicating name, contact number, mailing address, whatsapp number and purpose.

b. After necessary verification the documents will be prepared and kept for perusal / signature of Principal / Chief Executive.

c. Documents will be handed over to the individual himself or authorized person indicated by student with copy of ID card and telephone number


d. Sealed letter will be handed over to the concerned person


e. Copy of the same will be whatsapp on student's number, if required

f. Following time line is required for processing of documents:

- Bondafide Certificate	5x working days
- Academic Transcript	5x working days
- Dean's Letter	5x working days
- Core Clerkship Letter	5x working days
- Character Certificate	5x working days
- No Objection Certificate	5x working days
- Attempt Certificate	5x working days
- ECFMG Verification	5x working days
- Provisional Certificate	3x working days
- Letter of Good Standing	3x working days
- MSPE (Medical School Performance Evaluation)	3x working days
- Any other processing of student document	5x working days

3. For strict compliance.

  
Lt Col  
ADME (Academics)  
Dr Nadeem Yar Khan (Retd)

  
Lt Col  
ADME (Student Affairs)  
Dr Khizer Iqbal Mufti (Retd)

Date: 11 June 2020



# CMH LAHORE MEDICAL COLLEGE & INSTITUTE OF DENTISTRY



## Students Documentation Request Form

Urgent  Routine

1. Student Name \_\_\_\_\_
2. Class - Session \_\_\_\_\_
3. Roll No \_\_\_\_\_
4. Contact address / Email \_\_\_\_\_
5. Cell No. \_\_\_\_\_
6. Name of Certificate requested (Please tick below)
  - a. Bondafide Certificate
  - b. Academic Transcript
  - c. Dean's Letter
  - d. Core Clerkship Letter
  - e. Character Certificate
  - f. No Objection Certificate
  - g. Attempt Certificate
  - h. ECFMG Verification
  - j. Provisional Certificate
  - k. Letter of Good Standing
  - l. MSPE (Medical School Performance Evaluation)
  - m. Any Other (Please Specify)
    - (1) \_\_\_\_\_
    - (2) \_\_\_\_\_
    - (3) \_\_\_\_\_
7. Purpose of request \_\_\_\_\_
8. Signature \_\_\_\_\_ Date of Submission \_\_\_\_\_

### FOR OFFICE USE ONLY

Remarks & Recommendations by DME / ADME with Signature & Stamp.

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### INSTRUCTIONS

- a. Request to be submitted in Medical Education department at least 5 working days in advance.
- b. Urgent request will be entertained on payment of Rs. 500/- to be deposited in Accounts Department and receipt to be attached
- c. Urgent requests will be processed in next working day.