APPLICATION FOR MEDICAL COLLEGE DEAN'S LETTER For graduates till class of 2017

Student Records Office, Office of the Registrar Aga Khan University P.O. Box 3500, Stadium Road Karachi 74800, Pakistan Tel. (92-21) 34865532

E-mail: student.records@aku.edu

 IMPORTANT Requests for a Dean's Letter will be processed within eight (08) weeks. Request cannot be processed if the information provided is incomplete. The requester is responsible to take clearance from the Finance Department before submitting the request to the Registrar's Office. Requests will not be processed without clearance from Finance. Please prepare your curriculum vitae on the template given on page 2of 2 and submit with this form. 			
Name of Student	Student ID		Class of
Date of Admission	Date of Graduation	Date of Convocation	
Contact Number	Current E-mail:		
Clearan	nce from Finance Department		
Name of Official			Stamp
Signature:	Date:		
I have read and understood the contents written on Application for Dean's Letter and agreed with the same.			
Requester's Name	Signature	Date	
Delivery Receipt (For Registrar's Office Use Only) Received the requested documents ordered.			
Receiver Name	Signature	 Date	

TEMPLATE OF CURRICULUM VITAE FOR DEAN'S LETTER

1. Personal Information

- *Name (as it appears on your degree parchment)*
- Student ID
- Class of
- *Programme of study*
- Contact Number
- Current E-mail
- Date of Admission
- Date of Graduation/ Completion of Programme
- Date of Convocation

2. Educational Information

- MBBS (dates attended)
- Higher Secondary School Certificate (School Name, dates attended and system of education)
- Secondary School Certificate (School Name, dates attended and system of education)

3. Extra-Curricular Activities During Pre-University Education and at AKU

Please specify complete details including dates, department, name of the institution etc.:

4. Academic Awards/ Honours/ Scholarship Received During Pre-University Education and at AKU:

• Please specify complete details including dates, Department, name of the Institution etc.:

5. Any Voluntary Work during Pre-University Education and at AKU

• Please specify complete details including dates, Department, name of the Institution etc.

6. Research Experience (Research, Publications, Projects and Presentations) Undertaken During Dates of Attendance at AKU

• Please specify complete details including dates, department, name of the institution etc. Note: Research work undertaken after completion of programme cannot be included in the letter.

7. Elective Rotations

- Please specify complete details including dates, department, name of the institution etc.
- *List only the elective(s) undertaken with approval of elective office.*
- Submit LOR's from electives.

8. Other Information / Experience

• Please specify complete details including dates, department, name of the institution etc.

In case of any query please contact:

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