

INSTRUCTIONS FOR PRINTING THE EVALUATION BOOK - REPEAT BATCH

(MEDICAL GRADUATES)

(For those who will be completing their internship in June 2024)

Evaluation book (Evaluation certificate for internship) can be downloaded at the following link:
<https://slmc.gov.lk/en/education/internship>

Please follow the below instructions when taking the printout:

1. Please ensure to download the latest updated versions of the internship forms from the SLMC official website, old versions are not accepted.
2. Form A should be printed as a single page document and the reverse side should be blank.
3. Every progress report should have "Reported commendable events" page on the reverse page. (Only Progress Report-1,2,3, 4 (SLMC Copy) should be submitted during registration)
4. Form B should be printed as a single page document and the reverse page should be blank.
5. Form C is considered as a single document where PART A & Part B should be printed on both sides of a single paper. (PART A front page & PART B on reverse) - Part A & B printed in Separate sheets **are NOT accepted** and any **alignment issues** in FORM C is **NOT accepted**
6. Form D should be printed as a single page document and the reverse page should be blank.
7. The application for SLMC ID Card should be printed as a single document and the reverse should be blank.

Document submission dates will be given later after completion of your internship. This notice is published **only to print and prepare** the documents.

FAQ

FR Document submission - Internship copy (FORM C)

1. **Can I get part A in one paper and part B in another paper (2 separate papers) ?**
 - No. Form C is a single document. Both Part A and Part B should be on the same document, with Part A on the front page and Part B on the reverse side.
2. **Can I submit two separate papers and paste them together ?**
 - No. Pasted documents are not accepted.
3. **Can I alter Form C ?**
 - No. Any alterations in Form C are not accepted.
4. **Can I fill out the form in simple letters ?**
 - Yes, you can fill out the form in simple letters, but do not make any alterations. Ensure that all spellings are correct.
5. **Can I write my name with initials in Form C ?**
 - No. Your full name is required.

6. **What name should I write in Form C ?**
 - Write the name as it appears on your degree certificate. Follow the same name order.
7. **What should I write in the Official Address section?**
 - Write the name of the hospital where you did your internship.
8. **What should I write in the Permanent Address section?**
 - Write your present/contactable home address.
9. **Is it mandatory for me to visit in person on the given date to submit the application?**
 - Yes.

IMPORTANT NOTE

1. **Signatures and Seals Required:**
 - **Form C-Part A:** Must contain both the consultant's and the director's signature and seal (2 signatures, 2 seals).
 - **Form C-Part B:** Must contain both the consultant's and the director's signature and seal (2 signatures, 2 seals).
2. **Please make sure that the dates provided in form "C" are correct and match up with each other (i.e., the starting and ending dates).**
3. **Document Submission:**
 - Please submit your documents according to the interview slots obtained by you. Document submission dates will be given later.

Registrar

30.05.2024

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