SOP for Applying for Electives Abroad

Students desirous for applying for electives should follow the guidelines:

1. Check the list of universities with which DUHS has formal/informal Collaboration / Exchange Agreement. The list is available [here](http://qec.duhs.edu.pk/index.php?button=electives-abroad).

2. Download the “Electives Application Form” from the same link.

3. Fill it in with name (s) of university and choice(s) of Electives in the form. In case students have no preferences of university, just write the name of country for the place of electives.

4. Submit the form with LAST MARKS SHEET showing CGPA. In case, last marks sheet does not have CGPA, submit all marks sheets for calculation of CGPA.

5. Attach Letters of Reference/ Evaluation Reports if candidates have already done some electives (Local / International).

6. Submit this application with documents in Quality Assurance Department of Dow University. The department is situated on 3rd floor of Admin block, adjacent to Admission department.
Important Note:

1. Quality Assurance department is a facilitating body and placement is not guaranteed.

2. The students for each university are shortlisted on the basis of:
   a. CGPA
   b. TOEFL Score (Mandatory for US based Universities except UIC)
   c. Evaluation reports of Previous electives (if applicable)
   d. Year of Studies (Final Year Students are given preference)

3. The list of shortlisted students is approved by the competent authority before sending it to the university concerned. The authority may invite students to review their suitability.

4. The decision of the competent authority is final.

5. Quality Assurance Department is responsible ONLY to forward the names of selected candidates to concerned university while students are responsible to fulfill ALL the formal requirements including VISA.

   Last date of submission of application for electives 2014-15 is, May 20, 2014.