



## **NOTICE (Dated 07-04-2026)**

### **Online Recommendation Process for Foreign Universities (LOR)**

This is to inform all students applying to foreign universities that require **online submission of Letter of Recommendation (LOR)** to follow the instructions below:

1. Students must obtain prior permission from the concerned teacher before requesting an online recommendation.
2. Fill the LOR request form accurately with all required details.
3. Provide complete details of the university/portal where the recommendation is to be submitted.
4. Form can be downloaded from the college website: [www.dpcn.org](http://www.dpcn.org).
5. Clearly mention the official email ID of the teacher to whom the recommendation request will be sent.
6. Submit the application along with necessary documents (marksheets, transcript, degree certificate, etc.).
7. Ensure that the email invitation/link from the university is sent to the correct teacher's email ID.
8. Inform the teacher once the online request/link has been generated and shared.
9. The processing time may take a minimum of **5–7 working days**.
10. Students must regularly follow up politely with the concerned teacher and office if required.
11. Any incorrect or incomplete information may lead to delay or rejection of the recommendation.
12. The college will not be responsible for missed deadlines due to late submission by the student.

All students are advised to complete the process well in advance of application deadlines.

**Prof. Dr. Virendra kumar Jain**  
**Dean**



## ONLINE LOR REQUEST FORM – LOR (FOREIGN UNIVERSITY)

### 1. Student Details

- Full Name: \_\_\_\_\_
- Enrolment/Registration No.: \_\_\_\_\_
- Program:  B.Sc Nursing  P.B.B.Sc Nursing  ANM  GNM  M.Sc Nursing
- Contact Number: \_\_\_\_\_
- Email ID: \_\_\_\_\_

### 2. Teacher Details

- Name of Teacher: \_\_\_\_\_
- Subject Taught: \_\_\_\_\_
- Year/Class: \_\_\_\_\_
- Teacher's Official Email ID: \_\_\_\_\_

### 3. University / Application Details

- Name of University: \_\_\_\_\_
- Course Applied For: \_\_\_\_\_
- City: \_\_\_\_\_
- State/Province: \_\_\_\_\_
- Country: \_\_\_\_\_
- Application Deadline: \_\_\_\_\_

### 4. Online Submission Details

- Portal Name (if any): \_\_\_\_\_
- Link/Website: \_\_\_\_\_
- Has the email request been sent to the teacher?  Yes  No
- Date of Request Sent: \_\_\_\_\_

### 5. Documents Submitted (Tick ✓)

- Marksheets
- Transcript
- Degree Certificate
- Resume/CV
- Soft copy of LOR
- Other: \_\_\_\_\_

### 6. Declaration

I hereby declare that the information provided is true and correct. I understand that the recommendation will be submitted based on the details provided by me.

- Student Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

### For Office Use Only

- Application Received On: \_\_\_\_\_
- Verified By: \_\_\_\_\_
- Status: \_\_\_\_\_
- Remarks: \_\_\_\_\_
- Authorized Signature: \_\_\_\_\_

**Note: Hard copy of the LOR must be issued beforehand. The same LOR should be submitted in soft copy to the concerned teacher to avoid any discrepancies in the document. It is the responsibility of the student to contact the teacher in advance and ensure submission of the soft copy.**