

## Return from Academic Activity Procedure Form

The Resident is required to complete this form upon returning to Oman after completing the activity mentioned below. She/he is instructed to bring the required documents as stated in each section below and submit them to the concerned departments.

Name of Resident: \_\_\_\_\_ Program: \_\_\_\_\_

Name of the Activity: \_\_\_\_\_

Type of Activity:  Elective  Course/Workshop  Conference/Symposium/Congress/Assembly  
 Others, Specify: \_\_\_\_\_

Name of Institution: \_\_\_\_\_ Country: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_

\* Kindly submit the following requirements to the respective departments.

### 1. Trainee Affairs Department

- Original passport
- Copy of first exit stamp from Oman (including that of the family, if applicable)
- Copy of last entry stamp to Oman (including that of the family, if applicable)
- Copy of certificate of attendance or evaluation form.
- I certify that I received the above ticked documents submitted by the Resident named above:

### 2. Finance Department

I certify that I have checked the above-mentioned documents and found them:

- Complete.
- Incomplete.

Missing Documents (if any):  
\_\_\_\_\_

### 3. Trainee Affairs Department

\_\_\_\_\_  
Head, Trainee Affairs Dept.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Date