RAHBAR COLLEGE OF DENTISTRY
Admission Process

Student Appears on UHS Merit List
The student is selected based on their merit in accordance with the UHS Merit List.

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Admission Office (Students' Section) RCOD/ RCOD Webiste provides admission form.
Student Submits Required Documents to Admission Office (Students' Section) RCOD. List of doucments attached.
Admission Committee Members Verifies Documents.
- Ensure all documents are original and complete
- Check eligibility criteria

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Documents Approved by Deputy Director Administration with College Seal, Stamp & Signatures, approval Slip.

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| If documents are approved, proceed to next step | If documents not approved , student asked to resubmit or correct |

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Candidate proceeds to the accounts branch RCOD with approved admission form for attainment of fee challans (Registration Fee, Tuition Fee, Hostel Fee)

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Student Pays Admission Fees and hostel charges
- Payment is made either through challan or direct deposit in the bank account of the College: 01522330000085 Askari Bank Zarrar Shaheed Road Lahore Cantt.
- Payment receipt is generated.

- Student submits the Payment recipt on bank challan to Accounts Branch for admission/accommodation confirmation, and proceeds to the Students' Section RCOD.
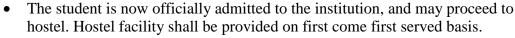
- Student Submits List of Original Documents to Students' Section in 2 filles.
- Admission Committee Members verify all the documents,cross-checks with the records, and ensures there is no discrepancy.

A student file is created in the institution's system, encompassing personal details, academic history, payment records, and other pertinent documents for student's cell.

The second file contains photocopies of original documents, for DDE for the creation of the student's academic record.

- The student is now officially admitted to the institution, and may proceed to hostel. Hostel facility shall be provided on first come first served basis.
- The final confirmation shall be provided through an admission list displayed on college website and an admission confirmation letter or notification.

RAHBAR COLLEGE OF DENTISTRY

SOPS FOR ADMISSION PROCESS

Following are the detailed Standard Operating Procedures (SOPs) outlining the admission process for prospective students at Rahbar College of Dentistry.

- President – Principal RCOD
- Secretory – Dy Dir Admin
- Committee Members:
    - Prof Dr Fahad Dogar – VP RCOD
    - Dr Hajira Talat – HOD Dental Education RCOD
    - IT personnel – Mr Mohsin
    - Support Staff of Student's Cell

UHS Liasion Officer – Prof Dr Hina Zafar Raja

1. **Student Appears on UHS Merit List**:
   The student is selected based on their Merit in accordance with UHS Merit List displayed on UHS website.

   Following is the weightage criteria:

   Foreign Student:

   For foreign qualifications, SAT-II with a minimum score of 550 in each subject or a foreign MCT or UCAT examination with a minimum of 50% marks in each subject. Students applying on foreign seats shall pay the fees of a foreign student only.

   Weightage Criteria for Calculation
   SSC/Matriculation/Equivalent Qualification - 10%
   HSSC/ F.Sc. Pre-Medical/ Equivalent -   40%
   MDCAT   -   50%

Fee Structure for BDS

Academic Program 2025-2029

A: Fee structure

Rahbar College of Dentistry Fee Structure for BDS applicable to Pakistani National Students for Academic Program 2025-2029

Fixed fee and charges	Year 1	Year 2	Year 3	Year 4	Total for program
Admission Fee (PKR)	PKR 40,000				PKR 40,000
Annual Fee (PKR)	PKR 20,00,000	PKR 22,00,000	PKR 24,20,000	PKR 26,62,000	PKR 92,82,000.
Total Annual Fee (PKR)	PKR 20,40,000	PKR 22,00,000	PKR 24,20,000	PKR 26,62,000	PKR 93,22,000.

Fee Structure for BDS applicable to Foreign/Dual National/Overseas Pakistani Students for Academic Program 2025-2029

Fixed fee and charges	Year 1	Year 2	Year 3	Year 4	Total for program
Annual tuition fee (USD)	12,000$	13,200$	14,520$	15,972$	55,692$

- Annual hostel charges are PKR 4,45,000/-

2. **Admission form is avaiable at RCOD websie www.rcod.com.pk /RCOD Student's Section Admission Office.**

- **Candidate submits required documents to Students' section Admission Office RCOD**:
  Following attested copies of documents are required to be submitted at RCoD students' section admission Office, along with filled admission form.

Ser	Documents Required	Nos of Copies / Qty
1	Matric / SSC and FSc / HSSC mark sheet and certificate issued by concerned BISE duly attested by IBCC	1 each
2	Photographs Passport Size with white background. (Student should write name at back side of the photographs).	08
3	Photocopies of Matric / O' Level with IBCC Equivalence	08
4	Photocopies of FSc / A' Level / High School Diploma with IBCC Equivalence	08
5	Photocopies of Transcript of O and A Level / High School Diploma	06
6	Photocopies of result of UHS MDCAT	06
7	Photocopies of Domicile of Student	06
8	Photocopies of Passport for Foreign Students (if applicable	06
9	Photocopies of CNIC of Student (Both Sides, Full Page of A-4 size)	06
10	Photocopies of CNIC of Father / Guardian (Both Sides, Full Page)	06
11	Photocopy of Fee Deposited Voucher issued by Accounts Department RCoD	01
12	Original Migration Certificate, if required.	01
13	Personal Bio data form (To be filled online and downloaded from RCoD official Website, duly signed by Student & Father / Guardian)	01
14	Undertaking (Specimen to be downloaded from Official Website of RCoD & printed on Paper). (Duly countersigned by the Parent / Guardian	01
15	Last Income Tax Certificate of Father / Guardian	01
16	Vaccination Certificate against COVID-19, Hepatitis B & other vaccinations.	01
17	Physical Fitness Certificate by an Registered Medical Practitioner	01

3. **Verification of Documents by RCOD Student's Section Admission Office & Admission committee members**:
   Admission committee members review the documents to ensure they are complete and genuine.

4. **Approval of Documents**:
   o If everything is in order, the Deputy Director Admin , Secretory Admission committee approves the student's documents with stamp, college on admission form and issues an admission slip.
   o If any discrepancies or missing documents are found, the student may be asked to correct or submit them again.

5. **Student Takes Slip/Form to Accounts Branch**:
   o The student presents the approved form to the RCOD Accounts Branch to initiate payment for the admission fee.

6. **Payment of Admission Fees, Tution fee, Hostel fee**:
   o RCOD accounts branch provides fee challan/s of Admission Fees, Hostel fee:
   o Online payment at Bank account. 01522330000085 Askari Bank Zarrar Shaheed Road Lahore Cantt.

7. **Submission of Paid Fees Challan to Admission Office**:
   o Candidate submits fee receipts to the RCoD admission office for record-keeping and completion of the admission process.

8. **Submission of Original Documents**:
   - The student submits 2 files, one containing original documents to the Admission Office for final verification by Admission committee members RCOD to students' section.
   - A student file is created in the institution's system, encompassing personal details, academic history, payment records, and other pertinent documents.
   - The second file contains photocopies of original documents, which will be received by HOD DDE for the creation of the student's educational record files.

Note: If any discrepancies are found in the documents, the admission will be revoked, 50% fees will be deducted.

9. **Confirmation of Admission**.

   - The final confirmation shall be provided through an admission list displayed on college website and an admission confirmation letter or notification.
   - After completing the admission process, the student should proceed to the hostel warden for details regarding hostel accommodation and the hostel fee slip.
   - Hostel facility shall be provided on first come first served basis.