



**THAI BINH PROVINCIAL PEOPLE'S COMMITTEE  
COLLEGE OF MEDICINE**

Address: 290 Phan Bá Vành Street, Quang Trung Ward, Thai Binh City

Tel: 0227.3844966 – 0965.259.777

Email: caodangytb@caodangytb.edu.vn

Website: www.caodangytb.edu.vn

## PROCEDURE

### VERIFICATION OF DIPLOMAS AND CERTIFICATES

Responsible unit: Training Management - Research - International Cooperation Department

Encryption



QT.06/ P.ÿT

Issued for the first time

01

Effective from date

May 26, 2021

|                                      | Author  | Inspector               | Approver  |
|--------------------------------------|---|-------------------------|---|
| Signature                            |  |                         |  |
| Full name                            | <b>NGUYEN THI HOANG ANH</b>   | <b>NGUYEN THANH SON</b> | <b>Nguyễn Thị Thu Dung</b>  |
| Job Title: <b>HEAD OF DEPARTMENT</b> |   | <b>P.HT</b>             | <b>PRINCIPAL</b>  |

**I. PURPOSE AND SCOPE OF APPLICATION**

**1. Purpose:** This procedure specifies the process and method for verifying the legitimacy of diplomas and graduation certificates for individuals who have studied and graduated from the school, as requested by organizations and individuals;

**2. Scope of application:** This procedure applies to the Training Management - Research - International Cooperation Department, organizations, units, and individuals.

**II. DEFINITIONS AND ABBREVIATIONS****1. Definition: 2.****Abbreviations:**

Department of Training Management, Research and Development, and International Cooperation

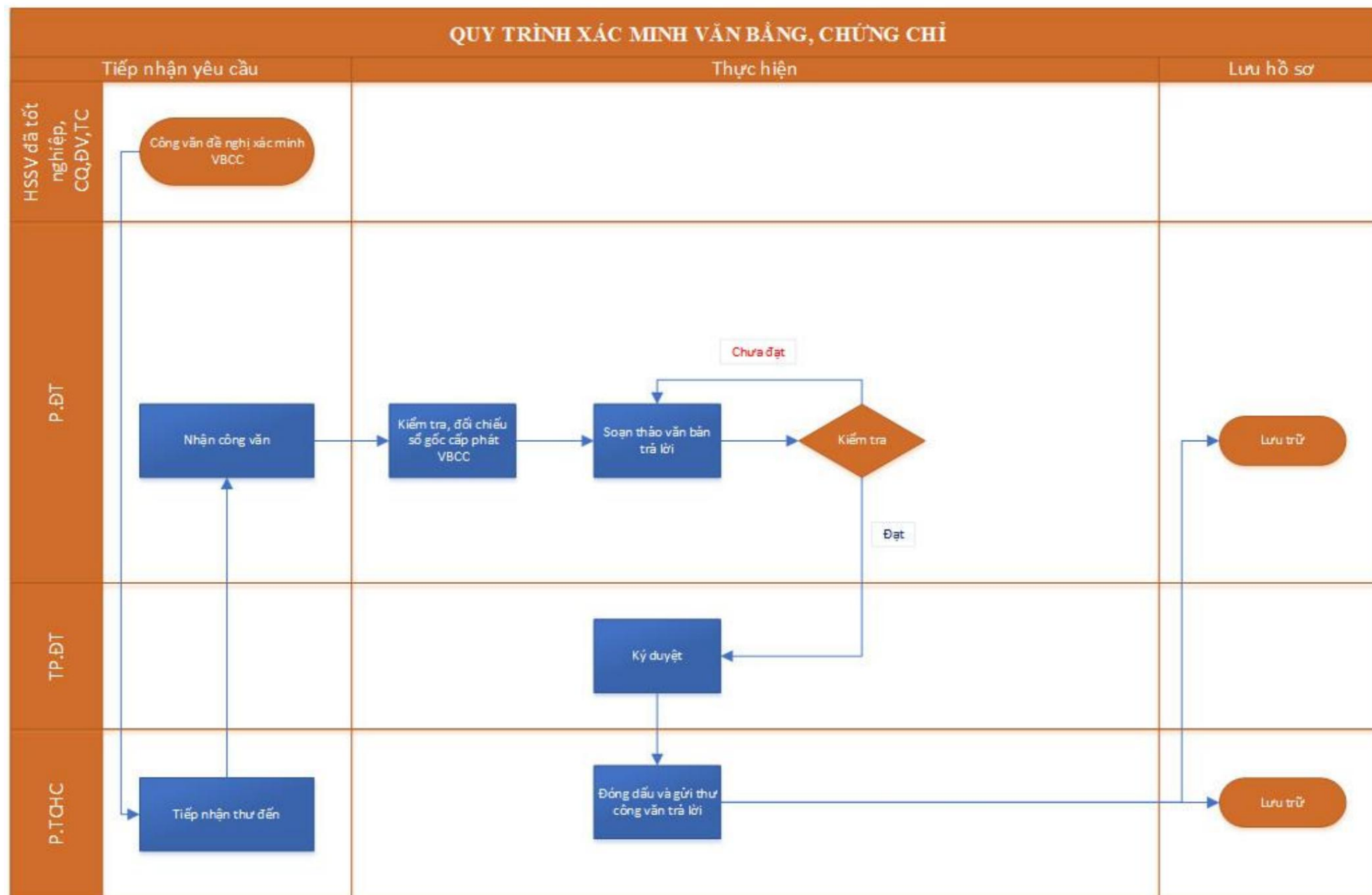
P. TCHC: Department of Organization and Administration

Department Head: Head of Training Management – Scientific Research – International Cooperation Department

PP.ÿT: Deputy Head of the Training Management - Research - International Cooperation Department

**III. FLOWCHART** (See page 3)**IV. SPECIFICATIONS** (See pages 4-5)**V. ACCOMPANYING FORMS/INSTRUCTIONS** (see page 6)

| No. Form/Instruction Name | Encryption   |
|---------------------------|--|
| 1.                        | Official letter responding to verification of VBCC |
|                           | P.ÿT/BMVBCC.01                                     |



**SPECIFICATION OF THE PROCESS FOR VERIFYING DIPLOMAS AND CERTIFICATES**

| No. | Job step name   | Specification   | Department/<br>Unit responsible           | Department/Unit<br>are collaborative. | The results achieved   | Deadline   | Chart<br>sample      |
|-----|---|---|---|---------------------------------------|--|------------|----------------------|
| 1   | Send a letter requesting confirmation.<br>VBCC                  | Organizations and individuals needing to verify the legitimacy of diplomas and certificates issued by the school should send a letter accompanied by a copy of the diploma or certificate to the school.                | Organizations, individuals<br><b>core</b> |                                       | Official letter<br>verification<br>VBCC                                      |            |                      |
| 2   | Receiving incoming mail   | The Human Resources Department after receiving the letter<br>Upon arrival, submit to the Board of Directors for approval and distribution.  | P.TCHC                                    | Board of Directors                    | Official letter<br>verification<br>VBCC has the letters<br>sign for approval |            |                      |
| 3.  | Receive official documents                                      | Received the official letter requesting verification of the VBCC with the approved signature.   | P.ȳT                                      | P.TCHC                                | Official letter<br>verification<br>VBCC has the letters<br>sign for approval |            |                      |
| 4   | Check and compare the original records.<br>issuing certificates | Conduct checks and verify information in the original register of issued diplomas and certificates.<br>only   | P.ȳT                                      | P.DT's<br>dedicated staff             | Test results<br>check, verify  | 1 day      |                      |
| 5.  | Draft a reply document.   | Draft a letter responding to the verification results of diplomas and certificates, including all the information as in the original register.<br><br><small>Issuing VBCC (Verified Certificate of Conformity).</small> | P.ȳT                                      | P.DT's<br>dedicated staff             | CV verification<br>results   | half a day | P.ȳT/BMX<br>MVBCC.01 |

|                                     |  |  |                   |  |  |  |  |
|-------------------------------------|--|--|-------------------|--|--|--|--|
| 6. Check                            |  | <p>Verify the information in the reply letter and the original certificate issuance register; if it meets the criteria...<br/>                 Initial the reply letter. If<br/>                 If it's not satisfactory, please return it to the responsible staff member for editing.</p> | PP.ÿT             | <p>Staff<br/>                 Specialized in charge<br/>                 of P.DT</p> | <p>CV<br/>                 verification results<br/>                 signed<br/>                 blink.</p>  |  |  |
| 7. Approved by                      |  | <p>Signing and approving the reply letter</p>  | City of Dong Thap | <p>Staff<br/>                 Specialized in charge<br/>                 of P.DT</p> | <p>Reply letter<br/>                 has all the text<br/>                 sign</p>  | half a day   |  |
| 8. Stamp and send the reply letter. |  | <p>- Stamp the reply document.<br/>                 - Record outgoing correspondence in the logbook.<br/>                 - Send the reply letter to the following address:<br/>                 in the official letter requesting verification<br/>                 VBCC</p>                | P.TCHC            | P.ÿT   | <p>- Return letter<br/>                 The words have been sealed.<br/>                 - The letter includes<br/>                 the official reply.<br/>                 stamp</p> | <p>Within<br/>                 3 days ago<br/>                 since receiving<br/>                 receive work<br/>                 text arrived</p> |  |
| 14. Save the file.                  |  | <p>Maintain records in accordance with regulations and send one copy to the Training Department.</p>   | P.TCHC            | P.ÿT   | <p>- The CV logbook;<br/>                 - CV response;</p>   |  |  |

P.ÿT/BMxMVBCC.01

THAI BINH PROVINCIAL PEOPLE'S COMMITTEE  
**COLLEGE OF MEDICINE**

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom – Happiness**

Number: /CV-CÿYT

*Thai Binh, [date]*

Regarding the verification of graduation certificates

To: .....

In response to official letter No. .... dated ..... regarding the verification of the diploma,  
Thai Binh Medical College has checked its archived records and confirmed the following:  
as follows:

1. Students:

Date of birth:

Place of birth:

I am a former student of the major ..... (course .....) of Thai Binh Medical College.

2. Diploma (College/Vocational School):

- Training format: .....

- Certificate number: .....

- Certificate registration number: .....

- Graduation classification: .....

The certificate issued by the Principal of Thai Binh Medical College is consistent with the records kept by the institution.  
school.

Best regards.

**Recipient:**

- As above;

**TL. PRINCIPAL**  
**HEAD OF TRAINING MANAGEMENT DEPARTMENT**

\*See the file for the Department of Education and Training, and the Department of Transport.