



# St. Francis

## College for Women

Begumpet, Hyderabad-500016

(Autonomous & Affiliated to Osmania University)

### **Issue of Letter of Recommendation (LoR) to students for higher studies**

#### Note to Faculty Members

1. LoR Request form is available on OnEdu and on the college website
2. To ascertain the academic performance of the student, ask for the marks memo to be attached with the LoR request form.
3. To write LoR based on the facts furnished in the request form
4. Faculty to mail LoR final printable content without signature as well as LoR Request form to the Exam Branch at [verification@sfc.ac.in](mailto:verification@sfc.ac.in). Mail ID of the student should also be provided.
5. The Exam Branch will verify student credentials. If satisfied will print the LoR content on the college letter head and send it to the concerned student. A nominal fee is collected.
6. The student can then contact the faculty for her signature.
7. Faculty may ask her to come to college and sign on the LoR. Alternatively digital signatures can also be provided.
8. No LoRs can be given if neither the HoD nor a department faculty member can authenticate a student's academic credentials.