



## Guidelines for EVR Team members

Please follow these guidelines while you are performing the role of EVR (Eligibility Verification Report) team member.

**For each applicant you are assessing, please make sure you have the following information / documents:**

1. Application form that the applicant submitted to PCT
2. Blank EVR forms
3. Feedback comments & Grading details from the Interview panel members
4. Contact information (permanent address, telephone numbers) of the applicant's family

### Be Polite

1. Please be as polite as possible to the applicant & his/her family members while inquiring about the details. Never say any harsh words or sarcastic jokes to them. Our goal is to identify the applicant's needs and determine if she/he really deserves PCT scholarship – nothing more, nothing less.
2. After you are done, please convey "THANKS from PCT" for their time.
3. Do not disclose your decision (*Accept, Reject, Not Sure*) to the applicant or family. Just mention all your findings and comments in the EVR form.

### Collect as much information as possible

1. Contact as many people as possible to get the true & most details of the applicant (College staff, Neighbours, Parent's employer etc.)
2. Take a photo of the applicant's house & family members for our records.
3. Write all your comments in the EVR and also provide the grade (*Accept, Reject, Not Sure*)

### At the End

For each applicant you assessed, submit the completed EVR form and any other documents you collected in the process to PCT Secretary.

Please do not forget to put your contact details and the grade (*Accept, Reject, Not Sure*) in the beginning section of the EVR.