Primary Source Verification

Oman Medical Specialty Board (OMSB) - Oman

Healthcare practitioners with less than two years of most recent experience in Oman

How to Apply

'A Step By Step Guide for Completing Your Application'

If you are a new applicant, follow the instructions from Step One. If you are an existing applicant, skip to Step Four.

Step One:

- Visit www.dfomsb.com
- Click on the 'Sign Up As New User' tab

*Note: You may also sign up using your Facebook/Google/LinkedIn account.
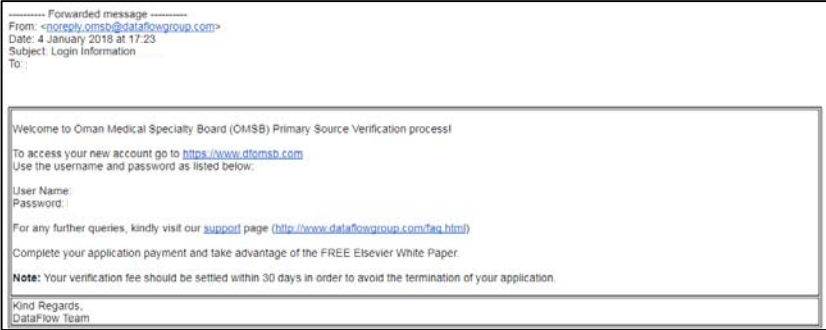
<u>**Step Two:**</u>

- On the 'Sign Up' page - enter and confirm your email address
- Read the disclaimer carefully and tick the 'I Agree to the Disclaimer' checkbox
- Click the 'Sign Up' button

- You will receive an automated email at your registered email ID containing a username and temporary password

Step Three:

- Login to your account using your registered email ID and temporary password received via email - then click 'Sign In'

*Note: If you forgot your password, click 'Forgot Password', enter the requested details and click 'Submit'. You will receive an email at your registered email ID with a link to change your password.

Step Four:

- Visit www.dfomsb.com
- Enter your email ID and password
- Click on the 'Login' button

*Note: You may also login using your Facebook/Google/LinkedIn account.

Step Five:

- On the 'Personal Details' page - choose the option that applies to you from the 'Position Applied For' dropdown menu

Personal Details

Position Applied For   الوظيفة المتقدم لها

--SELECT APPLICATION FOR--

--SELECT APPLICATION FOR--
ALLIED HEALTHCARE STAFF : DIPLOMA HOLDERS
ALLIED HEALTHCARE STAFF: BACHELOR'S DEGREE HOLDERS
NURSES: BACHELOR DEGREE HOLDERS
NURSES: DIPLOMA HOLDERS
PHARMACY
PHYSICIAN
RENEWAL OF MEDICAL LICENSE
CUSTOM PACKAGE

Passport Number   رقم جواز السفر

Step Six:

- Once done, fill the requested details and click 'Next'

Step Seven:

- On the 'Education Details' page - enter the requested information and upload a clear uncut copy of your academic certificate.

*Note: To verify more than one academic certificate, click the 'Add More' button. Additional charges are applicable if the number of documents you wish to verify exceed Ministry of Health - Oman requirements.

Step Eight:

- On the 'Employment Details' page - enter the requested information and upload a clear uncut copy of your employment certificate

*Note: To verify more than one employment certificate, click on 'Add More' button. Additional charges are applicable if the numbers of documents/employment tenure exceeds OMSB requirements.

Step Nine:

- On the 'Health License Details' page - enter the requested information and upload a clear uncut copy of your health license

*Note: This step is only applicable for Physician and Nurses categories.

Step Ten:

- On the 'Upload Documents' page - click on the 'Download Letter of Authorization' button, then sign, scan and upload the letter

*Note: This is a mandatory step.

- Upload a copy of your passport or identity card, as well as a copy of your curriculum vitae (CV)
- Upload a copy of your Name Change Certificate (if applicable)
- Click 'Next'

Step Eleven:

- On the 'Submission of Application' page - carefully review your entered details
- Tick the checkbox next to the disclaimer, then click 'Next' to proceed

Submission Of Application

I hereby declare that I have read the instruction carefully and I have submitted all documents according to OMSB requirements.

أصرح بهذا بأنني قد قرأت التعليمات بعناية وقد قدمت جميع الوثائق الخاصة بطلبي وفقا لمتطلبات المجلس العماني للاختصاصات الطبية

I will be responsible for any delay that may occur if I submit an incomplete application or re-submit any documents at a later stage.

انا مسؤول عن أي تأخير في حالعدم تقديم طلب غير مكتمل أو إعادة تقديم أي وثائق في مرحلة لاحقة

Payment Mode / طريقة الدفع : ⦿ **Credit Card**

☑ I understand that completing the verification process does not guarantee obtaining a license if I do not meet OMSB criteria.

أنا أقر و أفهم أن استكمال عملية التحقق لا يضمن الحصول على ترخيص مزاولة المهنة إذا لم تتوافق مع متطلبات معايير المجلس العماني للاختصاصات الطبية

| Save & Logout | | Previous | Next |

<u>Step Twelve:</u>

- On the 'Your Payment Summary' page - your OMSB Reference Number will be automatically generated and the total fee for your application will be displayed

Step Thirteen:

- On the 'Payment' page - select your payment method as credit card
- You will be directed to the bank page to settle the payment using your card

*Note: Review your application carefully before making your payment. You may not edit your application once the payment has been completed.
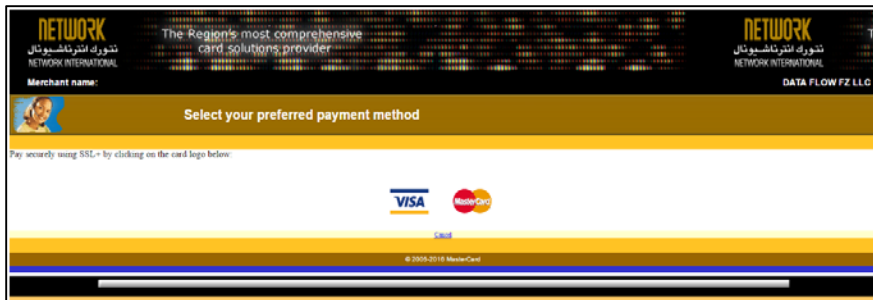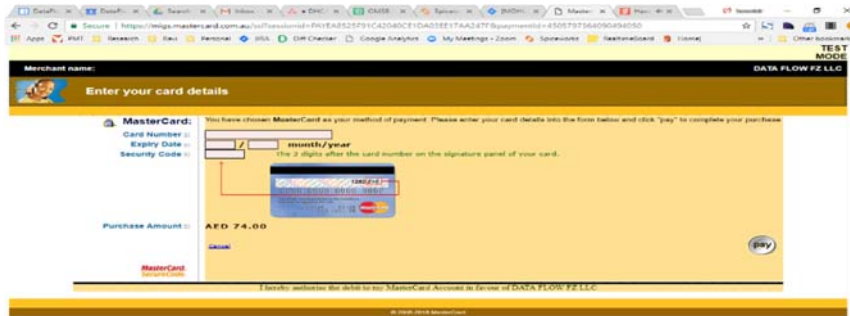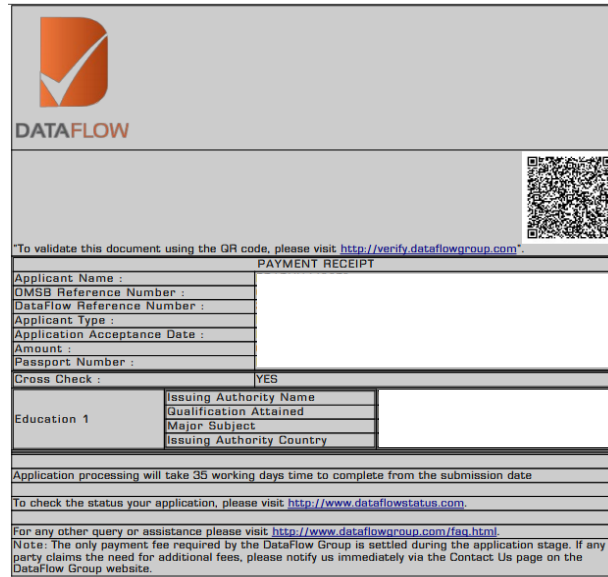
Step Fourteen:

- Choose either Visa or MasterCard

Step Fifteen:

- Enter your credit card information
- Click on the 'Pay' button

Important Notes:

- Once the payment has been finalized, you will receive an auto-generated email to your registered email ID containing an attached payment receipt - as per the below.

- To track the status of your application, click on the 'Check Status' button.
- Once your application status is displayed as 'Completed' - click 'Download Report'.

www.dataflowgroup.com