



OMSB Fellowship Online Application Form Tutorial



Introduction:

This Tutorial will help you get started with the OMSB Fellowship Online Application Form and will walk you through the steps for submitting your Online Application. To begin, you **MUST** first register and create a user profile.

STEP 1: Registration

1.) Go to the following page:

<https://portal.omsb.gov.om/Services/Index.aspx>

or

Visit OMSB website at www.omsb.org

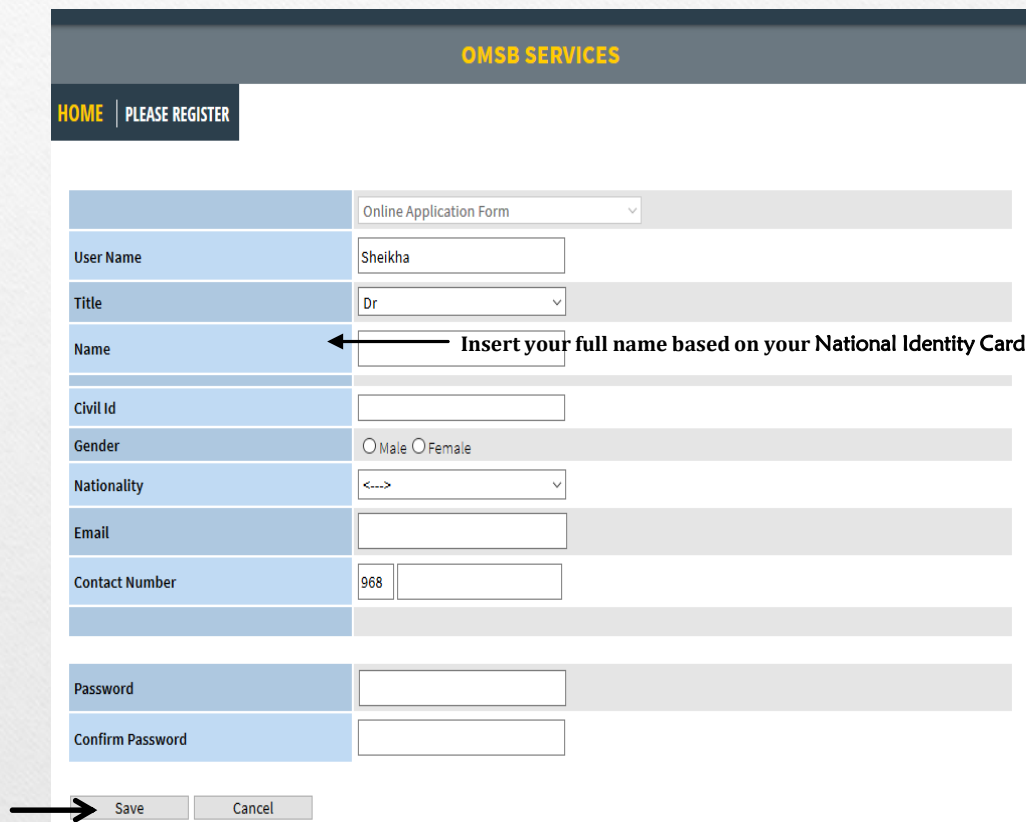
Select “**our services**” and choose “**Healthcare Professionals**”

2.) Select the service (**OMSB Fellowship online application Form**)

3.) If you already have an account, please click "login". Otherwise, create an account by clicking "Register".

STEP 2: Applicant Profile

1. Insert the required information
2. Click 'Save' button. You will receive a notification through your e-mail confirming your user ID and password, and then it will automatically take you to the homepage



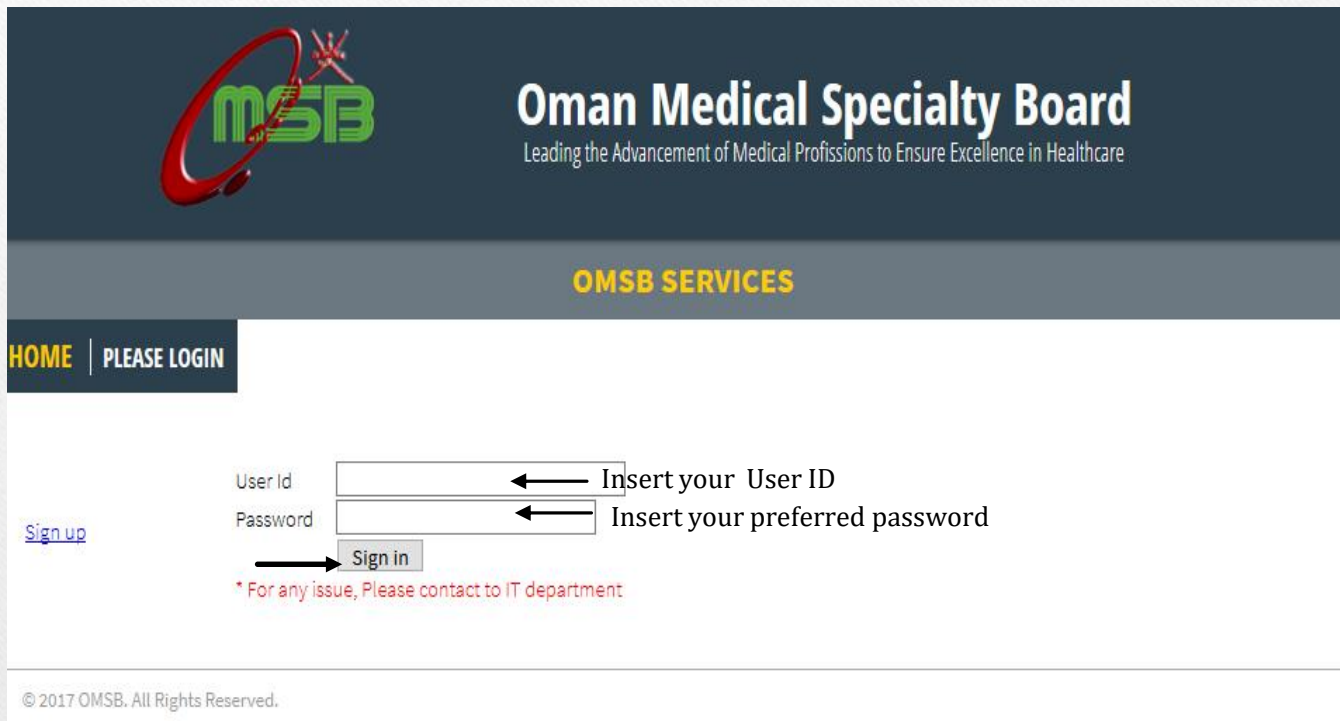
The screenshot shows the 'Online Application Form' registration page. The header is 'OMSB SERVICES' with a navigation bar containing 'HOME' and 'PLEASE REGISTER'. The form fields are as follows:

	Online Application Form
User Name	Sheikha
Title	Dr
Name	<input type="text"/>
Civil Id	<input type="text"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female
Nationality	<-->
Email	<input type="text"/>
Contact Number	968 <input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>

Annotations: An arrow points to the 'Name' field with the text 'Insert your full name based on your National Identity Card'. Another arrow points to the 'Save' button at the bottom left.

STEP 3: Your Application

1. Insert your User ID and preferred password
2. Click “Sign in” button



MSB Oman Medical Specialty Board
Leading the Advancement of Medical Professions to Ensure Excellence in Healthcare

OMSB SERVICES

HOME | PLEASE LOGIN

[Sign up](#)

User Id ← Insert your User ID

Password ← Insert your preferred password

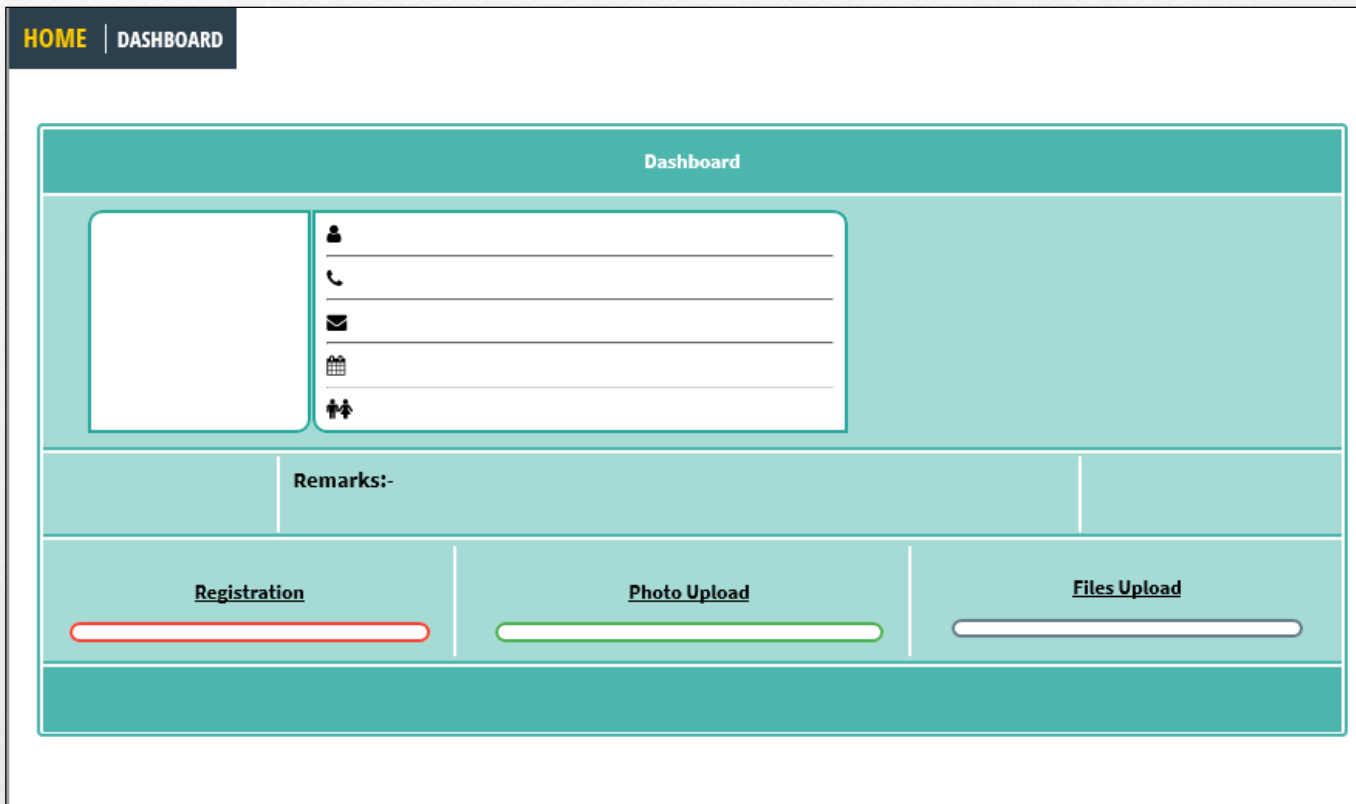
→

* For any issue, Please contact to IT department

© 2017 OMSB. All Rights Reserved.

STEP 4: Dashboard

1. On the bottom of the dashboard, the three mentioned fields should be completed (100%): **Registration, Photo Upload and Files Upload**
2. Click “**Registration**” button to start



The screenshot shows a user dashboard with a teal header and navigation bar. The navigation bar includes 'HOME' and 'DASHBOARD'. The main content area is titled 'Dashboard' and contains a profile card with icons for user, phone, email, calendar, and family. Below the profile card is a 'Remarks:-' section. At the bottom, there are three progress bars: 'Registration' (red), 'Photo Upload' (green), and 'Files Upload' (white). All three progress bars are currently empty, indicating 0% completion.

STEP 5: Application Form

1. Fill in the form with complete and accurate information

Personal Information			
Full Name *	<input type="text"/>	Place of Birth *	<input type="text"/>
Date of Birth *	<input type="text" value="mm/DD/yyyy"/>	Age *	<input type="text"/>
Nationality *	<Select>	Passport No	<input type="text"/>
Address	<input type="text"/>	Gender *	<input type="radio"/> Male <input type="radio"/> Female
Marital Status	<Select>	National ID Card No *	<input type="text"/>
Mobile No *	<input type="text"/>	Telephone No	<input type="text"/>
Fax No	<input type="text"/>	Staff No *	<input type="text"/>
Email *	<input type="text"/>	Email 2	<input type="text"/>
Next of Kin (NOK)	<input type="text"/>	Contact No	<input type="text"/>
List any Disabilities or Diseases	<input type="text"/>		
Job Information			
Current Position *	<input type="text"/>		
Medical Health Center *	<input type="text"/>	Region (If Applicable)	<input type="text"/>
Education			
1. Post-Graduate Residency Training *	<input type="text"/>		
a. Address:	<input type="text"/>	b. Program Title *	<input type="text"/>
2. Certificate *	<input type="text"/>		
3. Date of Completion of Residency Training Program *	<input type="text" value="mm/DD/yyyy"/>		
4. Additional Postgraduate Training Experience (If Any):	<input type="text"/>		
5. Postgraduate Qualifications/Exam: (e.g. MRCPG, DCH) etc, if applicable):	<input type="text"/>		
Do you have valid			
a. BLS	<input type="radio"/> Yes <input type="radio"/> No	Expiry Date:	<input type="text" value="mm/DD/yyyy"/>
b. ACLS	<input type="radio"/> Yes <input type="radio"/> No	Expiry Date:	<input type="text" value="mm/DD/yyyy"/>
c. Others	<input type="radio"/> Yes (Plz List) <input type="radio"/> No	Expiry Date:	<input type="text" value="mm/DD/yyyy"/>
Sponsorship			
<input type="radio"/> Ministry of Health <input type="radio"/> Sultan Qaboos University <input type="radio"/> Armed Forces Medical Services <input type="radio"/> Royal Omani Police <input type="radio"/> Diwan of Royal Court <input type="radio"/> Other			
<input type="button" value="Save & Finish Later"/> <input type="button" value="Submit"/> <input type="button" value="Clear"/>			

2. Click “Save & finish later” button if you wish to modify the form

3. Click “Submit” button if you have completed all required fields.

STEP 6: Photo Upload

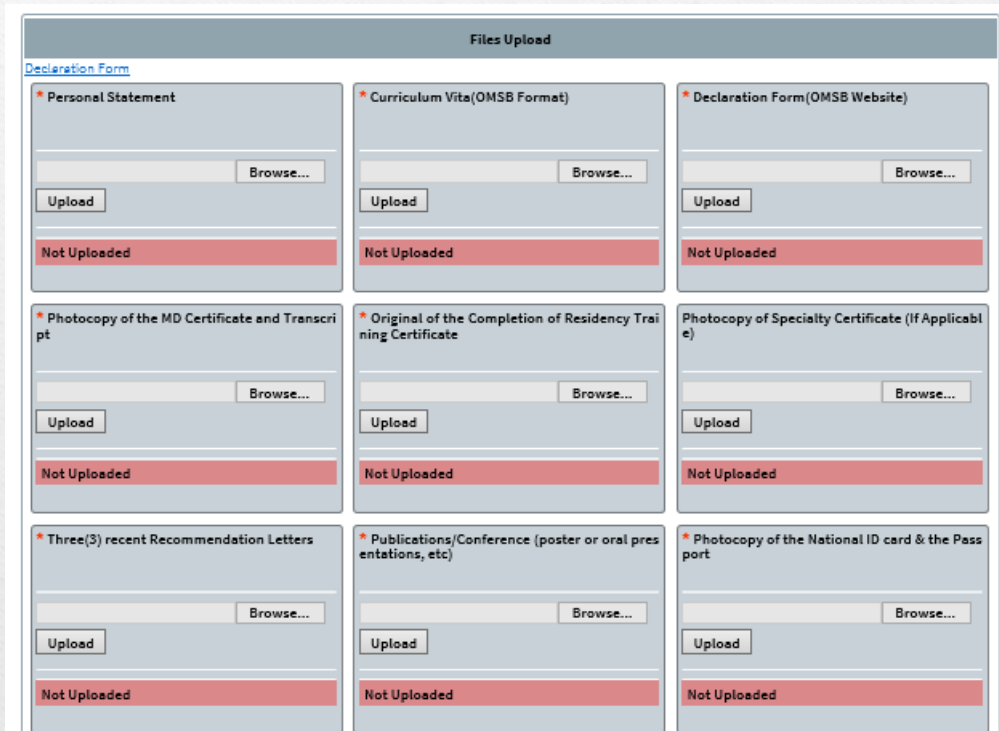
1. Click “Photo Upload” button in the **Dashboard**
2. Upload a formal photograph with **blue background** and then click “Upload” button. Your photograph will be uploaded automatically



STEP 7: Files Upload

1. Click “Files Upload” button in the **Dashboard**
2. Upload all required files accurately, and then click “**Upload**” button
3. You can check and review your uploaded files by clicking on “**Preview**” button

***ONLY PDF format of documents is accepted. No other format will be processed. Your application might be compromised if other format is uploaded.**



The screenshot displays a 'Files Upload' interface with a grid of nine document upload fields. Each field contains a 'Browse...' button, an 'Upload' button, and a red 'Not Uploaded' status bar at the bottom. The fields are arranged in three rows and three columns:

- Row 1: Personal Statement, Curriculum Vita(OMSB Format), Declaration Form(OMSB Website)
- Row 2: Photocopy of the MD Certificate and Transcript, Original of the Completion of Residency Training Certificate, Photocopy of Specialty Certificate (If Applicable)
- Row 3: Three(3) recent Recommendation Letters, Publications/Conference (poster or oral presentations, etc), Photocopy of the National ID card & the Passport

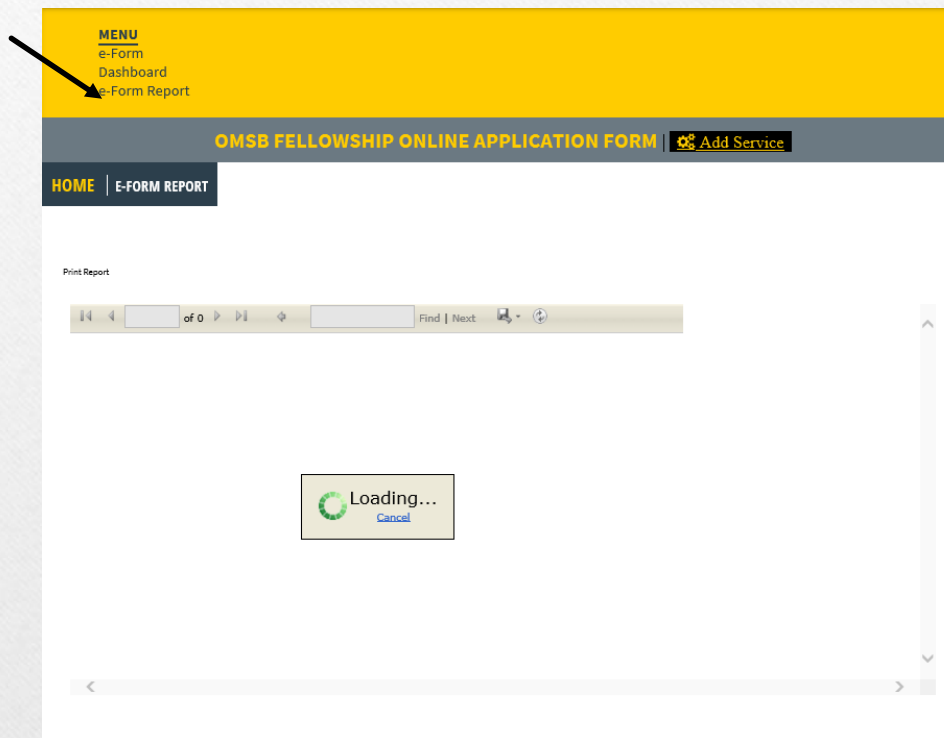
STEP 8: Homepage

1. Click “MENU” once you complete uploading all required files
2. Click “Dashboard;” it will take you to the **Homepage**



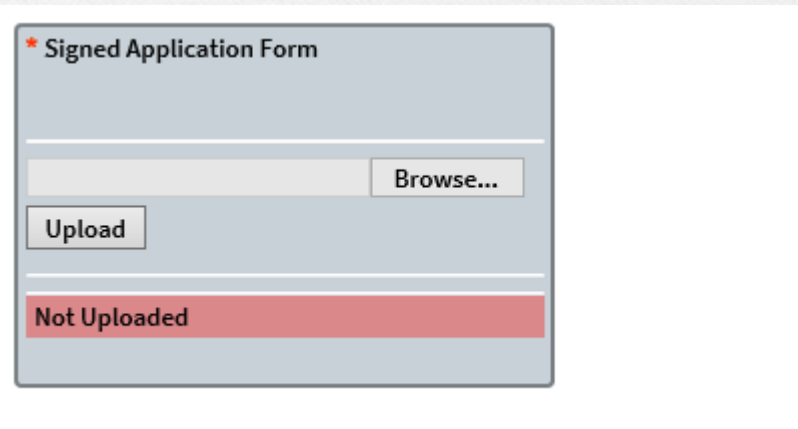
STEP 8: Homepage (continued)

If you complete all three required fields, then click “e-Form Report” button to print the form as shown in the picture



STEP 9: Print Application

1. Print your application form, sign it & stamp it by your sponsor and Directorate General for Human Resources Development at Wattaya (when applicable)
2. Upload it again in your attached files (Singed Application Form)
3. Submit the original form to OMSB Admission & Registration Section or DGHS when applicable



* Signed Application Form

Browse...

Upload

Not Uploaded

Thank You

Admission & Registration Section