SOP Template: Candidate Registration and Eligibility Verification

This SOP details the procedures for **candidate registration and eligibility verification**, covering the steps for collecting candidate information, verifying identity and qualifications, validating eligibility criteria, managing application documentation, and updating candidate records. The purpose is to ensure a standardized and efficient process that maintains data accuracy and upholds compliance with enrollment requirements.

1. Purpose

To establish a standardized process for registering candidates and verifying their eligibility in accordance with organizational and regulatory requirements.

2. Scope

This procedure applies to all staff responsible for candidate registration, data entry, and verification of eligibility criteria.

3. Responsibilities

- **Registration Officer:** Collect candidate information, handle documentation, and initiate verification.
- **Verification Team:** Validate documentation and eligibility requirements.
- **Data Management Staff:** Update and maintain candidate records.
- **Compliance Officer:** Oversee adherence to standards and regulatory requirements.

4. Procedure

1. **Candidate Information Collection**
   - Provide candidate with registration form (online or paper).
   - Collect required personal details (name, contact, date of birth, etc.).
   - Obtain necessary supporting documents (ID proof, qualification certificates, etc.).

2. **Identity and Qualification Verification**
   - Check submitted identification documents for authenticity.
   - Verify academic and professional qualifications through relevant authorities or databases.

3. **Eligibility Validation**
   - Compare candidate information with published eligibility criteria.
   - Document reasons for ineligibility, if applicable.

4. **Application Documentation Management**
   - Log all received documents with date and source.
   - Store documentation securely (digital/archive).
   - Ensure privacy and data protection requirements are followed.

5. **Updating Candidate Records**
   - Enter verified data into the candidate management system.
   - Update status (e.g., Registered, Under Verification, Eligible, Ineligible).
   - Generate confirmation or rejection notifications accordingly.

5. Documentation

Document	Description	Storage	Retention Period
Registration Form	Candidate's personal and qualification details	Digital/Physical Archive	5 Years
Verification Checklist	Checklist of verified documents and eligibility	Digital/Physical Archive	3 Years
Eligibility Notification	Status communication to candidate	Digital Archive	3 Years

6. Compliance and Review

- All staff must adhere to data privacy laws and organizational policies.
- This SOP is to be reviewed annually or when process changes are implemented.