

## CHECKLIST

### **DOCUMENTS REQUIRED AND ORDER TO BE FOLLOWED FOR OFFER LETTER**

#### APPLICATION FORM AND ANY OTHER FORMS SUBJECT TO EDUCATION PROVIDER

- Signature of applicant to be matched with passport.
- To answer all questions and tick boxes as required

#### IELTS MARKSHEET (as 1 PDF File)

- Ielts marks meet the minimum requirement of course.
- Notarized.

#### EDUCATIONAL BACKGROUND CERTIFICATE (as 1 PDF File)

- Should be clear copy.
- Notarized
- Transcript /provision/migration/character certificate.
- Recent on Top

#### STATEMENT OF PURPOSE (SOP) (In Word)

#### PASSPORT COPY (as 1 PDF FILE)

- Notarized.
- Clear copy.
- All pages

#### CURRICULUM VITE (CV) (Specially applicable For Master Student)

- General details of applicants.
- Academic qualification
- Employment history etc.

#### WORK EXPERIENCE AND TRAININGS (IF ANY IN 1 PDF FILE)

- Employment provider and name should match in CV list.
- Notarized.
- Tenure should be maintained

#### **INCASE OF SPOUSE (PP all pages, Academics, Work experience**

- PP all pages
- Academics and Work experience
- Marriage certificate
- Notarized