

STANDARD DOCUMENT CHECKLIST

FOR ENROLMENT APPLICATION	INTERVIEW	OFFER LETTER/ADMISSION LETTER	FINANCIAL DOCUMENTS			MISC. DOCUMENTS
			INCOME	PROPERTY	OTHER	
<ul style="list-style-type: none"> ▪ ACADEMICS –Mark-sheets, character certificates, provisional certificate, migration certificate, transfer certificates, ▪ PASSPORT(S) ▪ IELTS REPORT ▪ BIRTH CERTIFICATE ▪ RECOMMENDATION LETTERS ▪ RESUME ▪ PHOTOS- passport sized ▪ DEPOSIT (if applicable) 			<ul style="list-style-type: none"> ▪ SALARY LETTER FROM EMPLOYER ▪ PENSION LETTER/SLIP/CERTIFICATE/PASS BOOK ▪ PROVIDENT FUND LETTER ▪ HOUSE/LAND RENT AGREEMENT ▪ BUSINESS PARTNERSHIP AGREEMENT ▪ BUSINESS AUDIT REPORT ▪ PAN CERTIFICATE ▪ BUSINESS REGISTRATION CERTIFICATE ▪ INCOME CERTIFICATE – from VDC/Municipality 	<ul style="list-style-type: none"> ▪ LAND/BUILDING OWNERSHIP CERTIFICATE ▪ PROPER VALUATION CERTIFICATE – from VDC/Municipality/Engineer 	<ul style="list-style-type: none"> ▪ CA REPORT ▪ BANK SAVING A/C STATEMENT ▪ BANK BALANCE CERTIFICATE ▪ EDUCATION LOAN SANCTION LETTER ▪ TUITION FEE DISBURSEMENT LETTER ▪ SWIFT RECEIPT ▪ TAX CLEARANCE CERTIFICATE –from VDC/Municipality ▪ LAND SALE INCUMBENT 	<ul style="list-style-type: none"> ▪ CITIZENSHIP CERTIFICATES ▪ RELATIONSHIP CERTIFICATES ▪ SPONSOR AFFIDAVITS ▪ STUDENT'S STUDY PLAN/ SOP ▪ MARRIAGE CERTIFICATE ▪ OTHER EVIDENCE OF MARRIAGE ▪ POLICE CLEARANCE REPORT ▪ Any other required documents (case by case)

- Documents in language other than English must be translated in English
- For application to study in Japan, documents must be translated in Japanese language