Annex 4. Check List

Reg. No.

List of Application Documents to be submitted

* All submitted documents should be photocopied in A4.
* Please order the documents by number.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Document | Original / Certified Sets | Copy of Original / Certified Sets | Remarks |
| Required | Submitted(Tick in) | Required | Submitted(Tick in) |
| 1 | Check List (this sheet) | 1 |  |  |  | Please tick in each “submitted” column. |
| 2 | Application Form (Prescribed form) | 1 |  | 1 |  | Please use clip, do not staple.Please paste photos on each set.  |
| 3 | Undergraduate degree graduation certificate(or Copy of Diploma) |  |  | 1 |  | The graduation certificate must be written in English. If you don’t have the certificate, please submit a copy of Diploma. It must be officially certified.All documents must be **officially certified**. Notary Seal on the copy must be original. |
| 4 | Academic Transcript |  |  | 1 |  | The academic transcript must be written in English and contain all the grades earned in the university. It must be officially certified. All documents must be **officially certified**. Notary Seal on the copy must be original. |
| 5 | **A copy of Passport with photo** |  |  | 1 |  | If you do not have Passport, National ID and birth certificate are acceptable  |
| 6 | Photo (4cm×3cm) | 6 |  |  |  |  |