Annex 1.

 Reg.No＿＿＿＿＿＿＿＿＿＿＿＿＿＿

**Check List of Application Documents to be submitted**

* All submitted documents should be photocopied in A4.
* Please order the documents by number.
* You are requested to take and keep another extra copy for your own reference, before you submit all the documents.

**Name of applicant:＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿**

**Host country:** Jordan / Lebanon\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Document** | **Original****/ Certified Sets** | **Copy of Original****/ Certified Sets** | **Remarks** |
|  |  | **Required** | **Submitted****(Tick in)** | **Required** | **Submitted****(Tick in)** |  |
| 1 | **Check List (Annex 1)** | **1** |  |  |  |  |
| 2 | **Copy of UNHCR certificate**  |  |  | **1** |  | mandatory for Jordan & if available, in Lebanon |
| 3 | **Application Form (Annex 2)** | **1** |  |  |  | 1 color photo must be pasted on. Do not staple. The photo must be taken within the past three months |
| 4 | **Graduation certificate(s) of Bachelor’s degree or (“certificate of expected graduation” for undergraduate student)** |  |  | **1** |  | All documents must be **officially certified**. Notary Seal on the copy must be original.\*(Please attach official translation for non-English document if any) |
| 5 | **Academic Transcript** |  |  | **1** |  | All documents must be **officially certified**. Notary Seal on the copy must be original.\*(Please attach official translation for non-English document if any)  |
| 6 | **Color ID Photo****(4cm**×**3cm)** | **1** |  |  |  | Please write your full name on the back side of the photo. \*It must be taken within the past three months.\*Paper copy of photo is NOT accepted.\*Black and white photo is not accepted. |
| 7 | **A copy of Passport with photo (if any)** |  |  | **1** |  | Expiration Date is not concerned. (Copy of the following information pages are necessary: passport number, expiration date and national number) Family members (a spouse and children) need to submit passports at the time of application as well, if any, even if expired.Those who are unable to submit a copy of passport, must submit a copy of other ID (e.g. UNHCR Asylum Seeker Certificate, ID card issued by the Syrian government) as an alternative. |
| 8 | **Recommendation letter****(If possible. Mandatory for some universities)****(Annex 3)** | **1** |  |  |  | A letter of recommendation with original signature or seal from the organization you worked with the most recently or university professors you graduated.\*It must be written in English or English translation should be attached (if note in English, and accurate translation must be attached by the referee). |
| 9 | **Residency permit (Lebanon only)** |  |  | **1** |  | Regardless of expiration date. |