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 |  |  |  |  |