

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 . <u>Notary Seal on the copy must be original.</u> |
| 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 . <u>Notary Seal on the copy must be original.</u> |
| 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 | | / | / | |