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. |
| 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. |