

## Document Check List

1) SOP - The SOP refers to the Statement of purpose which satisfactorily demonstrates the intention of the student to study the mentioned course in the university and specifically in the foreign Studies . Also, the name of the course and the university in which the student intends to apply has to be mentioned correctly and should cover the below points

- Why this course?
- Why the University?
- Why this location and Why this country in specific and not India or any other countries,
- Career aspects in India
- Future plans.
- Certain Universities require SOP in specific characters or word , based on the same will be updated at the time of the application by the respective Operations team

2) Resume - Resume should contain the up to date information about the student profile. The details about the work experience and the academic details should be mentioned in the DD/MM/YYYY format. The correct email address and contact number should also be mentioned in resume. Details about the gap justification need to be updated in the resume

3) Academic Documents –

- SSLC
- HSE
- Degree certificate and mark list
- PG certificate and mark list ( if you have a post-graduation)

4) Work Experience Docs - Student will have to provide the Appointment letter, Salary slips, Relieving Letter or Experience Letter. Docs should be in company letter head

5) Letter of Recommendation - 2 LORS are given to the student by the university or the organization student studied or worked before respectively in their letter head. We need to make sure that the email address is in company URL and the contact details are mentioned in the LORs. Certain universities require the designation and the complete address of the referee referring the student which would be requested at the time of application

6) IELTS or any Equivalent English Language Test as per the university requirement  
(Could be checked in the course webpage for further details)

7) Passport & Visa Immigration docs - Valid Passport and Previous Immigration or Refusal documents need to be provided at the time of application.