



WORKFLOW AND DOCUMENTS CHECKLIST

Department - Wise

2022/jan/01

Workflow and Documents Checklist for Australia

A. Application Workflow:



**Offer Letter:*

- Conditions can vary depending on application. Generally, two types – Academic & Financial.*
- It may take upto 2-3 weeks for an offer letter to arrive depending on the University/College. Sometimes, it may arrive within 48 hours.*

*** Submitting GTE documents: If positive outcome of GTE, then the student can make payment.*

****COE: Confirmation of Enrolment*

B. Application Checklist:

- Academics
 - o SLC Documents: All Certificates
 - o +2 Documents: All Certificates
 - o Bachelor's Documents: All Certificates, if applying for Masters
- A Valid Passport
- Work Experience Letter: In case of gap
- English Language Test: IELTS, PTE.
- Resume or CV
- Signed Application Form

Important Notes on Application:

- It takes approximately 2-3 weeks to receive the Conditional Offer letter.*
- Married cases are only applicable for Masters.*
- Marriage Registration Certificate, if married and applying for Master's*

- d. The Marriage Registration must be at least a year old. However, some Universities may actually check the actual marriage date instead of the registration date.
- e. All Certificates in academics mean Transcript, Character Certificate, Migration Certificate, etc.
- f. Application Documents should be scanned as mentioned in the layout below:

Academics in One Single PDF File* ¹	Separate PDF Files
<ul style="list-style-type: none"> • Bachelor's Documents*² • +2 Documents • SEE / SLC Documents 	<ul style="list-style-type: none"> • Resume or CV • Work Experience • Passport

*¹Academics in One Single PDF File: All academics need to be saved in one single pdf file keeping the most recent one on top.

*²Bachelor's Documents: If applying for Master's

- g. PDF Files to be saved in the following format:
Academics: Student's Name-Academics-University Name.pdf
Separate Files: Student's Name-Passport-University Name.pdf

C. GTE (Genuine Temporary Entrant) Checklist:

Personal:

1. Academic Certificates: Both SLC/SEE and +2 (and Bachelor's, if applying for Master's)
2. IELTS/PTE Certificates
3. Offer acceptance: It is attached with the offer letter email
4. Colored copy of entire Valid Passport
5. Statement of Purpose (SOP): [Templates can be found in Annex I](#)
6. Work experience letter with Bank Salary Statement or Pay Slips of 6 months, if applicable

Married Case

7. Marriage Certificate
8. Spouse details:
 - Colored copy of entire Valid Passport
 - All academics certificates
 - Work experience letter with Bank Salary Statement or Pay Slips of 6 months

Funding:

9. Annual Income with supporting documents such as Bank Statement and/or Pay Slip of 6 months
10. Relationship Certificate of all the members who are contributing to funding.
11. Individual Citizenship Certificate of all members contributing to funding: Nepali and English Translated.

12. Tax Clearance: Can be obtained from Ward Office
13. Financial Sponsorship Declaration
14. Education Loan: Loan sanctioned letter, if applicable
15. Property Valuation: Can be obtained from C.A. or from the Bank, in case of Loan
16. If a student has own savings, amount should be untouched for 6 months and should be able to show source of funds.
17. If the source of funds is land/home sale, then following documents is required:
 - Land Ownership: Nepali and English Translated
 - Land Sale Deed: Nepali and English Translated
 - Cash invoice
 - Citizenship of Buyer: Nepali and English Translated
 - Colored copy of cheque
 - Bank Statement and Balance Certificate

Important Notes on GTE:

- a. *All Documents has to be notarized*
- b. *GTE Assessment Form or Simplified Student Visa Framework Form: There may be other sorts of form requirement that is Financial Declaration. This differs from one University to another that needs to be filled and signed by the students.*
- c. *In case of married applicant: annual income, relationship verification needs to be shown from both family and in laws side.*

D. COE Checklist:

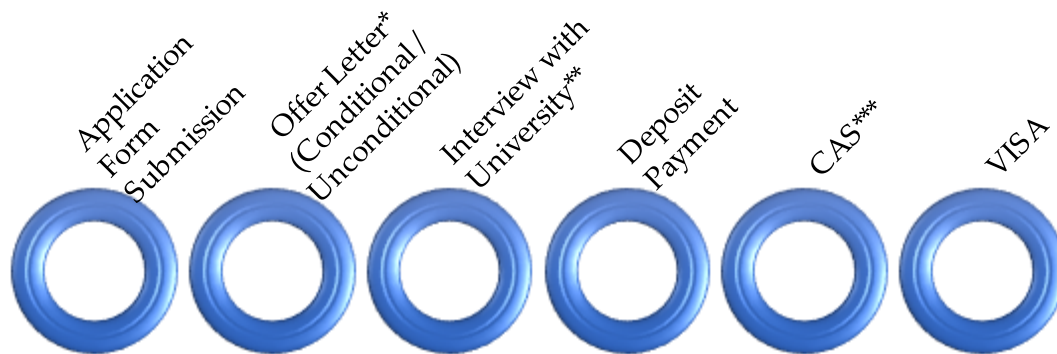
1. Swift Receipt: Payment made to University
2. Insurance (OSHC)
3. Unconditional Offer Acceptance
4. Passport

Other Important Notes:

- a. *You can visit the website for any information.*
- b. *Application will only be processed once all documents have been received*
- c. *Duration is subject to change depending on the University / College and the submission of documents within the stipulated time frame to be able to pitch the student for the respective In-Take.*

Workflow and Documents Checklist for the UK

A. Application Workflow:



*Offer Letter:

- a. Conditions can vary depending on application. Generally, two types – Academic & Financial.
- b. It may take upto 2 weeks for an offer letter to arrive depending on the University/College. Sometimes, it may arrive within 48 hours.

**** Interview with University:** If passed for the Interview, then deposit payment. However, it may be the other way round which means Universities might ask for deposit before the interview.

*****CAS:** Confirmation of Acceptance Studies

B. Application Checklist:

1. Academics
 - o SLC/SEE Documents: All Certificates
 - o +2 Documents: All Certificates
 - o Bachelor's Documents: All Certificates, if applying for Masters
2. A Valid Passport: Minimum 6 months' validity
3. LOR (Letter of Recommendation): Two from the recent passed out institution
4. SOP (Statement of Purpose): Strongly discourage others to write SOP for the students as this is a very crucial document and majority of interview questions are asked referring to the SOP: [Guideline and Templates can be found in Annex II](#)
5. English Language Test: IELTS, PTE, TOEFL, DUOLINGO
6. Resume or CV

Important Notes on Application:

- a. All Certificates in academics mean Transcript, Character Certificate, Migration Certificate, etc.

b. Send Application Documents should be scanned as mentioned in the layout below:

<i>Academics in One Single PDF File*¹</i>	<i>Separate PDF Files</i>
<ul style="list-style-type: none">• <i>Bachelor's Documents*²</i>• <i>+2 Documents</i>• <i>SEE / SLC Documents</i>	<ul style="list-style-type: none">• <i>LOR, for UK</i>• <i>Resume or CV</i>• <i>Work Experience</i>• <i>Passport</i>

*¹*Academics in One Single PDF File: All academics need to be saved in one single pdf file keeping the most recent one on top.*

*²*Bachelor's Documents: If applying for Master's*

c. PDF Files to be saved in the following format:

Academics: *Student's Name-Academics-University Name.pdf*

Separate Files: *Student's Name-Passport-University Name.pdf*

C. CAS Checklist:

1. Academic Certificates: Both SLC/SEE and +2 (and Bachelor's, if applying for Master's)
2. English Language Test: IELTS / PTE / TOEFL / DUOLINGO
3. A Valid Passport: Minimum 6 months' validity
4. Birth Certificate: English translated Birth Certificate.
5. Affidavit of Support, if parents are providing the funds: [Templates can be found in Annex II](#)
6. TB Test Results: TB Test is done by International Organization of Migration (IOM), Nepal located in Baluwatar, Kathmandu and Damak, Jhapa. To schedule appointment and to find out payment details contact Counselor of UK, Head Office
7. Deposit Transfer Receipt: To be obtained from 'A' Class Commercial Bank
7. 28 Days Bank Statement
8. Short Pre - CAS Interview: [General Questions can be found in Annex II](#)

Important Notes on CAS:

- a. *It generally takes 2 to 3 weeks to receive CAS from the University/College*
- b. *It is recommended to receive TB Clear Report before depositing International Health Surcharge (IHS) Payment to avoid delay in Visa application process*
- c. *After CAS is received the student must pay IHS from the Course Start Date to the End Date +4 Months*

D. Visa Checklist

1. Consent Letter from Bank

2. Letter to prove the availability of funds: Can be obtained from the 'A' Class Commercial Bank
3. Payment of Visa Fees
4. Academic Certificates: Both SLC / SEE, +2 and or Bachelor's (if applying for Master's)
5. A Valid Passport: Minimum 6 months' validity
6. TB Test Result: Which is clear
7. Passport Size Photograph: Two

Other Important Notes:

- a. You can visit the website <https://www.gov.uk/>
- b. Application will only be processed once all documents have been received
- c. Duration is subject to change depending on the University / College and the submission of documents within the stipulated time frame to be able to join for the respective In-Take.