**CHECKLIST OF DOCUMENTS REQUIRED FOR APPLYING TO US UNIVERSITIES**

|  |  |  |
| --- | --- | --- |
| **Documents Checklist for US Universities.** | No of Sets | **Description** |
| **Degree Certificate/Provisional Certificate** | 1 (few Universities might ask for 2 sets of Transcripts) | (Photocopies of DC/PC should be duly signed and with proper attestation done either by Controller of Examination or Registrar of the University, attested Photocopies should be enclosed in sealed covers on top of the sealed covers, with proper signature of the Registrar or Controller of Examination |
| **Year Wise Transcripts** | 1 (few Universities might ask for 2 sets of Transcripts) | Photocopies of Yearwise Marksheets or Semester wise Marksheets should be duly signed and with proper attestation done either by Controller of Examination or Registrar of the University, attested Photocopies should be enclosed in sealed covers on top of the sealed covers, with proper signature of the Registrar or Controller of Examination |
| **10+2 Transcripts** | 1 | Photocopies of Marksheets should be duly attested and signed by the Principal and be provided in sealed covers |
| **10th Standard/Class/Grade Transcripts** | 1 | Photocopies of Marksheets should be duly attested and signed by the Principal and be provided in sealed covers)(2 sets each per University |
| **Financial Support Statements** \* | 1 | 2 each per University in sealed covers with proper signature of on the sealed cover as well as Photocopies of the original Financial Statements. Please note that most of the US Universities require minimum of $32,000\* to be shown, though this is only an approximate figure, estimates can vary from University to University, also proper signature and date of the concerned institution should be on the Financial Statements. |
| **Affidavit of Support** | 1each per University | Original Affidavit of Support duly signed and notarized should be provided with the signature of the sponsors, either Father/Mother/Husband, if the sponsorer is other than the student, stating the figures in Indian Rupees and equivalent to USD (US Dollars as per the requirements of the Universities) |
| **Letter of Recommendation** | 2 sets  (1 set consists of 3 Reco ltrs) | Three Recommendation Letters should be duly signed and with proper signatures and date, should be provided in a sealed cover with signature on the sealed cover by the referee. Please note LORs should be provided by Head of the Department, Professors/Associate Professors or Dean/Principal |
| **Photograph** | 2 | Passport size photographs for Universities application. |
| **Passport copy** | 2 | Photocopies of passport |
| **Research work** | 1 | CDs or Papers/Project Reports. |
| **Resume or CV** | 1 | (Photocopies or softcopies) |
| **Portfolio if required by the University applied for.** | (1 sets each) | Mostly required for Architecture Program, or Arts or Fine Arts Programs like MFA-Animation etc. |
| **Statement of Purpose** | 1 | A two page well written Statement of Purpose. |
| **Essays** | 1 | As per the requirements of the Universities, mostly required for Management Programs and Undergraduate Programs. |

**\*Please note that Universities may also require other documents as per their requirements, what we have provided is the general list of documents as the standard requirement of US Universities. Manhattan Review is in no way responsible if the Universities ask or require any other document apart from the above mentioned.**

**Please note that it is the sole responsibility of the students to provide Financial Statements, also note the figure of $32,000 is only an approximate, the amounts may vary from University to University before preparing any such statements you need to check the Universities that you are applying for in their websites to know the required funds to be shown in your financial statements.**

**This list only the Tentative documents required for applying, it does not mean that US Universities will require only the list provided by us, Universities depending upon their requirement may ask to fulfill other document based on their admission requirements, for which you should be ready to submit such documents.**