

Total Departments : 6

1) Front Office

2) Counselors

3) Chief Operating Officer

4) Application Adviser

5) Applications department

6) VISA Department

**ALSO INCLUDE GENERAL SEARCH BAR FOR
EACH DEPARTMENT RESTRICTED TOWARDS
THEIR OWN DEPARTMENT**

DEPARTMENT 1 - FRONT OFFICE

(DATA TO BE COLLECTED)

- **NAME :**
- **PHONE NUMBER :**
- **EMAIL :**
- **QUALIFICATION :**
- **COUNTRY OF PREFERENCE :**
- **EXPERIENCE :**
- **MEDIA :**
- **PLACE :**
- **IELTS :**
- **COUNSELOR ASSIGNED TO :**

DEPARTMENT 2 - COUNSELOR

Counselors will receive inquiries from front office as assigned to them by front office. Counselor's should also be able to create profiles by themselves which they do not receive from front office(in case of calls to be made to students who participated in our seminars)

S.No.	STUDENT NAME	QUALIFICATION	COUNTRY	EXPERIENCE	IELTS	PLACE

SECTION 1

- DATE :
- NAME :
- PHONE NUMBER :
- EMAIL :
- AGE :
- QUALIFICATION :
- STREAM/SPECIALIZATION :
- PERCENTAGE :
- YEAR OF GRADUATION :
- COUNTRY OF PREFERENCE :
- EXPERIENCE :
- MEDIA :
- PLACE :
- IELTS :
- CONTACT DATE(FIRST) :
- CONTACT DATE(LATEST) :
- CONTACT DATE(NEXT) :
- COURSE SUGGESTED/PREFERRED :
- LATEST UPDATE :
- CURRENT STATUS :
- REMARK :

SECTION 2

1. COUNTRY :
UNIVERSITY/COLLEGE :
PROGRAM :
INTAKE :

SUBMIT FOR APPLICATION

2. COUNTRY :
UNIVERSITY/COLLEGE :
PROGRAM :
INTAKE :

SUBMIT FOR APPLICATION

+ ADD MORE APPLICATIONS

DEPARTMENT 3 - CHIEF OPERATING OFFICER

In case of students from counselors :

- 1) COO receives converted student profiles with all data entered with university and program to be applied to from counselor.
- 2) COO assigns the particular student to a certain Application Adviser.

In case of students from direct walk in's :

- 1) COO fills in only name in section 1 and university,program & intake details in section 2.
- 2) COO assigns the particular student to a certain Application Adviser.

S.No.	STUDENT NAME	COUNTRY	UNIVERSITY	PROGRAM	INTAKE	ASSIGNED TO

SECTION 1 - GENERAL INFORMATION

- DATE
- NAME :
- PHONE NUMBER :
- EMAIL :
- AGE :
- QUALIFICATION :
- STREAM/SPECIALIZATION :
- PERCENTAGE :
- YEAR OF GRADUATION :
- COUNTRY OF PREFERENCE :
- EXPERIENCE :
- MEDIA :
- PLACE :
- IELTS :

SECTION 2

1. COUNTRY :
UNIVERSITY/COLLEGE :
PROGRAM :
INTAKE :
2. COUNTRY :
UNIVERSITY/COLLEGE :
PROGRAM :
INTAKE :

SECTION 3 - ADD MORE APPLICATIONS

1. COUNTRY :
UNIVERSITY/COLLEGE :
PROGRAM :
INTAKE :
[SUBMIT FOR APPLICATION](#)
2. COUNTRY :
UNIVERSITY/COLLEGE :
PROGRAM :
INTAKE :
[SUBMIT FOR APPLICATION](#)

[ADD MORE APPLICATIONS](#)

APPLICATION ASSIGNED TO :

DEPARTMENT 4 - APPLICATION ADVISER

S.No.	STUDENT NAME	COUNTRY	APPLICATION SENT	OFFER RECEIVED	FEES PAYED	VISA FILED	VISA APPROVED

AUTO UPDATE DATE IN ALL YES ANSWER

SECTION 1 - GENERAL INFORMATION

- DATE
- NAME :
- PHONE NUMBER :
- EMAIL :
- AGE :
- QUALIFICATION :
- STREAM/SPECIALIZATION :
- PERCENTAGE :
- YEAR OF GRADUATION :
- COUNTRY OF PREFERENCE :
- EXPERIENCE :
- MEDIA :
- PLACE :
- IELTS :

SECTION 2

1. COUNTRY :
UNIVERSITY/COLLEGE :
PROGRAM :
INTAKE :
2. COUNTRY :
UNIVERSITY/COLLEGE :
PROGRAM :
INTAKE :

SECTION 3 - ADD MORE APPLICATIONS

1. COUNTRY :
UNIVERSITY/COLLEGE :
PROGRAM :
INTAKE :
[SUBMIT FOR APPLICATION](#)
2. COUNTRY :
UNIVERSITY/COLLEGE :
PROGRAM :
INTAKE :
[SUBMIT FOR APPLICATION](#)

[ADD MORE APPLICATIONS](#)

SECTION 4

BASED ON NUMBER OF APPLICATIONS TO BE SENT FOR EACH STUDENT.

1. SENDING APPLICATION TO INSTITUTE ASSIGNED TO :
APPLICATION SENT ; YES/NO
LOA RECEIVED : YES/NO
LOA HANDED OVER TO STUDENT : YES/NO
GIC ACCOUNT OPENED : YES/NO
GIC PAYMENT DONE : YES/NO
TUITION FEE PAYMENT DONE ; YES/NO
MEDICAL CHECK UP COMPLETED :
PCC TAKEN :
FILE HANDED OVER TO STUDENT FOR VISA DOCUMENTATION : YES/NO
2. SENDING APPLICATION TO INSTITUTE ASSIGNED TO :
APPLICATION SENT ; YES/NO
LOA RECEIVED : YES/NO
LOA HANDED OVER TO STUDENT : YES/NO
GIC ACCOUNT OPENED : YES/NO
GIC PAYMENT DONE : YES/NO
TUITION FEE PAYMENT DONE ; YES/NO
MEDICAL CHECK UP COMPLETED :
PCC TAKEN :
FILE HANDED OVER TO STUDENT FOR VISA DOCUMENTATION : YES/NO

SECTION 5

UPLOAD YOUR STUDENTS DOCUMENTS HERE :



UPLOAD DOCUMENT AND CREATE A FILE NAME

DEPARTMENT 5 - APPLICATIONS DEPARTMENT

Applications department will receive applications to be sent from Applications Advisors.

S.No.	STUDENT NAME	COUNTRY	UNIVERSITY/ COLLEGE	PROGRAM	INTAKE	APPLICATIONS COMPLETED

SECTION 1 - GENERAL INFORMATION

- DATE
- NAME :
- PHONE NUMBER :
- EMAIL :
- AGE :
- QUALIFICATION :
- STREAM/SPECIALIZATION :
- PERCENTAGE :
- YEAR OF GRADUATION :
- COUNTRY OF PREFERENCE :
- EXPERIENCE :
- MEDIA :
- PLACE :
- IELTS :

SECTION 2 - UNIVERSITY AND PROGRAM TO BE APPLIED TO

APPLICATION DEPARTMENT STAFF WILL RECEIVE APPLICATIONS FROM APPLICATION ADVISORS WITH ALL INFORMATION. APPLICATION DEPARTMENT WILL PROVIDE "YES" ON APPLICATION SUBMITTED BUTTON ONLY ONCE APPLICATION IS COMPLETELY SUBMITTED. THIS SHOULD BE VISIBLE TO APPLICATION ADVISORS TO CHECK IF THE APPLICATION HAS BEEN COMPLETED.

1. COUNTRY :
UNIVERSITY/COLLEGE :
PROGRAM :
INTAKE :

APPLICATION SUBMITTED : YES/NO

2. COUNTRY :
UNIVERSITY/COLLEGE :
PROGRAM :
INTAKE :

APPLICATION SUBMITTED : YES/NO

SECTION 3

UPLOAD YOUR STUDENTS DOCUMENTS HERE :

UPLOAD DOCUMENT AND CREATE A FILE NAME

DEPARTMENT 6 - VISA DEPARTMENT

VISA DEPARTMENT RECEIVES FILES FROM APPLICATION ADVISORS ONCE THEY SUBMIT IT FROM THEIR SIDE. VISA DEPARTMENT RECEIVES THE FOLLOWING SECTIONS.

APPLICATIONS READY FOR VISA DOCUMENTATION :

S.No.	STUDENT NAME	UNIVERSITY	PROGRAM	INTAKE	VISA FILING COMPLETED YES/NO	VISA FILING STATUS

WHEN A VISA DOCUMENTATION EXECUTIVE CLICKS ON A PARTICULAR STUDENT NAME THEY GET ACCESS TO THE FOLLOWING STUDENT INFORMATION'S :

SECTION 1 - GENERAL INFORMATION

- DATE
- NAME :
- PHONE NUMBER :
- EMAIL :
- AGE :
- QUALIFICATION :
- STREAM/SPECIALIZATION :
- PERCENTAGE :
- YEAR OF GRADUATION :
- COUNTRY OF PREFERENCE :
- EXPERIENCE :
- MEDIA :
- PLACE :
- IELTS :

SECTION 2

1. COUNTRY :
UNIVERSITY/COLLEGE :
PROGRAM :
INTAKE :
2. COUNTRY :
UNIVERSITY/COLLEGE :
PROGRAM :
INTAKE :

SECTION 3

UPLOAD YOUR STUDENTS DOCUMENTS HERE :

UPLOAD DOCUMENT AND CREATE A FILE NAME