| ***Sr.No*** | ***Documentation*** | ***Details*** | ***Responsibility Matrix*** |
| --- | --- | --- | --- |
| 1 | Mark-sheets and Degree Certificates | 10th, 11th & 12th - Copies only.  Preferably Attested by educational institute. | Student |
|  |  | Masters Students: FY, SY, TY and Bachelors also. | Student |
| 2 | School & College Transcripts | 10th, 11th & 12th - In sealed envelopes. | Student |
|  |  | Masters Students : Bachelors Degree transcripts. | Student |
| 3 | Recommendation Letters | We recommend at least 3 letters.  For USA, letters have to be sealed & signed. | Student/Counselor |
|  |  | Masters Students : Work Related LOR if applicable. | Student/Counselor |
| 4 | Affidavit of Support | If college has its own format, follow that. Else on stamp paper and duly notarised. | Student |
| 5 | Bank Statement | If college has its own format, follow that. Else on the bank letterhead. Signed by the bank manager. | Student |
| 6 | Extra-Curricular Certificates | Photocopies only. Sports, dramatics, college events etc. may be included. | Student |
| 7 | Copy of Passport + Passport Size photographs. | As per individual college requirements/ Avg. of 3 photographs per application. | Student |
| 8 | Essays / Statement of Purpose | Essays: As per college requirements. | Student/Counselor |
|  |  | SOP : Typically 2 pages in word doc. Check individual college requirements. | Student/Counselor |
| 9 | Entrance Exam Score | Reports Copies only. Request examination authority to forward scores to chosen Universities | Student |
| 10 | Application form & Draft | Either online or paper application. Payment as per method chosen | Student |
| 11 | Syllabus | Only in case of transfer students. These are available from present colleges or the examination board. | Student |
| 12 | Resume | Required for MBA Students  Recommended for other Masters students. | Student/Counselor |
| 13 | Portfolio | Required for most Arts Programs.  CD / Soft copies preferred, but check University websites for requirements. | Student |
| 14 | Work Experience Certificates | If Applicable.  Issued by previous employers. | Student |
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**Student Application Check-List** **for USA and Canada**