

	Student Name-		CRM ID-			
	Counselor Name -		Branch-			
S.No.	Documents	Particular	Specification	Submitted	Verified	Approved
Set- 1 (To be carried for OFC appointment)						
1	Passport	Passport validity	Should be 6 month valid			
		Name and Surname	Same as all academic and work docs			
		Date of birth	Same as all academic and work docs			
		Previous refusal	Mention any refusal for any country			
		Immigration history				
		Original and one Photocopy	Photocopy must be Notarized			
2	Appointment confirmation For Embassy and OFC					
3	Form DS-160 & confirmation page	DS-160 confirmation page	Filled online : https://ceac.state.gov/genniv/			
			Print Out of DS 160 confirmation			
4	I20 & Offer letter original	It should be unconditional offer				
		Name as per passport	Same as all academic and work docs			
		Date of birth as per passport	Same as all academic and work docs			
		Course Name	it should be same as student applied			
		Course Duration				
		Level of Course (Credentials)				
5	SEVIS fees Receipt	Print out of Sevis fee receipt	https://www.fmjfee.com/i901fee/index.html#			
6	Visa application (MRV) fee Payment	visa fee \$160	National Electronic Funds Transfer (NEFT)			

		Carry Fee receipt	Mobile Payments – IMPS				
			Cash – Over the Counter (AXIS Bank and Citibank)				
Set- 2 (To be carried for Embassy along with Set-1)							
7	Academic Documents	English Proficiency test report: IELTS or TOEFL	All Academic documents should be original				
		All marksheet and certificate required including-					
		10th - marksheet and Certificate					
		12th - marksheet and Certificate					
		Graduation - Individual marksheets and degree including the failure one (in case you don't have the individual marksheets - please get the same mentioned on the university letter head that the university don't issue such saggregated marksheets)					
		Post graduation-Individual marksheets including the failure one					
		Backlog Certificate/No Backlog Certificate					
		Any other diploma and certificate					

8	Financial Documents						
		Tuition fee plus living exp to be shown as per the I20	If a student is going for a more than 1 year course it is preferable to show full 2yrs funds but incase we are unable to show full liquid funds then we can projected funds for the 2nd year.				
		6 month Original Bank statement with the required funds available.	Statement should be on bank letter head with Bank Seal & Bank Manager Signature & Bank Manager Visiting Card. (Kindly note on the bank statement or passbook the contact no & email id of the bank has to be there)				
		6 Month Old FD with original bank letter	In case of providing fixed deposits as evidence of funds please ensure that a copy/counterfoil of the deposit along with a letter from the bank giving the details of the deposit is provided.				
		Affidavit of support from sponsor	stating the exact relationship of the guarantor with the applicant. The guarantor must provide documentary evidence of their identity including date of birth, proof of signature and full contact details including telephone numbers.				
		3 Years ITR of sponsor					

		Source of Income of parents or sponsor	Applicants are required to provide documentary evidence of income and source of income of their parents, even if the cost of study is being sponsored by another person. <u>If sponsor is working</u> - bank statement last 6 month, 3 years tax return, 6 month salary slip, Job ID card copy, job letter (Appointment letter & appraisal letter) <u>If Sponsor is in business</u> - business bank statement, 3 years tax return with computation of taxes, memorandum or registration of business				
		Education loan letter	Loan letter should be on bank letter head along with bank stamp and manager signature. If it is against loan than notarized copy of property valuation.				
		PPF/EPF statement with withdrawl limit					
		Post office accounts					
		National saving certificates					
9	Current Work Experience Documents	Appointment Letter	All documents must be in original				
		Job ID Card					
		last 3 Month Salary Slips or Bank Account Statement					
		Form 16- (3 years)					

		Resume					
		Experience letter					
10	Previous Work Experience Documents	Joining and Relieving letter from previous job	All documents must be in original				