



KOTHAR
EDUCATIONAL SERVICES

FOR OFFER LETTER

1. Valid Passport
2. Academics (Starting from Grade 10 Onwards)
3. IELTS/PTE Scores
4. Resume/CV (In case of any gaps in education)

FOR GENUINE TEMPORARY ENTRANT (GTE) APPROVAL:

Ward Documents

- Verification of Birth Certificate
- Verification of Tax Clearance
- Verification of Address
- Verification of Relationship Certificate
- Verification of Annual Income
- Contact Details of Ward Chairperson

Supporting Evidence of Income

1. Income From Salary

- Salary Slips/Payslips of 1 year
- Recommendation Letter/ Salary Certificate
- Salary Bank Statement of 1 year
- Income Tax Payment
- Personal Permanent Account Number (PAN)
- Copy of Passport (In case of Foreign Income)
- Copy of Visa (In case of Foreign Income)

2. Income From Business

- Business Registration Certificate
- PAN/VAT Certificate
- Audit Report of recent 1 Year

- Business Income Tax Payments (Minimum last 3 years)
- Bank Statement (Recent 12 Months)
- Partnership Deed (In case of Partnership Business)
- Share Registration Book (In case of Partnership Business)

3. Income From House Rent/Land Lease

- House Rent or Land Lease Agreement Paper.
- Citizenship Certificate (Nagrikta) of Both Tenant and Landlord
- Bank Statement of Rent Deposit (Recent 12 Months)
- Land/House Tax Payment Receipts (At least 3 Years from Ward Office)
- Income Tax Payment of Rental Income (At least 12 Months from Ward Office)

4. Income From Agriculture

- Recommendation Letter from Local Government
- Property Ownership Certificate (Lal-Purja)
- Land tax Payment Receipts (At Least 3 years from Ward Office)
- Income Tax Payment Receipts (At least 1 Year from Ward Office)
- Bank Statement (Recent 12 Months)

Property Valuation

- Property Valuation Report from Registered Engineers
- Property Ownership Certificate (Lal-Purja)
- Land/House Tax Payment Receipts (At least 3 Years from Ward Office)

5. Bank Balance or Education Loan (From A Level Commercial Bank Only)

For Bank Balance or Savings (A level Commercial Bank)

- Bank Balance Certificate (Original Copy)
- Bank Statement of Account (Minimum 6 Months Recent)
- Evidence of Sources of fund (Where Acceptable Fund is held for Less than 6 months)

For Education Loan (A level Commercial Bank)

- Education Loan Sanction Letter
- Property Valuation Report
- Property Ownership Certificate (Lal_Purja)
- Loan Mortgage Deed
- Loan Disbursement Letter
- Loan Account Statement Showing Disbursement Letter
- Education Loan Account Statement

6. Affidavit/Declaration of Financial Sponsors From all Sponsors

7. Signed Offer Letter Acceptance

For COE (Confirmation of Enrolment)

- No Objection Letter (NOC)
- Signed Offer Letter Acceptance

While Applying for Visa

- Overseas Student Health Cover (OSHC)
- (GENUINE TEMPORARY ENTRANT) GTE Documents
- COE (Confirmation of Enrolment)
- Form 956