

Education

Workflows:

Offshore Admissions (Canada)

SN	Stage	Documents	Fields	Document Category
1.	Enquiry		Education Background	
2	Documentation	<ol style="list-style-type: none">1. Academic Transcript2. Character Certificate3. Migration Certificate4. Academic Completion Certificates5. English Language Test Result6. Employment Evidence7. Statement of Purpose8. Resume9. Passport10. Other Academic Document	Emergency Contact Details (Name, phone number, email, relation)	1,2,3,4,5,10- Acad 6,7,8,9 - PersonalNZ IALN: 202401517
3.	Submission	<ol style="list-style-type: none">1. Payment Receipt2. Submission Proof		1 Financial 2 Other Documents
4	Pre Offer Letter	<ol style="list-style-type: none">1. NOC (if applicable)2. Supporting Documents3. Conditional Offer Letter		1 - Lang/Acad 2 - Other Documents 3 - Official Responses
5	Initial Tuition Payment	<ol style="list-style-type: none">1. Payment Receipt		1 - Financial

6	Final Offer	1. Offer Acceptance 2. Provincial Attestation Letter (if applicable) 3. CO-OP Letter 4. University/College Invoice		1 - Official Responses
7	Financial Preparation	1. Proof of Fund 2. Income Verification 3. Property Valuation 4. Payment Receipt 5. Affidavit of Support 6. Visa SOP 7. National Police Check 8. Birth Certificates 9. Relation Certificate 10. Marriage Certificate		<u>1 to 5: Financial</u> <u>6 to 10: Personal</u>
8	Visa Submission	1. Visa Submission Proof		1 - Other Documents
9	Visa Stamping			
.10	Visa Decision	1. <u>Visa Grant</u>		<u>1 Official Response</u>

Onshore Admissions (Canada)

SN	Stage	Documents	Fields	Document Category
1.	Enquiry		Education Background	

2	Documentation	11. Academic Transcript 12. Character Certificate 13. Migration Certificate 14. Academic Completion Certificates 15. English Language Test Result 16. Employment Evidence 17. Statement of Purpose 18. Resume 19. Passport 20. Other Academic Document	Emergency Contact Details (Name, phone number, email, relation)	1,2,3,4,5,10- Acad 6,7,8,9 - Personal
3.	Submission	3. Payment Receipt 4. Submission Proof		1 Financial 2 Other Documents
4	Pre Offer Letter	4. NOC (if applicable) 5. Supporting Documents 6. Conditional Offer Letter		1 - Lang/Acad 2 - Other Documents 3 - Official Responses
5	Initial Tuition Payment	2. Payment Receipt		1 - Financial
6	Final Offer	5. Offer Acceptance 6. Provincial Attestation Letter (if applicable) 7. CO-OP Letter 8. University/Colle		1 - Official Responses

		ge Invoice		
7	Financial Preparation	11. Proof of Fund 12. Income Verification 13. Property Valuation 14. Payment Receipt 15. Affidavit of Support 16. Visa SOP 17. National Police Check 18. Birth Certificates 19. Relation Certificate 20. Marriage Certificate		<u>1 to 5: Financial</u> <u>6 to 10: Personal</u>
8	Visa Submission	2. Visa Submission Proof		1 - Other ViDocuments
9	Visa Stamping			
.10	Visa Decision	2. <u>Visa Grant</u>		<u>1 Official Response</u>

Offshore Admissions (UK)

SN	Stage	Documents	Fields	Document Category
1	Profile assessment	1. Academic Transcript 2. EPT score sheet		1,2: Language and Academics

2	Application Lodged	1. Academic Transcript 2. EPT score sheet 3. Letter of Recommendation 4. Statement of Purpose 5. Employment Evidence 6. Professional LOR 7. Resume	CV with Emergency contact details	1,2,3 : Language and Academics 4,5,6,7: Personal
3	Conditional Offer	1. Conditional Offer Letter		Official Responses
4	Unconditional offer	1. Full Offer letter		Official Responses
5	Initial deposit payment	1. Payment receipt		Financial
6	Credibility Interview/ Pre CAS interview			
7	CAS deposit	1. Payment receipt		Financial
8	CAS request	1. Payment receipt 2. Proof of Fund 3. Education Loan Sanction Letter 4. Loan Disbursement Letter 5. Affidavit of Support 6. TB Test Report		1,2,3,4: Financial 5 : Personal 6: Medical
9	Visa Submission	1. Academic Transcript 2. EPT score sheet 3. Employment Evidence 4. Bank balance Certificate and Bank Statement OR 5. Education loan Sanction letter 6. Loan Disbursement Letter 7. Affidavit of Support 8. TB test report		1,2: Academic and Language 3: Personal 4,5,6,7: Financial 8: Medical
10	Visa Decision	1. Visa vignette 2. Biometric residence permit (BRP) letter 3. CAS Letter		1,2,3: Official response
11	Enrollment	1. meBiometric residence permit (BRP) letter 2. Visa vignette 3. Proof of Address in the UK		1,2: Official response 3: Other

Offshore Admissions (USA)

SN	Stage	Documents	Fields	Document Categories
1	Inquiry		1. Intake 2. State	

2	Application	<ol style="list-style-type: none"> 1. Academic Transcript 2. Employment Evidence 3. English Language Test Result 4. Resume 5. Application Form 	Emergency contact details	<ol style="list-style-type: none"> 1. Lang/Academic 2. Personal 3. Lang/Academic 4. Personal 5. Official Responses
3	Offer Letter	<ol style="list-style-type: none"> 1. Letter of Recommendation 2. WES Evaluation 3. Statement of Purpose 4. Payment Receipt 5. GRE / GMAT 		<ol style="list-style-type: none"> 1. Personal 2. Lang/Aca 3. Personal 4. Financial 5. Lang / academic
4	Offer Acceptance	<ol style="list-style-type: none"> 1. Offer Acceptance 		<ol style="list-style-type: none"> 1. Official response
5	I-20 (Request & Deposit)	<ol style="list-style-type: none"> 1. Bank Balance Certificate 2. Other Financials 3. Affidavit of Support 4. Proof of Fund 5. Supporting Documents 6. Payment Receipt 		<ol style="list-style-type: none"> 1,2,3,4 - Financial 5 Other Documents
6	I-20 Deposit	<ol style="list-style-type: none"> 1. Payment Receipt 		Financial
7	I-20 Letter	<ol style="list-style-type: none"> 1. I-20 Acceptance 		Official Response
8	Visa form - DS - 160	<ol style="list-style-type: none"> 1. I-20 2. Passport 3. Travel History 4. Academic Transcript 5. Photo 6. Parent's Passport 7. Bank Balance Certificate 	<p>2 Additional point of contact info</p> <p>DSO contact details</p> <p>Family member details in the US</p>	<ol style="list-style-type: none"> 1. Official Response 2. Personal 3. Other Documents 4. Lang/Acad 5. Personal 6. Personal 7. Financial
9	Pay DS - 160 Fee (Visa Fee)	<ol style="list-style-type: none"> 1. DS Confirmation 2. Payment receipt 		<ol style="list-style-type: none"> 1. Other Documents 2. Financial
10	Complete SEVIS I - 901	<ol style="list-style-type: none"> 1. SEVIS Confirmation receipt. 		<ol style="list-style-type: none"> 1. Other Documents

11	Visa interview	1. Biometric 2. Academic Transcript 3. Scholarship letter/Financial aid 4. English Language Test Result 5. Supporting Documents 6. DS-160 Confirmation Page 7. Visa Appointment Confirmation 8. Passport 9. Payment Receipt 10. Photo 11. Resume 12. Graduate Assistantship Letter		1. Medical 2. Lang/Acad 3. Official Response 4. Lang/acad 5. Other Docs 6. Other Docs 7. Other Docs 8. Personal 9. Financial 10. Personal 11. Personal 12. Official Response
12	Visa Decision	1. Visa Outcome Letter 2. Visa		1. Official Response
13	Medical	1. Immunization records Form 2. Health history 3. Insurance Certificate		1. Medical 2. Medical 3. Insurance
14	Accommodation Arrangements	1. Housing booking confirmation		1. Official Response
15	Tuition Fees and Enrollment Deposit	1. Payment Receipt 2. NOC (for payment) 3. On-campus housing confirmation		1. Financial 2. Other Document 3. Official Response
16	Register for classes and orientation	1. Class Enrollment Confirmation Form.		1. Official response
17	Travel Arrangements	1. Flight Confirmation 2. Shuttle booking confirmation		1. Other Documents 2. Official Response 3. Other Documents

Offshore Admissions (Malaysia)

SN	Stage	Documents	Fields	Document Categories
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1	Documentation	<ol style="list-style-type: none"> 1. Academic Transcript 2. Academic Completion Certificate 3. Passport (Whole Book scan) 4. English Language Test Result 5. Resume 6. Photo 7. Other Academic Documents 		<ol style="list-style-type: none"> 1. L and A 2. L and A 3. Personal 4. L and A 5. Personal 6. Personal 7. L and A
2	Application	<ol style="list-style-type: none"> 1. Application Form 		Personal
3	Acceptance Letter	<ol style="list-style-type: none"> 1. Conditional Offer Letter 		Official Response
4	Offer Letter	<ol style="list-style-type: none"> 1. Full Offer Letter 		Official Response
5	Payment	<ol style="list-style-type: none"> 1. Payment Receipt 		Financial
6	Final Offer	<ol style="list-style-type: none"> 1. Letter of Eligibility 		Personal
7	Visa Decision	<ol style="list-style-type: none"> 1. Visa Outcome Letter 		Official Response

Offshore Admissions (Singapore)

SN	Stage	Documents	Fields	Document Categories
1	Documentation	<ol style="list-style-type: none"> 1. Academic Transcript 2. Academic Completion Certificate 3. Passport 4. English Language Test Result 5. Resume 6. Photo 7. Bank Balance Certificate 8. Salary Statement 9. Birth Certificate 10. Other Academic Documents 		<ol style="list-style-type: none"> 1. L and A 2. L and A 3. Personal 4. L and A 5. Personal 6. Personal 7. Financial 8. Financial 9. Personal 10. L and A
2	Application	<ul style="list-style-type: none"> • Application Form 		Personal

3	Offer Letter	<ul style="list-style-type: none"> Conditional Offer Letter 		Official Responses
4	Payment	<ul style="list-style-type: none"> Payment Receipt 		Financial
5	Final Offer	<ul style="list-style-type: none"> Full Offer Letter 		Official Responses
6	Visa Decision	<ul style="list-style-type: none"> Visa Outcome Letter 		Official Responses

JRP Admission

SN	Stage	Documents	Fields	Document Categories
1	Enquiry			
2	Application	1. Application Form 2. Passport 3. Visa		1. Personal 2. Personal 3. Personal
3	Payment	1. Payment Receipt		Financial
4	Class Enrollment	1. COE		Official Responses

Offshore Admissions (Thailand)

SN	Stage	Documents	Fields	Document Categories
1	Enquiry	1. Academic Transcripts and Certificates 2. Passport 3. English language Test Result 4. Resume	Emergency Contact Details	1. L and A 2. Personal 3. L and A 4. Personal 5. Personal 6. Financial 7. Personal 8. Other documents

		5. Photo 6. Bank Statement 7. Birth Certificate 8. Supporting Documents		
2	Application	Offer Letter		Official Responses
3	Letter of Acceptance	Offer Acceptance		Official Responses
4	Payment	Payment Receipt		Financial
5	Letter of Certification	Letter of Certification		Official Response
6	Visa Processing	Visa Application Form Supporting Documents		Official Response Other Documents
7	Visa Decision	Visa Outcome Letter		Official Responses

Offshore Admissions (Poland)

SN	Stages	Documents	Fields	Document categories
1	Application	1. Academic Transcript 2. Passport 3. Academic Completion Certificate 4. Resume 5. Photo 6. Citizenship/National ID 7. Statement of Purpose 8. Supporting Documents 9. English Language Test Results	Emergency Contacts	1. L and A 2. Personal 3. L and A 4. Personal 5. Personal 6. Personal 7. Personal 8. Other Documents 9. L and A
2	Conditional Offer Letter	Conditional Offer Letter		Official Responses
3	Unconditional Offer Letter	Full Offer Letter		Official Responses
4	Payment	Payment Receipt		Financials
5	Letter of Acceptance	Offer Acceptance		Official Responses
6	Health Insurance	Insurance Certificate		Insurance

7	Visa Processing	1. Visa Application Form 2. Insurance Certificate 3. Income Verification 4. Other Financials 5. Brith Certificate 6. Relation Certificate 7. Other Academic Documents 8. Photo 9. Offer Acceptance 10. Supporting Documents		1. Official Responses 2. Insurance 3. Financial 4. Financial 5. Personal 6. Personal 7. L and A 8. Personal 9. Official Responses 10. Other Documents
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Offshore Admissions (Ireland)

SN	Stages	Documents	Fields	Document Categories
1	Documentation	1. Academic Transcript 2. Academic Completion Certificate 3. English Language Test Result 4. Other Academic Documents 5. Passport 6. Resume 7. Statement of Purpose	Emergency Contacts	1. L and A 2. L and A 3. L and A 4. L and A 5. Personal 6. Personal 7. Personal
2	Application Lodge	Application Form		Personal
3	Provisional Offer Letter	Conditional Offer Letter		Official Responses
4	Full Offer	Full Offer Letter		Official Responses
5	Payment	Payment Receipt		Financial
6	COE	COE		Official Response
7	Visa lodge	Visa Application Form		Official Response
8	Visa Decision	Visa Outcome Letter		Official Response

Offshore Admissions (Dubai)

SN	Stages	Documents	Fields	Document Categories
1	Enquiry	1. Academic Transcript 2. Academic Completion Certificate 3. English Language Test Result 4. Other Academic Documents	Emergency Contacts	1. L and A 2. L and A 3. L and A 4. L and A 5. Personal 6. Personal

		5. Passport 6. Resume 7. Statement of Purpose		7. Personal
2	Application	Application Form		Personal
3	Conditional Offer Letter	Conditional Offer Letter		Official Responses
4	Unconditional Offer letter	Full Offer Letter		Official Responses
5	Fee Payment	Payment Receipt Insurance Certificate		Financial Insurance
6	Acceptance	Offer Acceptance		Official Responses
7	Visa Processing	1. Payment Receipt 2. Photo 3. Passport		1. Financial 2. Personal 3. Personal
8	Visa Decision	Visa Outcome Letter		Official Responses

Offshore Admissions (Germany)

SN	Stages	Documents	Fields	Document Categories
1	Enquiry	1. Academic Transcript 2. Academic Completion Certificate 3. English Language Test Result 4. Other Academic Documents 5. Passport 6. Resume 7. Statement of Purpose	Emergency Contacts	1. L and A 2. L and A 3. L and A 4. L and A 5. Personal 6. Personal 7. Personal
2	Application	Application Form		Personal
3	Conditional Offer Letter	Conditional Offer Letter		Official Responses
4	Fee Payment	Payment Receipt		Financials
5	Final Offer Letter	Full Offer Letter		Official Responses
6	Visa Application			
7	Visa Decision	Visa Outcome Letter		Official Responses

Offshore Admissions (Netherland)

SN	Stages	Documents	Fields	Document Categories
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1	Enquiry	Academic Transcript Academic Completion Certificate English Language Test Result Other Academic Documents Passport Resume Statement of Purpose	Emergency Contacts	8. L and A 9. L and A 10. L and A 11. L and A 12. Personal 13. Personal 14. Personal
2	Application	Application Form		Personal
3	Conditional Offer Letter	Conditional Offer Letter		Official Responses
4	Fee Payment	Payment Receipt		Financials
5	Final Offer Letter	Full Offer Letter		Official Responses
6	Visa Application			
7	Visa Decision	Visa Outcome Letter		Official Responses

Offshore Admissions (Vietnam)

SN	Stages	Documents	Fields	Document Categories
1	Enquiry		Emergency Contacts	
2	Application Submission	1. Academic Transcripts 2. Academic Completion Certificate 3. English Language Test Results 4. Photo 5. Application Form 6. Resume 7. Passport 8. Supporting Documents 9. Other Academic Documents		1. L and A 2. L and A 3. L and A 4. Personal 5. Personal 6. Personal 7. Personal 8. Other Documents 9. L and A
3	Conditional Offer Letter	Conditional Offer Letter		Official Responses
4	Unconditional Offer Letter	Full Offer Letter		Official Responses
5	Payment	Payment Receipt		Financial
6	Visa Submission	1. Payment Receipt 2. Passport 3. Photo 4. Visa Invitation Letter		1. Financial 2. Personal 3. Personal 4. Official Responses

7	Visa Decision	Visa Outcome Letter		Official Responses

Offshore Admissions (Czech)

SN	Stages	Documents	Fields	Document Categories
1	Enquiry	1. Academic Transcripts 2. Academic Completion Certificate 3. English Language Test Results 4. Photo 5. Application Form 6. Resume 7. Passport 8. Supporting Documents 9. Bank Statement 10. Other Academic Documents	Emergency Contacts	1. L and A 2. L and A 3. L and A 4. Personal 5. Personal 6. Personal 7. Personal 8. Other Documents 9. Financial 10. L and A
2	Application	Application Form Payment Receipt		Personal Financial
3	Assessment Approval	Assessment Exam Results		L and A
4	Payment	Payment Receipt		Financial
5	Acceptance Letter	Offer Acceptance		Official Responses
6	Visa Processing	1. Bank Statement 2. Visa Application Form 3. Other Academic Documents 4. Offer Acceptance		1. Financial 2. Official Responses 3. L and A 4. Official Responses
7	Visa Decision	Visa Outcome Letter		Official Responses

Offshore Admissions (Switzerland)

SN	Stages	Documents	Fields	Document Categories
1	Enquiry	1. Academic Transcripts 2. Academic Completion Certificate 3. English Language Test Results 4. Photo 5. Application Form 6. Resume	Emergency Contacts	1. L and A 2. L and A 3. L and A 4. Personal 5. Personal 6. Personal 7. Personal 8. Other Documents

		7. Passport 8. Supporting Documents 9. Other Academic Documents		9. L and A
2	Application Submission	Application Form		Personal
3	Conditional Offer Letter	Conditional Offer Letter		Official Responses
4	Payment	Payment Receipt		Financial
5	Final Offer Letter	Full Offer Letter Supporting Documents Attestation Letter		Official Responses Other Documents Official Responses
6	Visa Submission	1. Visa Application Form 2. Passport 3. Bank Statement 4. Bank Balance Certificate 5. Sponsorship Letter 6. Supporting Documents 7. Academic Transcripts 8. Academic Completion Certificate 9. Statement of Purpose 10. Resume 11. Relation Certificate 12. Payment Receipt		1. Official Response 2. Personal 3. Financial 4. Financial 5. Other Doc 6. L and A 7. L and A 8. Personal 9. Personal 10. Personal 11. Financial
7	Visa Decision	Visa Outcome Letter		Official Responses

Offshore Admissions (Spain)

SN	Stages	Documents	Fields	Document Categories
1	Enquiry		Emergency Contacts	
2	Application	1. Passport 2. Application Form 3. Apostilled Notes 4. Apostilled Diploma 5. Academic Completion Certificate 6. Academic Transcript 7. Photo		1. Personal 2. Personal 3. Other Document 4. Other Document 5. L and A 6. L and A 7. Personal
3	Offer Received	Full Offer Letter		1. Official Responses
4	Payment	Payment Receipt		Financials
5	Registration Received			

6	Visa Processing	Visa Application Form		Official Responses
7	Visa Granted	Visa Outcome Letter		Official Responses

Offshore Admissions (Malta)

SN	Stages	Documents	Fields	Document Categories
1	Enquiry		Emergency Contacts	
2	Application	1. Passport 2. Application Form 3. Photo 4. Income Verification 5. Other Financials 6. Sponsorship Letter 7. Scholarship Letter 8. Birth Certificate		1. Personal 2. Personal 3. Personal 4. Financials 5. Financials 6. L and A 7. Official Responses 8. Personal
3	Offer Received	Full Offer Letter		Official Responses
4	Payment	Payment Receipt		Financials
5	Visa Processing	Insurance Certificate Supporting Documents		1. Insurance 2. Other Documents
6	Visa Grant	Visa Outcome Letter		Official Responses

Offshore Admissions (New Zealand)

SN	Stages	Documents	Fields	Document Categories
1	Enquiry	1. Passport 2. Academic Transcripts 3. Academic Completion Certificate 4. English Language Test Results 5. Other Academic Documents 6. Passport 7. Resume 8. Statement of Purpose 9. Employment Evidence	Emergency Contacts	1. Personal 2. L and A 3. L and A 4. L and A 5. L and A 6. Personal 7. Personal 8. Personal 9. Personal
2	Application	Application Form		1. Personal
3	Conditional Offer Letter	1. Income Verification		1. Financials

		2. Payment Receipt 3. Bank Balance Certificate 4. Other Financials		2. Financials 3. Financials 4. Financials
4	Insurance	Insurance Certificate		1. Insurance
5	Full Offer Received	Full Offer Letter		Official Responses
6	Visa Processing			
7	Visa Logement			
8	Interview			
9	AIP Received	AIP Document		Official Responses
10	Tuition Fee Payment			
11	Visa Granted	Visa Outcome Letter		Official Responses

Onshore Admissions (New Zealand)

SN	Stages	Documents	Fields	Document Categories
1	Enquiry	10. Passport 11. Academic Transcripts 12. Academic Completion Certificate 13. English Language Test Results 14. Other Academic Documents 15. Passport 16. Resume 17. Statement of Purpose 18. Employment Evidence	Emergency Contacts	10. Personal 11. L and A 12. L and A 13. L and A 14. L and A 15. Personal 16. Personal 17. Personal 18. Personal
2	Application	Application Form		2. Personal
3	Conditional Offer Letter	5. Income Verification 6. Payment Receipt 7. Bank Balance Certificate 8. Other Financials		5. Financials 6. Financials 7. Financials 8. Financials
4	Insurance	Insurance Certificate		2. Insurance

5	Full Offer Received	Full Offer Letter		Official Responses
6	Visa Processing			
7	Visa Logement			
8	Interview			
9	AIP Received	AIP Document		Official Responses
10	Tuition Fee Payment			
11	Visa Granted	Visa Outcome Letter		Official Responses

Offshore Admission (France)

SN	Stages	Documents	Fields	Document Categories
1	Enquiry	8. Academic Transcript 9. Academic Completion Certificate 10. English Language Test Result 11. Other Academic Documents 12. Passport 13. Resume 14. Statement of Purpose	Emergency Contacts	15. L and A 16. L and A 17. L and A 18. L and A 19. Personal 20. Personal 21. Personal
2	Application	Application Form		Personal
3	Conditional Offer Letter	Conditional Offer Letter		Official Responses
4	Fee Payment	Payment Receipt		Financials
5	Final Offer Letter	Full Offer Letter		Official Responses
6	Visa Application			
7	Visa Decision	Visa Outcome Letter		Official Responses

Offshore Admission (Germany)

SN	Stages	Documents	Fields	Document Categories
1	Document Collection	<ul style="list-style-type: none"> Passport National ID 		

		<ul style="list-style-type: none">● Household List● Resume● Statement of Purpose● Academic Transcript● Academic Completion Certificate● English Language Test Results● Character Certificate / Police Clearance Certificate		
2	Offer and Acceptance	<ul style="list-style-type: none">● Conditional Offer Letter● Full Offer Letter● Student Contract● Accommodation Support Letter● Payment Confirmation		
3	Financial and Insurance Preparation	<ul style="list-style-type: none">● Proof of fund● Health Insurance Certificate		
4	Visa Application Preparation	<ul style="list-style-type: none">● Visa Application Form● Biometric Appointment Confirmation		
5	Visa Submission	<ul style="list-style-type: none">● Visa Submission Proof● Proof of Address		
6	Visa Decision	<ul style="list-style-type: none">● Visa Outcome Letter		

Test Preparation

Workflows:

1. English Test Preparation

SN	Stage	Documents	Fields	Document Categories
1	Enquiry			
2	Class Enrollment	1. Photo ID 2. Application Form		
3	Payment	1. Payment Receipt		

2. English Test Booking

SN	Stage	Documents	Fields	Document Categories
1	Enquiry			
2	Application	1. Passport		
3	Exam Booking	1. Payment Receipt	1. Exam Date	
4	Exam Result	1. English Language Test Result	1. English Test Scores	

3. Outcome Based Assessment (OBA)

SN	Stage	Documents	Fields	Document Categories
1	Enquiry			
2	Self check	1. Passport 2. Academic Transcript 3. Academic Completion Certificate 4. Nursing Registration certificate	Exam date	
3	Portfolio			

4	Payment	1. Payment Receipt		
5	Exam			

4. NAATI Preparation

SN	Stage	Documents	Fields	Document Categories
1	Enquiry			
2	Class Enrollment	1. Photo ID 2. Application Form	Exam date	
3	Payment	1. Payment Receipt		

Visa Application

Workflows:

1. New Visa Application (Canada)

SN	Stage	Documents	Fields	Document Categories
1	Sign Up	1. Passport		Personal
2	Collect Fees	1.		
3	Document Collection	1. Birth Certificate 2. Academic Completion Certificate 3. Citizenship/National ID 4. Relation Certificate 5. National Police Check 6. Photo 7. English Language Test Result 8. Bank Balance Certificate 9. Other Financials 10. Resume 11. WES Equivalency	Emergency Contact Details	1. Personal 2. L and A 3. Personal 4. Personal 5. Personal 6. Personal 7. L and A 8. Financial 9. Financial 10. Personal 11. L and A
4	Online Application			
5	Lodge Application			
6	Additional Information	Supporting Documents		Other Documents
8	Additional Information Provided			
9	Finalize Application	Visa		Official Responses

2. New Visa Application (UK)

SN	Stage	Documents Required	Fields	Document Categories
1	Sign Up / Registration	1. Passport	Name, Date of Birth,	1. Personal

			Passport Number, Emergency Contacts	
2	Collect Service Fees	1. Payment Receipt		1. Financial
3	Visa Application Form	1. Application Form 2. Supporting Documents		1. Personal 2. Other Documents
4	IHS fee payment	1. Payment Receipt		1. Financial
5	Visa Fee Payment	1. Payment Receipt		1. Financial
6	Document Collection	1. Passport 2. Bank Balance Certificate 3. Loan Disbursement Letter 4. Employment Evidence 5. CAS letter 6. Other Financials 7. TB test certificate 8. All Academic (Please include everything from the Language and Academic Section)		1. Personal 2. Financial 3. Financial 4. Personal 5. Official 6. Financial 7. Medical 8. L and A
7	Biometrics	1. Biometrics Confirmation Slip 2. Payment Receipt		1. Official response 2. Financial
8	Visa Interview	1. Supporting Document		1. Other Documents
9	Visa Decision	1. BRP Letter		1. Official Responses
10	Passport Collection	1. VAC application submission receipt 2. Citizenship/National ID		1. Official response 2. Personal

3. New Visa Application (USA) – F1

SN	Stages	Documents	Fields	Document Categories
1	Enquiry	Passport	Name, Date of Birth, Passport Number, Emergency Contacts	Personal
2	Application	Academic Transcripts		L and A

		Academic Completion Certificate Other Academic Documents Letter of Recommendation Statement of Purpose Resume English Language Test Result		L and A L and A L and A Personal Personal L and A
3	Collection of Financials Documents	Proof of Fund Affidavit of Support		Financial Financial
4	I - 20 Application	Application Form Transfer Eligibility Form Payment Receipt		Personal Official Response Financial
5	Tuition Fees and Enrollment Deposit	Payment Receipt No Objection Certificate Insurance Certificate Housing Confirmation		Financial Personal Insurance Other Documents

4. New Visa Application (New Zealand)

SN	Stages	Documents	Fields	Document Categories
1	Enquiry	Passport	Name, Date of Birth, Passport Number, Emergency Contacts	Personal
2	Document Collection	Supporting Documents Employment Evidence Bank Statement Photo Visa Invitation letter Other Financials		Personal Other Documents Personal Financial Personal Official Responses Financial
3	Visa Application	Application		Personal
4	Visa Submission	Payment Receipt		Financials
5	Visa Decision	Visa Outcome Letter		Official Responses

Internal Services

Workflows:

1. Travel Card

SN	Stage	Documents	Fields	Document Categories
1	Contact Details Update		<ul style="list-style-type: none">All fields from Profile & Qualification	
2	Travel Card Issue		<ul style="list-style-type: none">Travel Card Number	
3	Travel Card Collection			

2. Tax Return

SN	Stage	Documents	Fields	Document Categories
1	Enquiry		<ul style="list-style-type: none">Contact DetailsEmergency Contacts	
2	Prepare Draft		<ul style="list-style-type: none">Tax Return	
3	Collect Service Fee/Documents			
4	Lodgement			

3. Official Data Update & Verification

SN	Stage	Documents	Fields	Document Categories
1	Service Request	<ol style="list-style-type: none">Photo IDPassportVisa	<ol style="list-style-type: none">Lodgement Date	<ol style="list-style-type: none">PersonalPersonal

				3. Personal
2	Provide Service			

