

Documents required for Enrollment and Visa Application

(All documents must be translated where necessary and clearly scanned in color)

Documents required	Enrolment (Documents to be submitted immediately)	Visa Application/ Notarization	Remarks
Identity Documents			
Passport of the applicant and all dependents (Spouse and Children) *Note: Please include all stamped pages	YES	YES	
Citizenship ID Cards of all applicants (Applicant and Dependent)	YES	YES	
CV of the Applicant CV of Spouse (If dependent is employed)	YES	NO	
Marriage Certificate (Translated Version), if married	YES	YES	
Academics			
❖ Degree completion certificate + Consolidated marksheet ❖ Class X11 Marksheet (Both pages) ❖ Class X Marksheet (Both pages)	YES	YES	
English proficiency			
Valid IELTS report/ TOEFL ibt report/PTE	YES	YES	
Employment Details			
Recommendation letter from current employer (Applicant & Dependent)	YES	YES	
Appointment Order (Applicant & dependent)	YES	YES	
Promotion Order (If applicable)	YES	YES	
Transfer Order (If applicable)	YES	YES	
Certificates of Training, Workshop, Seminar, etc. *Note:(related to applied course)	YES	YES	
Family Tree (applicants and dependent) *Note: (Should include both parents if they are reflected in a different family tree)	YES	YES	MoHCA
Birth Certificate (Applicant, Spouse and Children)	NO	YES	JDWNRH
National Security Clearance	NO	YES	RBP
Spouse Details (If employed) 1) Appointment Letter 2) EOL	NO	YES	

Financial details	Enrollment	Visa Application/Notarization	Remarks
Bank Sanction Letter	NO	YES	BANK
Cash Balance Confirmation Letter	NO	YES	BANK
Bank Account Statement	NO	YES	BANK
Affidavit of Support (Signature of the Sponsor with legal stamp)	NO	YES	
Proof of Relationship (Between Applicant and Sponsor if not in the same household)	NO	YES	
-Income Statement (According to Income Sources) -Salary slip and appointment order (sponsor)	NO	YES	MoHCA
-Business license, turnover (3 years) and tax clearance (sponsor) -Occupancy certificate and Tenancy agreement (if applicable)	NO	YES	
Affidavit of Guardianship (If you are leaving your child/children) a) Children: 1) Proof of relationship between children and Guardian b) Property Care: Proof of relationship between Owner and Guardian	NO	YES	MoHCA

** Your signature on the plain paper*

**All documents should be scanned in Color (For visa processing). Notarized the documents and submit to us.*