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# STUDENT DOCUMENT CHECKLIST

## Edulink Consultancy Services

Please prepare the following documents in **high-resolution PDF scans**. Do not send photos of documents (e.g., pictures taken with a phone) unless they are via a scanning app like CamScanner.

### 1. Personal Identification

- **Valid Passport:** All pages (including blank pages) or at least the Bio-data page (valid for at least 12 months).
- **Birth Certificate:** NSO/PSA (for the Philippines) or Official Birth Record.
- **Recent Passport-sized Photos:** White background, professional attire.
- **National ID:** (e.g., MyKad for Malaysia / PhilID for the Philippines).

### 2. Academic Credentials

- **Official Transcripts of Records (TOR):** All years of study.
- **Diploma / Graduation Certificate:** High School, Vocational, or College.
- **English Proficiency Results:** IELTS, PTE, or Duolingo (if already taken).
- **Medium of Instruction (MOI) Certificate:** From your previous school (if applying for an English waiver).

### 3. Professional Background (If Applicable)

- **Updated Resume/CV:** Detailed work history and job descriptions.
- **Certificate of Employment (COE):** From current and previous employers.
- **Explanation of Gap:** A short letter explaining any gaps in study or work (over 6 months).

### 4. Financial Documentation

1.  **Bank Certificate:** Showing the required minimum balance for the specific country.
2.  **Bank Statements:** Showing transactions for the last 3 to 6 months.
3.  **Affidavit of Support:** If a parent or relative is sponsoring your studies.
4.  **Proof of Income of Sponsor:** (e.g., ITR, Payslips, or Business Permits).

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## 5. Miscellaneous (Country Specific)

- [ ] **Statement of Purpose (SOP):** A written essay explaining why you want to study this course in this specific country.
- [ ] **Marriage Contract:** (If applicable/bringing a dependent).

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### Submission Guidelines:

1. **File Naming:** Please name your files clearly (e.g., LASTNAME\_Passport.pdf).
2. **Originals:** Keep all original documents ready, as the Embassy or School may request a physical sighting.
3. **Translation:** Documents not in English must be accompanied by a **certified English translation**.

Email: [documents@edulink-edulink.com](mailto:documents@edulink-edulink.com)

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