



STUDENT ADMISSION & VISA CHECKLIST

Use this checklist to gather all required documents for your application. Requirements may vary slightly by embassy/consulate, employer, or institution — your GM Overseas consultant will confirm the exact list for your specific case.

1. IDENTITY & PERSONAL DOCUMENTS

- Passport (original + photocopy of first & last pages)
Valid for at least 12 months, with at least 2 blank pages
- Passport-size photographs
As per the destination country's visa photo specifications
- Visa application form
Duly filled and signed (we will assist in preparing this)
- Aadhaar Card & PAN Card copies
For identity & address verification

2. ACADEMIC DOCUMENTS

- 10th, 12th & Graduation mark sheets / certificates
Attested copies, with translations if required
- Degree / Provisional certificate
For postgraduate applicants
- Academic transcripts
Semester/year-wise mark sheets from previous institutions
- Statement of Purpose (SOP)
Explaining your motivation, career goals & course choice (we help draft this)
- Letters of Recommendation (LOR)
From professors or employers, as required by the university
- Language proficiency certificate
IELTS/TOEFL/PTE or relevant European language test (German/French/Italian etc.)

3. UNIVERSITY ADMISSION & FINANCIAL DOCUMENTS

- University admission/offer letter
Confirmed acceptance letter from the institution
- Proof of tuition fee payment
Receipt of fee payment, deposit, or scholarship confirmation letter

OFFICE ADDRESS

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- Blocked account / financial guarantee proof
Required by countries like Germany (Sperrkonto), Netherlands, etc.
- Bank statements & ITR (last 2 years)
Of applicant or sponsor, showing sufficient funds for tuition & living costs
- Sponsorship letter & sponsor's documents
If a parent/guardian is sponsoring: ITR, bank statements, ID proof, relationship proof

4. VISA APPLICATION DOCUMENTS

- Cover letter / Letter of Intent
Explaining purpose of study, course & duration of stay (we help draft this)
- Travel/health insurance
Valid for the entire intended stay, as required by the destination country
- Police Clearance Certificate (PCC)
From local police authority, where required for long-stay visas
- Medical certificate / health check report
As required by certain countries for student visas

5. ACCOMMODATION & TRAVEL

- Proof of accommodation
Student housing confirmation, university dormitory letter, or rental agreement
- Confirmed flight reservation
Dummy ticket / reservation acceptable for visa filing
- Visa/appointment fee payment receipt
Confirmation of fee paid at the embassy/visa center

IMPORTANT NOTES

- All documents not in English (or the destination country's language) must be translated and notarized as per requirements.
- Photocopies should be accompanied by originals for verification at the time of submission/appointment.
- Document requirements vary by country and university — please consult your GM Overseas advisor for a personalized checklist.
- Apply for your student visa as early as possible after receiving your admission letter, ideally 8-12 weeks before your course start date.
- Keep digital and physical copies of all documents for your records, university enrollment, and arrival formalities.

Need help with your university application or student visa?

Our consultants assist with university shortlisting, SOP & LOR drafting, application filing, blocked account setup, and complete student visa processing — start to finish.

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