

GTE Documents Checklist

1. Personal Document

- a) Whole Passport Color Pages
- b) All Academic Certificates. (Including provisional, migration, character certificate)
- c) PTE/IELTS Result
- d) Offer Acceptance/ GS Forms/ Sponsorship Letter
- e) Genuine Student Statement (GSS)
- f) Letter of recommendation (if any 2)
- g) CV or resume, Work experience letter covering all gaps. (if any)

2. Ward Verification Documents

- a) Relationship Certificate
- b) Income Verification Certificate
- c) Ward Tax Clearance
- d) Digital Contact Verification (if any)
- e) Address Verification (if any)
- f) Name Verification (if any)
- g) Property Tax Cash Receipt
- h) Property Valuation
- i) Marriage Certificate (if any)

Citizenship Certificate (Applicant with all sponsors)

3. EDUCATION LOAN OR BANK BALANCE OR BOTH

A. Education Loan

- a) Property Valuation from bank
- b) Collateral Security
- c) Prevent Details
- d) Education Loan sanction letter
 - It should include course details, college name and location as mentioned in the offer letter.
 - It should be stated this loan covers annual fee, living cost, health insurance & travel costs.
- e) Loan Disbursement Letter with complete mortgage deed documents
- f) Bank statement covering the period between the disbursement of the loan to now
- g) Loan account statement covering the period between the approval of the loan to now
- h) Land Tax Receipts issued by the Rural Municipality/ Municipality/ Sub-metropolitan city/ Metropolitan City office for the last three fiscal years prior to the approval of the loan (if any)

B. Cash Balance

- a) Cash balance maturity 6 months and more
- b) Bank Balance Certificate
- c) Bank Statement
- d) Bulk Amount Source
- e) Fixed Deposit

In case of fund shown from the Land sale evidence case: -

- a) Land ownership certificate of both parties i.e. buyer and seller.
- b) Registration Deeds paper including every details of sale.
- c) Bank Statement showing the deposited amount of land sale.
- d) Land Tax Receipts issued by the Rural Municipality/ Municipality/ Sub-metropolitan city/ Metropolitan City office for the last three fiscal years prior to the sale of the land.

4. Income Related Documents

A) Business Income

- a) Permanent Account Number (PAN) certificate of business.
- b) Registration/ownership documents issued from the official authority showing the financial sponsor as the owner/partner of the business.
- c) Income Tax returns for the last three years of the business.
- d) Bank statements for the business for the last 12 months.

B) Salary Income

- a) Salary Letter & PAN of the employee
- b) Personal bank account statements for the last 12 months. This includes any salaried accounts, savings accounts or other bank accounts held by you and/or the financial sponsors. In case of any large deposits of money, explain the source and provide evidence.
- c) Salary Pay slips from the employer for the last 12 months
- d) Income tax return for the last three years of the employee.

C) Rent Income

- a) Agreement Paper
- b) Land ownership Certificate
- c) Property Tax Cash Receipt Land /House tax receipts issued by the Rural Municipality/ Municipality/ Sub-metropolitan city/ Metropolitan City for the last three years
- d) In case of House Rent Agreement, House completion certificate issued by the Authorized body with photographs
- d) Tenant citizenship Certificate

D) Income from Pension

- a) Pension Certificate, Pension Patta
- b) Pension Deposit Statement

E) Foreign Income

- a) Salary Certificate
- b) Bank Statement showing salary deposit of 1 year
- c) Tax filed document
- d) Contract papers and other supporting documents like pay slips, Visa Card, Passport Bio Page and so on.

F) Vehicle Related Income

- a) Blue book, license and other vehicle registration related document
- b) Bank statement showing the income generated by vehicle
- c) Other supporting documents

G) Other Income if any

Note: Students should attend GSR interview through audio as well as video call. As GSR Interview is mandatory, GSR clearance letter will not be issued until and unless a student appears in the interview.