



American Institute of Pharmaceutical Technology

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DOCUMENT CHECKLIST: (English translations must accompany any documents not originally in English).

Please check mark YES / NO and attach with your complete application package if applicable.

- Y / N PASSPORT:** An Original valid passport. High Commission does not accept additional pages inserted into passports.
If you do not have a blank page to which to affix a visa, a new passport must be obtained before submitting your application.
- Y / N APPLICATION FORM:** A fully completed application form.
- Y / N LETTER OF ACCEPTANCE:** A letter of acceptance from the AIPT that you will be attending the school indicating the exact amount of tuition fees you will be required for study and the anticipated starting and finishing date.
- Y / N SUPPLEMENTARY FORM:** A fully completed supplementary form for accommodation.
- Y / N EDUCATIONAL CERTIFICATES:** Certified / Notarized copies of Certificates / Diplomas / Degrees (including mark sheets).
- Y / N APPLICATION FEE:** An application fee USD \$500.00 (non refundable).
- Y / N PHOTOGRAPHS PASSPORT SIZE:** 4 passport sized photographs (Photos must have been taken within the last six months).
- Y / N PROOF OF FUNDS:** Proof of funds. Proof of accumulated funds including:
- Y / N BANKING RECORDS:** Family banking records for the past 12 / 24 months (bank books and statements).
 - Y / N CERTIFICATES OF DEPOSITS:** Original Certificates of Deposits
(Dated within the last three months, showing funds available).
 - Y / N FIXED DEPOSITS:** Fixed Deposits.
 - Y / N INCOME TAX DOCUMENTS:** Income Tax Documents for yourself and / or your parents.
 - Y / N LAND DOCUMENTS & RECEIPTS:** If family income is from agriculture, attach land documents and agricultural income.
 - Y / N PROOF OF BUSINESS OWNERSHIP:** If you or your parent's income is from business ownership, please include proof of business ownership, partnership, business license(s), bank statements and tax documents from the business.

If someone other than yourself or your parents is providing funding, attach a letter of explanation as to why they are assisting and provide evidence of their financial ability. If they are living in USA / Canada this should include:

- Y / N BANK LETTER:** Letter from the Bank (USA / Canada).
- Y / N LETTERS OF RECOMMENDATION:** 2 Letters of Recommendation from previous college.
- Y / N LETTERS OF EMPLOYMENT:** Letters of Employment from the current employer including their full name address and telephone number and the length of service.
- Y / N OFFICIAL RECEIPT:** You have prepaid any fees to the school in USA / Canada. Please submit a copy of official receipt or letter from the school.

CIS.2004/010

Worldwide offices: India, Pakistan, Bangladesh, Russia, Kenya, Latvia, Cyprus, Sri Lanka, Nepal