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## 1. application

- Application must be filled out as completely as possible.
- Please note, a signature must be *handwritten* in pen on the last page of the application. We cannot accept a typed signature.

## 2. passport scan

- Student's image must be clear and visible. All text must be legible.
- Passport scans will also be required for all dependents.
- If the student or any of the student's dependents already have a visa, a clear scan of this document will also be required.

## 3. transcripts

- Complete, official transcripts for *each level* of education completed.
- Must be stamped by the institution for authenticity.
- Must be translated into English.

## 4. certificate of graduation

- Official graduation certificate for *each level* of education completed.
- Must be stamped by the institution for authenticity.
- Must be translated into English.

## 5. 3 letters of recommendation

- Must be written by former teachers or professors. Letters from the student's employer will not be acceptable.
- If possible, the recommender's email address should be included.
- Must be signed by the recommender.
- Must be translated into English.

## 6. résumé or c.v.

- Outlines student's education, career experience, volunteer experience, training or workshops attended, awards, as well as any relevant skills.

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## 7. statement of purpose

- Must be an original piece of writing composed by the student. A generic document or a statement that was not written by the student will not be acceptable.
- This document should introduce the student to the prospective university. It should explain the student's major of choice and why they are interested in pursuing this field of study. It will also be important to detail all relevant experiences, skills, and career goals the student has which is related to this major.

## 8. financial guarantee

- The student can supply one of the following:

### 1) scholarship letter

- Must specify it will cover *English language studies* in addition to the student's university expenses.
- Must be stamped by the institution for authenticity.
- Must be dated from the past 3 months, unless if the letter states it will be valid for a longer period of time.

### 2) official bank letter

- Must be an official, stamped letter issued by the bank.
  - This document must show the account holder's current account balance in US Dollars (USD).
  - Must be dated from the past 3 months.
  - If the student will be using the bank account of a relative, this relative will also need to sign an **affidavit of support** confirming they will support the student's education.
- *If the student's scholarship provider will not issue a scholarship letter until acceptance, the student will need to provide a bank letter as a temporary financial guarantee until the scholarship letter is provided.*