

International Application Checklist

Use one copy for each university and programme.

Check official requirements: universities do not all request the same documents.

University: _____

Programme / applicant route: _____

Application deadline and time zone: _____

Separate document / reference deadline: _____

☐ 1. Application submission and payment

Check personal details and programme choices before submitting.

Submit the application, complete payment, and save the confirmation.

Status: Ready / Pending / Not required Notes: _____

☐ 2. Academic transcripts and examination results

Prepare transcripts and available results in the required format.

Check whether translations or certified copies are requested.

Status: Ready / Pending / Not required Notes: _____

☐ 3. Predicted grades

Check whether the university accepts or requires predicted grades.

Confirm who submits them and the relevant deadline.

Status: Ready / Pending / Not required Notes: _____

☐ 4. English-language qualifications

Check whether an English test or other evidence is required.

Prepare accepted results or confirm any applicable exemption.

Status: Ready / Pending / Not required Notes: _____

☐ 5. Personal statements and references

Check whether a statement and references are requested.

Confirm referee details, submission method, and deadline.

Status: Ready / Pending / Not required Notes: _____

☐ 6. Programme-specific materials

Check for portfolios, tests, interviews, or additional forms.

Record each separate requirement and submission deadline.

Status: Ready / Pending / Not required Notes: _____

Final check

Review the portal for missing items and keep copies of submitted documents.

An application deadline may differ from document or referee deadlines.