



GS CHECKLIST - NEPAL DOCUMENTATION REQUIREMENTS FOR GENUINE STUDENT (GS) ASSESSMENT

In addition to the completed UOW Genuine Student Screening Form, please submit a comprehensive GS related documentation set, as per the checklist below when applying to study at UOW, as any missing documents are likely to result in delayed application outcomes.

Please read through this document carefully to identify which documents apply to the student.

Notes:

- Any Government documents in the local language must be translated and provided in English.
- Documents that are not legible will not be accepted.

DOCUMENTATION REQUIRED BY ALL STUDENTS	
Explanation of Requirement	Remarks/ Reason for non-submission
<p>FINANCIAL CAPACITY DOCUMENT(S)</p> <p>Bank statements from the past 6-12 months to show the funding for the first year of study period. This is to assess regular income flow, interest, deposits, and large transfers (if any).</p> <p><i>AND/OR</i></p> <p>Fixed/Term Deposits to show the funding for the first year of study period</p> <ul style="list-style-type: none">➤ Source of funds for the recently booked Term deposits: Bank statements, previously closed deposits.➤ Original copy of term deposit and a bank certificate with name designation and phone number of the certifying official on bank letterhead.➤ If the term deposit has been renewed, the renewed copy of the deposit should also be submitted.➤ The visiting card of the branch manager. <p><i>AND/OR</i></p> <p>Bank statement - agricultural yield In the case of large transfers through the agricultural yield:</p> <ul style="list-style-type: none">➤ 18 months of bank statements showing historical trends of high-value transfers reflecting a period in time.➤ For all large-amount transfers: Specify the source of funds.	

<p><i>AND where applicable:</i></p> <p>Education Loan or Loan against collateral</p> <ul style="list-style-type: none"> ➤ Loan letter clearly stating all the terms and conditions of the loan (ROI, collateral, valuation report of collateral security, margin, moratorium period, etc), signed by the borrowers. ➤ Collateral sanction letter ➤ Proof of disbursement ➤ If the loan sanction is in the joint name of a close relative (other than biological parents), all the income documents of the relative. ➤ The visiting card of the branch manager. <p>Government Provident Fund (GPF)</p> <ul style="list-style-type: none"> ➤ A certificate from the Government office, on the issuing Department's letterhead, and their official seal that indicates their designation. ➤ Updated GPF account statement that shows the available amount in the GPF account. <p>Employee Provident Fund (EPF)</p> <ul style="list-style-type: none"> ➤ EPF account statement authenticated by the holding bank <p>Company registration document</p> <ul style="list-style-type: none"> ➤ If the funds are sponsored through a business account, it needs to be supported with the past 2-3 years' Income Tax documents (tax clearance certificate from the Inland Revenue department) ➤ Company Registration documents <p>Funds through the sale of property</p> <ul style="list-style-type: none"> ➤ Withholding tax receipts <i>AND</i> ➤ Copy of the sale deed in case the justification for the high-value transfers is through the sale of the property. <p>100% Scholarship from Employer or Government</p> <ul style="list-style-type: none"> ➤ Scholarship letter with the details of the senior authority. <p><i>Note: It is mandatory to submit the contact details/ visiting card of the respective bank branch for all bank statements, loan and fixed deposit documentation submitted to show funding.</i></p>	
<p>IF THE STUDENT HAS A SPONSOR(S): SPONSOR PROOF OF INCOME</p> <ul style="list-style-type: none"> ➤ Past 2-3 years Income Tax documents (tax clearance certificate from Inland Revenue department) <i>AND</i> ➤ Net worth certificates certified by the registered Chartered Accountant with UDIN number specified on it <i>AND</i> ➤ Valuation reports of immovable assets. <p><i>AND</i></p>	



<p>If the sponsor is salaried:</p> <ul style="list-style-type: none"> ➤ Employment letter ➤ The past 12 months' bank statement showing the salary credited from the employer <i>AND</i> ➤ Salary slips <p>If the sponsor is living outside of Nepal:</p> <ul style="list-style-type: none"> ➤ The past 2 years' tax documents of the country where they are working <i>AND</i> ➤ Salary slips/business-related documents, <i>AND</i> ➤ The past 6 months' bank account statement reflecting salary/business income <i>AND</i> ➤ Visa documents <p>If the sponsor is a pensioner</p> <ul style="list-style-type: none"> ➤ A pension account statement ➤ A copy of the Pension Order with a photograph 	
<p>NOTE: NON-ACCEPTABLE FUNDS</p> <ul style="list-style-type: none"> ➤ Personal loan ➤ Mutual funds ➤ Funds invested in the stock market 	

Please see next page for further documentation requirements



IF ANY OF THE BELOW APPLIES TO THE STUDENT, PLEASE SUBMIT	
Explanation of Requirement	Remarks/ Reason for non-submission
<p>GAP IN STUDIES - STATEMENT</p> <ul style="list-style-type: none"> • Explanation of a study gap of 6 months or more <i>AND</i> • supporting documents, for example: <ul style="list-style-type: none"> ➢ Medical certificate(s) ➢ Preparatory exam slips ➢ Proof of self-business ➢ Proof of work experience ➢ etc. 	
<p>EMPLOYMENT HISTORY</p> <p>If the student is employed:</p> <ul style="list-style-type: none"> ➢ Work experience letter – outlining their role and responsibilities ➢ Bank statement covering at least the past six months, reflecting their salary ➢ Three months' salary slips <p><i>AND</i></p> <p>If the student is working for their parent's company post-completion of a course:</p> <ul style="list-style-type: none"> ➢ The past 2-3 years of Income Tax Return documents of the company ➢ Company audit report certified by a Chartered Accountant ➢ Company Registration documents <p><i>Note: In any employment, if the student is paid a salary in cash for more than 6 months, it will be further questioned and scrutinized.</i></p>	
<p>IF THE STUDENT IS MARRIED</p> <ul style="list-style-type: none"> ➢ Marriage Certificate ➢ Spouse's Curriculum Vitae (CV) ➢ Copy of spouse's Passport ➢ Government of Nepal approved Relationship verification ➢ family composition certificate - Parents and Parents in laws <p><i>Note: A minimum one-year-old marriage is required. The minimum acceptable education qualification for the spouse is a Bachelor's degree.</i></p>	
<p>SPONSOR(S) AND ACCOMPANYING DEPENDENTS: PROOF OF IDENTITY</p> <p><i>To establish the relationship with the student applicant. Provide documentation as listed under the category(ies) that apply OR provide the Family Registration Certificate.</i></p> <p>Spouse</p> <ul style="list-style-type: none"> ➢ Marriage Certificate ➢ Passport ➢ Family Registration Certificate ➢ Nepalese citizenship certificate 	



<p>Children</p> <ul style="list-style-type: none"> ➤ Passport with name of parents ➤ Birth certificate with name of parents <p>Parents</p> <ul style="list-style-type: none"> ➤ Passport of applicant <p>Parents in Law</p> <ul style="list-style-type: none"> ➤ Passport of spouse <p>Grandparents</p> <ul style="list-style-type: none"> ➤ Parents passport or linking documents <p>Siblings</p> <ul style="list-style-type: none"> ➤ Passport 	
<p>IMMIGRATION HISTORY</p> <p>Visa refusal letter</p> <ul style="list-style-type: none"> ➤ If the student has a past visa refusal (from any country) <p>Current Australian visa</p> <ul style="list-style-type: none"> ➤ If the student is currently the holder of an Australian visa 	

