



## GS CHECKLIST – SRI LANKA 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.

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

*AND where applicable:*

**Education Loan or Loan against collateral**

- Loan letter clearly stating all the terms and conditions of the loan, 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.

**Employee Provident Fund (EPF)**

- EPF account statement authenticated by the holding bank

**Company registration document**

- If the funds are sponsored through a business account, it needs to be supported with the past 2-3 years' Income Tax documents issued by the Sri Lanka Inland Revenue with the Tax Identification Number (TIN) specified on it.

**Funds through the sale of property**

- Withholding tax receipts *AND*
- Copy of the sale deed in case the justification for the high-value transfers is through the sale of the property.

**100% Scholarship from Employer or Government**

- Scholarship letter with the details of the senior authority.

*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.*

**IF THE STUDENT HAS A SPONSOR(S): SPONSOR PROOF OF INCOME**

- Past 2-3 years Income Tax documents, issued by the Sri Lanka Inland Revenue with the Tax Identification Number (TIN) specified on it *AND*
- Wealth Assessment Document certified by a registered Chartered Accountant (CA) from the Institute of CA, Sri Lanka with the CA certified number specified on it.

*AND*

**If the sponsor is salaried:**

- Employment letter
- The past 12 months' bank statement showing the salary credited from the employer *AND*
- Salary slips



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

***Please see next page for further documentation requirements***



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



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

