APPLICATION CHECKLIST

STUDENT VISA

Date Submitted: _____

Received By: _____

Application Type:

Entry Visa	New ☐	Renewal ☐
Non-Citizen Reg	New ☐	Renewal ☐

Applicants Name: _____   *National*: _____

Name of Academic Institution: _____

X = required

	REQUIREMENTS	NEW	RENEW	ALN REG
1)	___ Application – completed, signed & dated	X	X	
2)	___ Non-Citizen Registration Application, completed, signed & dated	X	X	X
3)	___ Passport – 6 mons validity	X	X	X
4)	___ Passport Photos (2) – current, color	X	X	
5)	___ Police Clearance ➢ Current as 3 mons from date of application ➢ From point of hire/last country of residence (6mons +) ➢ From National Police ONLY	X	X	
6)	___ Medical Clearance ➢ Current as 3 months from date of application ➢ MUST include HIV/AIDS and TB clearance ➢ MUST Provide a FULLY Vaccinated Covid-19 Card	X	X	
7)	___ Letter of Acceptance, Course Registration and Source of Financial aid	X	X	
8)	___ Birth Certificate	X		
9)	___ Letter of Guaranteed Responsibility from PRIMARY Applicant OR from organization leadership	X	X	
10)	___ Valid Passport, Entry Visa and Alien Registration of PRIMARY Applicant (IF applicable)	X	X	
11)	___ Immigration Bond or Confirmed Returned Ticket	X		
12)	___ EXPIRED Entry Visa, Alien Registration Cards (Originals)		X	X
10)	___ Prescribed Fee(s) – Receipt	X	X	X

COMMENTS

COMMENTS/NOTES:

Prepared & Reviewed by: _____   Date: _____

Reviewed & Approved by: _____   Date: _____