

CHECKLIST FOR THE DOCUMENT VERIFICATION FOR INZ

Please tick beside all documents listed below to indicate that you have submitted the below mentioned documents. Please note that **all** documents must be provided. Failure to submit required documents will result in refusal to conduct verification.

DOCUMENTS SUBMITTED (all documents are to be submitted in the following order):

- 1) The Checklist
- 2) Completed IOM Verification Form (including the Supplementary Information Sheet)
- 3) Financial Information form, Covering letter, formatted authorization letter from applicant and sponsor for IOM to conduct verification)
- 4) Parent's employment & financial sponsor's employment information
- 5) Academic certificates:
 - (a) Academic certificates issued by the department of examinations attested through the consular division (Ministry of Foreign Affairs), **photo copies should be submitted to IOM including the corresponding attestation of the academic certificate.**
 - (b) Copies of certificates and transcripts issued by other academic institutions.
- 6) Employment history, including contact details of employers.
- 7) Proof of financial solvency:
 - (a) **Original Balance confirmation letters** from CBSL approved financial institutes **addressed to IOM**
 - (b) **Applicant must submit to IOM a bank statement showing the past six month's transactions**
 - (c) Signed letter from applicant acknowledging that he/she will finance his/her Educational and related costs (if applicable)
- 8) Passport size 1 color photograph of the applicant (affixed to the IOM application)
- 9) IOM verification fee (refer to [guidelines](#))
- 10) Photocopies of the applicants passport bio page and alterations (if any)

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Authorized signature of the agent	Company seal
Full Name	
Designation	
Name of Organization	
Address	
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