

Document package inventory

Client checklist to place inside the courier package

Complete this after payment using the checklist in your mailing instructions. Match each applicable item to that list, record the quantity and keep a copy. This inventory does not make every listed document mandatory.

Applicant: [full name] Application reference: [reference]

Email: [email] Telephone with country code: [telephone]

University and degree: [awarding institution and exact qualification]

Document	Qty	Version or notes
Identity document copy	[]	Copy only
Diploma or agreed official substitute	[]	[Original / agreed copy]
Attached apostille or legalization	[]	[Document it belongs to]
Transcript or academic record	[]	[Original / agreed copy]
Field of knowledge certificate	[]	[Original / agreed copy]
Modality or duration evidence if requested	[]	[Identify documents]
Translations or category evidence if requested	[]	[Identify documents]
Final signed authorization letter	[]	Signed original
Other applicable supporting document	[]	[Describe]

Before sealing the package

- Use the final address in your paid instructions and confirm the recipient and telephone on the DHL label. DHL Express with tracking is recommended.
- Complete and sign the authorization letter provided with your payment confirmation. Include the signed original. A draft or this inventory is not an authorization letter.
- Keep your original passport. Keep scans of everything sent, keep attached apostilles with their documents, and use a rigid, protective, water-resistant document package.

Courier and tracking: [courier and tracking number]

Packed by: [name] Date sent: [day month year]