

Your Professional Partner

## Visa Counseling Services (VCS) CHECK LIST

Please ensure that all the items are checked and reasons for non-submission is recorded in the comments section below. Documents should be compiled in the listed order. The Forms should be completely filled and signed.

Mailing Ref: \_\_\_\_\_

Receiving Ref: \_\_\_\_\_

Application No: \_\_\_\_\_

BRC Code: \_\_\_\_\_

Sr. No	Particulars	Y/N	Page No
1	File Contents List		
2	VCS Check List		
3	Visa Counseling Form		
4	Copy of National Identity Card		
5	Five Recent Passport Sized Photographs		
6	Two Academic Documentary Evidence Copies		
7	Evidence For Any Study Gap / Experience / Training		
8	Sponsor Bank Statement		
9	Sponsor Affidavit		
10	Sponsor Financial Evidence ( <i>Tax doc, Salary Letter etc</i> )		
11	University / College Admission Form		
12	University / College Demand Draft / Pay Order		
13	Proficiency Certificate ( <i>IELTS, GMAT, PLATS etc</i> )		
14	BEB Membership Form		
15	Membership Demand Draft / Pay Order		
16	Questionnaire Form ( <i>Written Interview</i> )		
17	Visa Application Form		
18	Embassy Bank Draft For The Prescribed Fee		
19	Are All Relevant sections completed?		
20	Other-		
21	Other-		
	Other-		
	Other-		
	Other-		

Comments: \_\_\_\_\_

\_\_\_\_\_

BRC Manager \_\_\_\_\_

Branch Officer \_\_\_\_\_