Documents to gather

A checklist of documents colleges commonly ask for

Use this list to collect your papers in one place before you talk to a college. It is a list of documents only. Each college sets its own requirements, so check the program page or ask the admissions office what it needs.

Identity

- [ ] Passport (for international students) or government photo ID
- [ ] Passport photo page and any pages with visas or permits
- [ ] Proof of name change, if your name differs between documents

Education history

- [ ] Transcripts (mark sheets) from each school or college you attended
- [ ] Certificates, diplomas or degrees you have completed
- [ ] Course outlines or a list of subjects studied, if you have them
- [ ] Letter from your school confirming the language of instruction, if the college asks for it

Language test results

- [ ] Language test results, if the college asks for them
- [ ] Test registration or reference number kept in a safe place

Supporting papers some colleges ask for

- [ ] Resume or work history, if the program asks for it
- [ ] Letters of reference, if the program asks for them
- [ ] Statement of purpose or personal statement, if the program asks for one
- [ ] Portfolio or work samples, for programs that ask for them

Keep ready

- [ ] Scanned copies of every document, saved in one folder with clear file names
- [ ] A list of the colleges and programs you are looking at, with their deadlines from their own websites
- [ ] Notes on which documents need translation, and who the college accepts translations from

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Each college and each funding body sets its own requirements and publishes them on its own website. Confirm everything with the official source.

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