

## AGENT GTE CHECKLIST AND DECLARATION FORM

Student Name:

Application ID Number:

<b>Annual course fees</b>				
<b>Living Expenses</b>				
<b>OSHC</b>				
<b>Miscellaneous Expenses</b>				
<b>Total Funds</b>				
		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Bank Loan Approved by A-Class Bank				
2. Bank Balance Certificate with Supporting source of income				
Three Month old Funds Statement / Third Party Loan				
Six Months Old Cooperative Statement				
Source of Land sale documents				
<b>Income Documents</b>				
<b>Income Documents Verified by VDC / Municipal Office/Metropolitan Office</b>				
<b>Sponsor Income (Attested)</b>				
Job Reference Letter				
Bank Statement / Salary Payment Slip				
<b>Income from Bus / Vehicle (Attested &amp; Translated)</b>				
Certified Income from Bus / Vehicle Association (English)				
Blue-Book of Vehicle				
<b>Foreign Income (Attested &amp; Translated)</b>				
Sponsor's Job Reference Letter				
Sponsor's Salary Bank Statement / Salary Payment Slip				
<b>Pension Income (Attested &amp; Translated)</b>				
Pension Book				
Pension Bank Statement				

<b>Land &amp; House Rent (Attested &amp; Translated)</b>			
Land Rent Agreement Document			
House Rent Agreement Document			
<b>Business Income (Attested &amp; Translated)</b>			
Audit Report			
PAN / Company Registration Certificate			
<b>Agricultural &amp; Animal Husbandry Income</b>			
<b>Property Valuation (Attested &amp; Translated)</b>			
Property Valuation made by Engineering Firm / VDC/ Municipal /Metropolitan Office			
Property documents including land and house documents			
<b>Tax Clearance</b>			
Tax clearance documents from VDC / Municipal/ Metropolitan office			
<b>Relationship Documents</b>			
Relationship certificate with applicant and sponsor issued by VDC/municipal/Metropolitan Office			
<b>Identity Documents</b>			
Citizenship of All Sponsors stated in relationship certificate			
<b>GTE Documents provided by the student</b>			
Signed SOP			
GTE FORM completed and signed			
All pages of passport need to be notarized			
Affidavit of Support /Financial Support Statement (Attested)			
Acceptance of offer letter by signing in each page			

**AGENT DECLARATION**

**GTE Verification and Agent Declaration**

AGENT NAME	SIGNATURE	DATE
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**OFFICE USE**

ROCKFORD COLLEGE STAFF NAME	SIGNATURE	DATE
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