

For the processing of your application, please provide the clear original/certified scanned copies (**PDF/JPG format only**) of the following documents:

### **Within first week:**

- Copy of Passport (current & previous) and ID biopage (**COMPULSORY**)
- Resume (or CV)
- Statement of Purpose of study
- College/University Transcript of Records and Certificates
- Diploma Transcripts and Certificates (if available)

### **Documents to follow (within 3 weeks)**

- English language requirement (PTE, IELTS, OET etc.)
- High School Transcript of Records and Certificates
- College/University Course Syllabus
- Evidence of employment or regency of practice within the past 5 years
- Training Course(s) Certificate(s)
- Membership/Registration of any professional bodies
- Marriage Certificate/proof of family name change (if necessary)
- Birth Certificate (if necessary)

**Note: DO NOT USE YOUR OWN PERSONAL EMAIL. USE ONLY DIRECTOR EMAIL [joie@aideastralasia.com](mailto:joie@aideastralasia.com) in university application forms.**

Please send all the required documents to: [joie@aideastralasia.com](mailto:joie@aideastralasia.com)