

Checklist of Application Documents to be Submitted

Name of Applicant (Full name):	Date of Birth:
Contact Phone Number:	Date of Submission:
Applied Sub-program/ Component	
Applied University:	

No	Document	Original / Notarised Sets		Copy of Original / Notarised Sets		Remarks
		Required	Submitted (Check by applicant)	Required	Submitted (Check by applicant)	
1	This sheet	1				
2	Application Form (Prescribed form)	1		2		1 original and 2 copies of the original.
3	University Diploma / Certificate of degree	3				3 notarized copies (*) of the original. Must be written in English or accompanied with an official English translation.
4	Official Transcript	3				3 notarized copies of original. Must be written in English or accompanied with an official English translation. Must contain all the grades that you took in the university.
5	Reference letter (Annex) (Prescribed form)	1				1 original in the sealed envelope. Must be written in English or accompanied with an official English translation.
6	Proof of work history (Social insurance book or Labour contract)	1		2		A notarized copy of social insurance book is preferred as a proof of your minimum 2-year work history. If it is not available, a notarized copy of labour contract(s) can be accepted. If neither document above is available, confirmation letter proving your work history from work place is acceptable attached with its clear reason.
7	Certified Copy of I.D. card or foreign passport	1		2		1 notarized copy and 2 copies of it. If the Original/ Notarised set is written in Mongolian language, attach translation(s) in English.
8	Questionnaire (2kinds) (Prescribed form)	1				Questionnaire on "Medical History" And "Source of Information"
9	Photograph (4 x 3)	3				Photograph taken within the past three months before the application. 1 for on the original and 2 for on each copy of application form

- **All submitted documents should be photocopied in A4.**
- **Please place the documents in this order (according to the numbers on the left)**