

Date:

Place: Chennai/Hyderabad

Checklist for Master/PhD Students, Scholars, Guest Scientists, Bachelor students with TestAS

Sr No	Documents, 2 complete application sets	Yes	No
1	Signed and properly filled application form		
2	Declaration form true and complete information, signed		
3	Signed cover letter/motivation letter of applicant NOTE: if English proficiency or BA result is weak, please ask the applicant to give a handwritten statement <u>with his/her own words</u> why he/she wants to study this specific subject in Germany		
4	Letter of unconditional admission of university/scholarship award/guest scientist confirmation letter, English language		
5	Proof of payment of tuition fees, if applicable		
6	University and school certificates (degree certificates, all individual semester result sheets)		
7	Proof of English language proficiency (TOEFL, IELTS), if applicable		
8	German language certificate from Goethe Institute (if applicable)		
9	Proof of financial means: (one of the following options) Confirmation of German Blocked Account, see several bank options in Germany https://www.auswaertiges-amt.de/en/sperrkonto/388600/ or Kotak Mahindra/ with an amount of Euro 8640 with monthly allowance of 720 Euros. (Or)B) Formal Obligation Letter 'Verpflichtungserklärung' from the sponsor in Germany (esp. for study purpose, financial means confirmed)and his passport /visa copy attached (Or) C) Confirmation of Scholarship (in that case NO visa fees) NOTE: visa application can be submitted with a proof of opened blocked account, even if required amount has not yet been transferred		
10	All work/internship experience certificates		
11	Applicant's passport copy, both data pages		
12	Travel health insurance for 6 months/German national health insurance		

SO	English Proficiency Level
	Best Better Good Weak None

Applicant name:

Passport number:

Signature:

VFS staff member:

Signature:

Notes: