**APPLICATION CHECKLIST**

APPLICANT’S NAME:

DATE SUBMITTED:

SIGNATURE:

NB: Kindly use the following checklist to ensure your application is complete. **Follow the below order in arranging your documents too.**

|  |  |
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| **APPLICATION CHECK LIST** |  |
| **Required Documents** | **Yes** | **No** | **Number of copies** | **Level Required For** |
| Motivation/Cover Letter |  |  | 1 original 11 copies | ALL |
| Application Form |  |  | 1 original 11 copies | ALL |
| Curriculum Vitae |  |  | 1 original 11 copies | ALL |
| Mentors’ letter (TEAP applicants) |  |  | 1 original  | TEAPs Only |
| Certificates, Transcripts, ID (Omang/Passport & Work permit/ Residence Permit) |  |  | 1 original 11 copies | ALL |
| Up to date- References (**one from Mentor- for EAP Applicants)** |  |  | Minimum 3 original sealed references | ALL |
| Log sheet (singed by mentor for EAP applicants) |  |  | 1 original 11 copies | EAP, SEAP, PEAP only not TEAPs |
| Proof of payment  |  |  | 1 original  | ALL |

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