SAMPLE – FICTIONAL DETAILS · NOT A REAL PERSON, BUSINESS OR OFFICIAL FORM

Application checklist (sample)

For Kavya Suresh (fictional) · MSc Data Science, overseas · Sample – fictional details. The people, employers, universities and addresses do not exist.

This checklist is free with study-abroad document work and can be revised once. It is a planning list, not an official university list.

Item	Status in this sample	Notes
Academic CV	Draft ready	See the academic CV sample
Statement of purpose	Draft ready	Under 500 words
Two recommendation letters	One draft shown	Recommender must review and send
Transcripts / mark lists	To request from college	Official copies often needed later
English-language test	Book only if the university requires it	We offer IELTS writing feedback, not the test itself
Passport	Check validity	We do not handle visas
Application fee	Paid by you on the university site	If you later ask us to help with a form, that is a separate quote