



**A-ONE OVERSEAS CONSULTANCY**  
OVERSEAS EDUCATION | IMMIGRATION | COACHING

**POLAND**



## Student Services

- 1 Free Passport Booking**
- 2 Free Counselling / Career Guidance**
- 3 Universities Shortlisting**
- 4 Course Selection Guidance**
- 5 SOP Preparation**
- 6 Mock Interviews**
- 7 Financial Assistance**
- 8 Educational loan Assistance**



### Contact Us

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Office Location

# POLAND

## Documents Checklist



### ACADEMIC Documents

- 1 Passport - 1st page & last page
- 2 Resume
- 3 10th long memo
- 4 Inter long memo / Diploma - All memos including CMM/PC/OD
- 5 Bachelor's: All memos, CMM,PC,OD, 5 Sets Official Transcripts
- 6 LOR'S - 3 from professor's, HOD
- 7 MOI - College Principal / HOD
- 8 English Proficiency Test Score - GRE & IELTS / TOEFL
- 9 SOP

### WORK EXPERIENCE Documents

- 1 Joining letter / Offer letter
- 2 3 Recent Payslips
- 3 Experience letter / Relieving letter
- 4 HR Details
- 5 Reference/Recommendation letter from Manager / Team lead
- 6 6 Months Bank Statement

**Note:** More than 6 months of gap after bachelors completion must be justified with proper documentation, incase of having work experience then the above mentioned documents must be provided.