

DOCUMENT CHECKLIST FORM

NAME : _____

PASSPORT NO. : _____

NATIONALLY : _____

NO.	PARTICULAR	COMPLY (YES/NO)
1.	A copy of Online Application Form	
2.	A copy of Passport – Pages with Photo and Signature (Certified True Copy)	
3.	A copy of Official Academic Transcript and Certificate/Completion Letter (Certificate True Copy)	
4.	A copy of Translated Academic Transcript and Certificate/Completion Letter for document in other than English language (Certified True Copy)	
5.	A copy of English Proficiency Certificate (IELTS/TOEFL/MUET/CEFR)	
6.	Two (2) Referee Reports https://bit.ly/refereeformipsis	
7.	Research Proposal – <i>For Research Program Only</i> Guideline for writing Research Proposal https://bit.ly/proposalguidelineipsis	
8.	One (1) page Autobiographical Essay – <i>For MBA AA700 Programme Only</i>	
9.	Primary Examination Certificate (RACD, MJDS or MOrth) – <i>For Dentistry Programme Only</i>	
10.	Annual Practising Certificate (APC) – <i>For Dentistry Programme Only</i>	
11.	Work proof letter (if applicable)	
12.	A copy of processing fee payment proof	

- All photocopy document **must be certified as true copy.**
- Certification of documents can be made by Notary Public Office/Commissioner of Oath/Government Officer (Management and Professional Level, Grade 41 and above)
- Application which are not comply the requirement above will not be proceed for further process.