

CHECK LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION
Please mark [✓] the documents that are produced

Common Documents		Yes	No
1	Address Proof & Age Proof of the applicant/s and guarantor/s (Voter Identification Card, Passport, SSC Certificate/School Leaving Certificate or PAN - Card/ Ration Card /Driving Licence)		
2	Place of domicile proof		
3	Attested Certificates/Marks Card of previous qualifying exams starting from SSLC		
4	Letter of admission issued by the Institute/College		
5	Prospectus & other documents issued by the College/Institute.		
6	Letter/Certificate from the Institution, giving year wise break up of fees/expenses.		
7	Letter from the Institution regarding non availability of hostel facility		
8	Two Passport size photographs of the Applicant , Co -obligant and Guarantor.		
9	Net-worth Statements - Details of Assets and Liabilities of Borrower/s & Guarantor [Format available in the Branch] duly certified by the Chartered Accountant where the loan amount is for Rs.25 lakhs and above.		
10	In case of study abroad following additional documents are required		
	Employment Contract: Consisting of details of terms of contract including remaining period of contract, any provision for renewal of contract, nature of employment, remuneration etc.		
	Entry Permit with particulars of permit including validity period, issuing authority.		
	Pass Port & Visa		
	Admission letter & I-20 form issued by Foreign Institution.		
11	Security Related Documents if immovable property is offered as security		
	Documents of title for property and/ or all the link documents evidencing title of the property, i.e. Sale Deed and earlier title deeds.		
	Up to date encumbrance certificate for the past 13 years.		
	Latest property Tax-paid receipts.		
	Legal Opinion on title to property from Bank's approved advocate to be obtained through the branch.		
	Copy of Approved Plan and Building Licence		
	Valuation report from approved Civil Engineer to be obtained through the Branch.		
	Copy of Occupancy Certificate issued by the local authority.		
12	Income Proof, if any, of Co obligant such as Salary slip/IT Return/ etc.		
13	Affidavit to the effect that NO education loans are availed/out standing with other Banks/Institutions		
14	Where the applicant is gainfully employed, copy of acceptance of resignation letter or study leave sanction letter.		

NOTE: The checklist is only indicative. The Check List is intended to help the loan applicants to become aware of basic requirements, which will enable the Bank to process the application quickly. The bank reserves the right to accept or reject any application, without assigning any reasons. Neither the Bank nor any of its officials is liable for any delay and/or lapse on part of any third party.