Annex 4: Check List

Please carefully check if all the required documents are filled out property.
Failure to submit required document by the deadline will automatically disqualify you from application process.

FULL NAME:	Telephone No:
Organization:	Department:

No	Required Document		Remarks	Check
1	**Check List**	**1 set / ORIGINAL**	You must tick each "Check" column before submission	
2	**Application Form**	**1 set / ORIGINAL**	DO NOT STAPLE	
3	**Undergraduate degree graduation certificate (and Copy of Diploma if applicable)**	**1 set / Copy**	*Must be in English	
4	**Academic Transcript**	**1 set / Copy**	*Must be in English *Must be OFFICIALY Certified *Must contain ALL the grades earned in the university.	
5	**ID with your Photo** (Passport or Birth Certificate)	**1 set / Copy**	*Birth date should be mentioned in the document	
6	**Recommendation Letter**	**1 set / Copy**	*Original should be sent to JICA South Africa Office directly (See Page 9 in General Information)	
7	**Photo (4cm X 3cm)**	**8 photos**		