

**LIST OF DOCUMENTS TO BE SUBMITTED BY THE APPLICANT****{A} Two passport size photographs of Applicant/s****{B} Proof of Identity/Age` ( In respect of the Student, Co-applicant, Guarantor)**

Any two of the following documents but one document as mentioned in 1 – 5 below is mandatory

1. Ration Card
2. Voter's Identity Card
3. PAN Card
4. PassPort
5. Driving Licence
6. Office Identity Card
7. Birth Certificate
8. School Leaving Certificate

**In respect of the Co-applicant & Guarantor**

Bank's Pass Book/ Statement of accounts for last six month

\*\* Submission of Bank's Pass Book / Statement of accounts (of both for Applicant/s and Guarantor/s) for last six month is **COMPULSORY**.**{C} In respect of the Student**

- Mark Sheet/ Degree Certificate of last qualifying examination.
- Letter of Selection / Letter confirming secured admission
- Proof of admission, scholarship, studentship/ Identity Card etc. from the educational institution.
- Schedule of expenses for the specified course issued by the educational institution.
- Information Brochure of the Institution describing course duration, fees like tuition fees and other fees / charges required for completion of course, hostel charges, boarding cost, cost of books / journals/ equipments / instruments, stationery, exam and other fees, study tours, project work, thesis, air freight etc.

**{D} Proof of Employment/Income (In respect of the Co-applicant & Guarantor )**

1. Employment Verification Certificate (Format enclosed)
2. Salary Slip for the last three months
3. Form 16 Issued by the office
4. Income Tax Return/Assessment Order.
5. Statement of means (Compulsory for Co-applicant & Guarantor)

**{E} Other Documents for to be furnished**

1. Place of domicile proof of co-applicant/parent
2. Letter from the Institution regarding non availability of hostel facility

The checklist is only indicative. Additional documents, if any, as per the terms &amp; conditions of UCO Education loan scheme as well as norms &amp; guidelines of the Bank.