

GKS Document Checklist — University Track (Indian applicants)

Prepared by GKS India. University Track = you apply directly to ONE university, which forwards its nominees to NIIED. Copy counts and portal rules vary by university — the university's own admission guideline overrides this list.

Legend: [O] original · [C] copy · [A] apostille · [T] English translation

Step 0 — Before anything

- [] Confirm the university appears in this cycle's University Track list
- [] Download that university's own GKS admission guideline (dates differ per campus)
- [] Note whether submission is postal, email, or online portal upload
- [] Note the department-level deadline (often earlier than the NIIED deadline)

NIIED forms

- [] Form 1 Application · Form 2 Personal Statement · Form 3 Study Plan
- [] Form 4 Recommendation ×2 (sealed)
- [] Form 5 Pledge · Form 6 Medical Assessment
- [] Any university-specific supplementary form

Academic

- [] Degree certificate(s) [C][A][T]
- [] Complete transcripts [C][A][T]
- [] Grading conversion certificate on letterhead [O]
- [] Expected graduation certificate if applicable [O]

Identity / nationality

- [] Passport bio page [C]
- [] Birth certificate [C][A][T]
- [] Both parents' proof of Indian nationality [C][A]
- [] Family relationship certificate [C][A][T]

Academic fit evidence (this is where University Track is won)

- [] Research proposal aligned to a named professor or lab
- [] Publications, conference papers, thesis abstract
- [] Prior email correspondence with the professor, if any

- [] Portfolio (arts/design/architecture programmes)

Portal upload hygiene

- [] Each document a separate PDF, named Surname_Firstname_DocumentName.pdf
- [] Scans at 300 dpi, colour, straight, fully legible, under any size cap
- [] Apostille stickers and seals visible in the scan
- [] Upload at least 72 hours before the deadline — portals fail at the last minute
- [] Save the submission confirmation email/receipt