BONUS 3

THE STUDY ABROAD DOCUMENT & VISA PREPARATION KIT™

Organise Your Documents, Build Your Visa File & Get Ready for the Next Stage

A practical document and visa-preparation workbook for Nigerians applying to study abroad

2026 EDITION

IMPORTANT DISCLAIMER & SCOPE

PLEASE READ BEFORE USING THIS KIT

This workbook is a **planning and organisation tool**.

It is designed to help you organise your study-abroad documents, identify missing items, prepare for the visa stage, and keep your application file under control.

It is **not legal, immigration or professional advice**.

THIS KIT DOES NOT:

- Guarantee admission
- Guarantee a visa
- Guarantee visa approval
- Replace an immigration lawyer or regulated immigration professional
- Replace instructions from a university
- Replace instructions from an embassy, consulate or immigration authority
- Tell you which visa you will automatically qualify for
- Guarantee that a particular document will be accepted
- Provide a universal document list for every country
- Guarantee that visa fees, financial requirements or processing times are current

VISA REQUIREMENTS ARE NOT UNIVERSAL.

Requirements can differ based on:

- Country
- Visa or immigration route
- Degree level
- Programme
- University
- Nationality
- Personal circumstances
- Funding arrangement
- Travel history
- Immigration history
- Current government rules

Requirements can also **change over time**.

Therefore, use this workbook to organise your preparation, but always verify the current requirements through the **official immigration authority, embassy/consulate and university** relevant to your application.

IMPORTANT RULE

If this workbook conflicts with an official requirement, follow the current official requirement.

Do not rely on an old checklist, social-media post, agent, friend or previous applicant when the official source says something different.

FINANCIAL DISCLAIMER

The financial sections are for planning purposes only.

Costs, exchange rates, tuition, living expenses, visa fees and required financial evidence can change.

Do your own current calculations before making financial commitments.

DOCUMENT AUTHENTICITY

Only submit genuine documents and truthful information.

Do not alter bank statements, certificates, letters, dates, employment records or any other evidence.

If you have a problem with a document, resolve the problem properly rather than trying to make the document appear different.

SCOPE OF THIS KIT

This kit covers **document organisation and visa preparation**.

It helps you move through four stages:

STAGE 1 — ORGANISE

Know what documents you have.

STAGE 2 — PREPARE

Identify missing, outdated or incomplete documents.

STAGE 3 — CHECK

Compare your documents against the current official requirements.

STAGE 4 — SUBMIT

Prepare, review and record your visa application.

It does **not** attempt to provide country-specific legal instructions for every destination.

For country-specific requirements, use the official sources relevant to your case.

BEFORE YOU START

Getting admission is a major step.

But admission is not the end of the process.

You may still need to organise:

- Identity documents
- Academic documents
- English-language evidence
- Financial documents
- Sponsor documents
- Admission documents
- Immigration documents
- Translations or certifications where required
- Visa application information
- Biometrics

- Travel documents

The purpose of this kit is simple:

KNOW WHAT YOU HAVE.

KNOW WHAT YOU ARE MISSING.

KNOW WHAT NEEDS TO BE UPDATED.

KNOW WHAT YOU NEED FOR YOUR VISA FILE.

Do not assume that because a document was accepted for admission, it automatically satisfies every immigration requirement.

Always check the current official requirements for your destination.

HOW TO USE THIS KIT

Work through the kit in order.

STEP 1

Build your document master list.

STEP 2

Check which documents are ready.

STEP 3

Identify missing or outdated documents.

STEP 4

Prepare your financial and sponsor documents.

STEP 5

Organise your admission documents.

STEP 6

Check visa-specific requirements.

STEP 7

Prepare your digital and physical files.

STEP 8

Complete your final visa file audit.

MY DOCUMENT STATUS SYSTEM

Use these simple labels:

READY — Document is available and acceptable for your purpose.

NEEDS UPDATE — You have it, but it needs updating.

REQUESTED — You have requested it and are waiting.

MISSING — You do not have it yet.

CERTIFICATION NEEDED — It may require certification/legalisation/verification.

TRANSLATION NEEDED — Translation may be required.

UPLOADED — Submitted digitally where required.

ORIGINAL READY — Physical original is available.

MY MASTER DOCUMENT CHECKLIST

Document	Ready	Needs Update	Missing	Notes

Passport	☐	☐	☐	_____
Birth certificate/identity document	☐	☐	☐	_____
WAEC/NECO	☐	☐	☐	_____
Degree certificate	☐	☐	☐	_____
HND certificate	☐	☐	☐	_____
Transcript	☐	☐	☐	_____
English evidence	☐	☐	☐	_____
CV	☐	☐	☐	_____
Personal statement	☐	☐	☐	_____
Recommendation	☐	☐	☐	_____
Offer letter	☐	☐	☐	_____

Financial documents	☐	☐	☐	_____
Sponsor documents	☐	☐	☐	_____
Other	☐	☐	☐	_____

IDENTITY DOCUMENTS

Your identity documents are some of the most important documents in your file.

MY CHECKLIST

☐ Valid passport

☐ Previous passports, if relevant

☐ Passport photographs, if required

☐ Birth certificate or other identity evidence, if required

☐ National identity document, if required

☐ Name-change evidence, if applicable

PASSPORT CHECK

Passport Number:

Date Issued:

Expiry Date:

IMPORTANT

Check the destination’s current passport-validity requirements.

Do not wait until the visa stage to discover that your passport needs renewal.

PASSPORT STATUS

☐ READY

☐ NEEDS RENEWAL

☐ RENEWAL IN PROGRESS

ACADEMIC DOCUMENTS

Prepare the academic records relevant to your application.

MY CHECKLIST

☐ WAEC/NECO result

☐ Degree certificate

☐ HND certificate

☐ Diploma/certificate

☐ Academic transcript

☐ Professional certificates

☐ Other programme-specific records

ACADEMIC DOCUMENT STATUS

Document	Available	Verified/Certified if Required	Uploaded	Original Safe
WAEC/NECO	☐	☐	☐	☐
Degree/HND	☐	☐	☐	☐

Transcript	☐	☐	☐	☐
Other	☐	☐	☐	☐

MISSING ACADEMIC DOCUMENT

ACTION REQUIRED

ENGLISH-LANGUAGE EVIDENCE

Your destination or university may require evidence of English proficiency.

Depending on the institution and immigration route, this could involve:

- An approved English-language test
- A waiver
- An exemption
- Previous education in English
- Another accepted form of evidence

Do not assume that one university's English policy applies everywhere.

MY ENGLISH REQUIREMENT

University:

Country:

Requirement:

Test/Exemption:

Score Required:

My Score/Status:

STATUS

☐ Requirement satisfied

☐ Test required

☐ Waiver/exemption being considered

☐ Need to confirm

APPLICATION SUPPORT DOCUMENTS

Keep your core application documents together.

MY CHECKLIST

☐ CV

☐ Personal statement

☐ Statement of purpose, if required

☐ Recommendation/reference

☐ Portfolio, if required

☐ Work experience evidence, if required

☐ Professional licence/certification, if required

☐ Other programme-specific documents

FINAL CHECK

☐ Correct university

☐ Correct programme

☐ Correct dates

☐ Correct personal information

☐ Proofread

☐ Final version saved

FINANCIAL DOCUMENTS

Financial evidence can be an important part of the immigration process.

The exact requirements vary by country and visa route.

POSSIBLE DOCUMENTS

☐ Bank statements

☐ Savings evidence

☐ Scholarship award letter

☐ Education loan documentation

☐ Sponsor financial evidence

☐ Income evidence

☐ Employment evidence

☐ Tax documents, if required

☐ Tuition payment receipt

☐ Other required financial evidence

MY FINANCIAL DOCUMENT STATUS

Document	Available	Correct Period	Verified	Notes
Bank statement	☐	☐	☐	_____

Sponsor evidence	☐	☐	☐	_____
Scholarship letter	☐	☐	☐	_____
Tuition receipt	☐	☐	☐	_____
Other	☐	☐	☐	_____

IMPORTANT

Do not create, alter or submit false financial documents.

If you cannot prove your funds legitimately, solve the funding issue rather than trying to manufacture evidence.

SPONSOR DOCUMENTS

If someone is financially supporting your studies, organise their documents properly.

SPONSOR INFORMATION

Sponsor Name:

Relationship to Me:

Source of Funding:

Amount/Support:

POSSIBLE SPONSOR DOCUMENTS

☐ Sponsor identification

☐ Proof of relationship, if required

☐ Bank statements

☐ Employment evidence

☐ Business evidence

☐ Income evidence

☐ Sponsorship letter

☐ Other required documents

SPONSOR FILE STATUS

☐ COMPLETE

☐ PARTIALLY COMPLETE

☐ MISSING DOCUMENTS

ADMISSION & OFFER DOCUMENTS

Keep your university documents together.

MY CHECKLIST

☐ Offer letter

☐ Conditional offer

☐ Unconditional offer

☐ Acceptance confirmation

☐ Tuition/deposit receipt

☐ Confirmation of required immigration document, if applicable

☐ Scholarship award letter

☐ University accommodation confirmation, if applicable

☐ Other university documents

MY ADMISSION FILE

University:

Programme:

Offer Date:

Offer Status:
☐ Conditional
☐ Unconditional

Deposit Paid:
☐ YES
☐ NO
☐ NOT REQUIRED

TRANSLATION & CERTIFICATION TRACKER

Some destinations or institutions may require documents to be translated, certified, notarised, legalised or otherwise verified.

Do not do this automatically.

Check what your university or immigration authority actually requires.

Document	Translation?	Certification?	Legalisation?	Status
_____	☐	☐	☐	_____

_____	☐	☐	☐	_____
_____	☐	☐	☐	_____
_____	☐	☐	☐	_____
_____	☐	☐	☐	_____

SERVICE PROVIDER/AGENCY USED

DATE COMPLETED

MY DIGITAL FOLDER SYSTEM

Create your digital folders before the visa application becomes urgent.

RECOMMENDED STRUCTURE

01 — Identity

Passport and identity documents.

02 — Academic

WAEC/NECO, certificates, transcripts and related records.

03 — Application

CV, statements, recommendations and application documents.

04 — Admission

Offer letters, acceptance documents and university correspondence.

05 — Financial

Bank records, sponsor documents, scholarship letters and payment evidence.

06 — Visa

Visa forms, immigration documents, appointments and confirmations.

07 — Travel

Flight information, accommodation and travel documents.

MY FOLDER LOCATION

FILE NAMING SYSTEM

Do not save everything as:

document.pdf

scan2.pdf

newfile.pdf

Use clear names.

EXAMPLES

Passport_Ahmed_Ajibola.pdf

Degree_Certificate_Ahmed_Ajibola.pdf

Transcript_Ahmed_Ajibola.pdf

Bank_Statement_January_2026.pdf

University_Offer_Letter.pdf

Visa_Application_Confirmation.pdf

MY FILE NAMING RULE

Document_Name + Name + Date/Period

This makes your files easier to find and reduces mistakes.

MY MISSING DOCUMENT TRACKER

Use this only for documents that are not ready.

Document	Why Missing?	Who/Where to Get It	Date Requested	Expected Date	Status
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

MY MOST URGENT MISSING DOCUMENT

WHAT WILL I DO NEXT?

VISA REQUIREMENT CHECK

Before starting your visa application, confirm the current requirements for your exact visa route.

MY COUNTRY

MY VISA/IMMIGRATION ROUTE

OFFICIAL IMMIGRATION WEBSITE

DATE I CHECKED REQUIREMENTS

CURRENT REQUIREMENTS

☐ Passport

☐ Admission/offer document

☐ Required immigration confirmation

☐ Financial evidence

☐ English-language evidence, if required

☐ Academic documents, if required

☐ Accommodation evidence, if required

☐ Health-related documents, if required

☐ Police/character documents, if required

☐ Biometrics

☐ Visa fee

☐ Photographs, if required

☐ Other country-specific requirements

IMPORTANT

Visa requirements can change.

Always verify the current rules through the official immigration authority and your university before submitting.

VISA APPLICATION PREPARATION

MY VISA APPLICATION

Visa type:

Application website/portal:

Application start date:

Target submission date:

Actual submission date:

BEFORE SUBMITTING

☐ I am applying under the correct visa route.

☐ My passport details are correct.

☐ My university information is correct.

☐ My programme information is correct.

☐ My dates are consistent across documents.

☐ My financial evidence matches the requirements.

☐ My supporting documents are ready.

☐ Required translations/certifications are complete.

☐ I have checked the application carefully.

☐ I have saved a copy of my submitted application.

VISA FEE TRACKER

Item	Amount	Paid?	Date	Receipt Saved
Visa application fee	₦_____	☐	_____	☐
Immigration/health fee if applicable	₦_____	☐	_____	☐
Biometrics	₦_____	☐	_____	☐
Other	₦_____	☐	_____	☐

TOTAL VISA-RELATED COST

₦_____

BIOMETRICS APPOINTMENT

If your visa route requires biometrics, record the appointment.

Appointment Centre:

Date:

Time:

Reference Number:

BRING/COMPLETE AS REQUIRED

☐ Passport

☐ Appointment confirmation

☐ Required documents

☐ Payment receipt

☐ Other required items

APPOINTMENT COMPLETED

☐ YES

☐ NO

VISA EVIDENCE CHECK

Before submitting, compare your documents against the current official requirements.

Evidence	Ready	Correct	Included	Notes
Passport	☐	☐	☐	_____
Admission document	☐	☐	☐	_____
Financial evidence	☐	☐	☐	_____

Academic evidence	☐	☐	☐	_____
English evidence	☐	☐	☐	_____
Sponsor evidence	☐	☐	☐	_____
Accommodation evidence	☐	☐	☐	_____
Other	☐	☐	☐	_____

VISA INTERVIEW PREPARATION

Not every visa route requires an interview.

If yours does, prepare honestly.

KNOW YOUR:

University:

Programme:

Country:

Why this programme?

Why this university?

How will you fund your studies?

What are your career goals?

IMPORTANT

Your answers should be truthful and consistent with your application and supporting documents.

Do not memorise a fake story.

Understand your own application.

FINAL VISA FILE AUDIT

Complete this before submitting your application.

IDENTITY

☐ Passport checked

☐ Personal information consistent

ACADEMIC

☐ Academic documents ready

☐ Translations/certifications completed if required

ADMISSION

☐ Offer documents ready

☐ Acceptance/deposit evidence ready if required

FINANCIAL

☐ Funding evidence ready

☐ Sponsor evidence ready if applicable

☐ Scholarship evidence ready if applicable

VISA

☐ Correct visa route

☐ Application completed

☐ Required fee paid

☐ Required supporting documents attached

☐ Biometrics arranged if required

☐ Copies saved

FINAL CHECK

☐ Names match

☐ Dates match

☐ Numbers/details match

☐ No missing documents

☐ No false or altered documents

☐ Official requirements checked

MY VISA SUBMISSION RECORD

Country:

Visa Type:

Application Date:

Application Reference:

Biometrics Date:

Visa Fee Paid:
☐ YES

Application Submitted:
☐ YES

Confirmation Saved:
☐ YES

CURRENT STATUS

☐ Submitted

☐ Biometrics completed

☐ Waiting for decision

☐ Additional information requested

☐ Decision received

NOTES

MY PRIORITY ACTION PLANNER

STOP ASKING “WHAT SHOULD I DO NEXT?”

Use this page to decide your **most important actions first**.

Not every unfinished task has the same importance.

Your goal is to identify the tasks that could delay your application, admission, funding or visa.

STEP 1 — LIST YOUR OPEN TASKS

Write down everything you still need to complete.

Priority Task	Deadline	What Is Blocking It?	Status
_____	_____	_____	☐ Not Started
_____	_____	_____	☐ In Progress
_____	_____	_____	☐ Waiting
_____	_____	_____	☐ Completed
_____	_____	_____	☐ Not Started
_____	_____	_____	☐ In Progress

STEP 2 — RANK YOUR TASKS

Use these priority levels:

🔴 PRIORITY 1 — URGENT

A task that could cause you to miss a deadline or seriously delay your application.

Examples:

- Passport renewal

- Application deadline approaching
- Required transcript request
- Visa deadline
- Missing financial evidence
- Required test booking

My Priority 1 Task:

Deadline:

Next Action:

🟠 PRIORITY 2 — IMPORTANT

A task that is necessary but does not require immediate completion.

Examples:

- Organising academic documents
- Requesting a reference
- Preparing translations
- Creating your digital folders
- Reviewing university requirements

My Priority 2 Task:

Deadline:

Next Action:

🟢 PRIORITY 3 — CAN WAIT

A task that is useful but does not currently block your progress.

Examples:

- Improving file organisation
- Creating backup folders
- Preparing extra copies
- Organising travel documents before they are needed

My Priority 3 Task:

Deadline:

Next Action:

STEP 3 — MY NEXT 7 DAYS

Choose only the actions that will actually move your application forward.

DAY 1

Main action:

☐ Completed

DAY 2

Main action:

☐ Completed

DAY 3

Main action:

☐ Completed

DAY 4

Main action:

☐ Completed

DAY 5

Main action:

☐ Completed

DAY 6

Main action:

☐ Completed

DAY 7

Main action:

☐ Completed

MY TOP 3 ACTIONS RIGHT NOW

1.

2.

3.

MY FIRST ACTION

I will complete this first:

By:

THE PRIORITY RULE

DO THE TASK THAT CAN DELAY YOUR APPLICATION FIRST.

Do not spend hours organising documents that are already ready while ignoring the transcript you still need to request.

Do not focus on travel planning while your visa documents are incomplete.

Do not worry about minor details while a major requirement is still missing.

PRIORITISE:

DEADLINES → BLOCKERS → REQUIRED DOCUMENTS → VISA REQUIREMENTS → ORGANISATION → EXTRAS

One important task completed is better than ten tasks started.

MY PRE-DEPARTURE HANDOFF

Once your visa is approved, move your important documents into your travel file.

TAKE DIGITAL COPIES OF:

☐ Passport

☐ Visa/immigration approval

☐ University offer/acceptance

☐ Tuition payment evidence

☐ Scholarship documents

☐ Financial evidence

☐ Accommodation confirmation

☐ Flight information

☐ Emergency contacts

☐ Important university contacts

☐ Other important documents

KEEP COPIES IN:

☐ Phone

☐ Cloud storage

☐ Email

☐ Physical folder

☐ Trusted backup location

MY FINAL DOCUMENT DASHBOARD

DOCUMENTS

Ready: _____

Missing: _____

Needs updating: _____

Needs translation/certification: _____

VISA

Application started: ☐

Application submitted: ☐

Biometrics completed: ☐

Decision received: ☐

NEXT THREE ACTIONS

1. _____

2. _____

3. _____

THE DOCUMENT RULE

IF YOU CAN’T FIND IT QUICKLY, IT ISN’T ORGANIZED ENOUGH.

Keep your documents:

CLEAR.

CURRENT.

CONSISTENT.

SECURE.

EASY TO FIND.

Never submit a document simply because someone told you it is required.

Check the official requirements for your exact university, country and visa route.

FINAL NOTE

Your admission gets you to the next stage.

Your documents help you prove your case.

Your visa application brings everything together.

Do not leave document preparation until the last minute.

GET YOUR DOCUMENTS READY.

CHECK THE REQUIREMENTS.

ORGANISE YOUR FILE.

PRIORITISE WHAT MATTERS MOST.

PREPARE YOUR VISA APPLICATION.

REVIEW EVERYTHING BEFORE SUBMITTING.

BE ORGANIZED.

BE HONEST.

BE PREPARED.

YOUR NEXT STEP STARTS WITH A COMPLETE FILE.