

# Documents for Payment Approval Request



1. **JCUB Financial matrix as per financial documents**
2. **Income proof of the immediate family members (as per Income Checklist)**
3. **Income Certificate issued by Municipality Department as per below requirement:**

Minimum household annual income (up to 3 sponsors):

- I. Single applicant – NPR 19 Lacs - (Parents income – NPR 16 Lacs)
- II. Married applicant – NPR 22 Lacs - (Applicant's Parents income – NPR 17 Lacs)
- III. Undergraduate applicant – NPR 24-28 Lacs - (Parents income – NPR 22 Lacs)

#### 4. **Liquid funds of the immediate family members or education loan**

Acceptable financial documents –

- Updated Last six months Bank Statements
- Copy of Fixed Deposit
- Education loan Sanction Letter along with property valuation papers for property used as collateral security for Education Loan (Kindly refer to the checklist)

#### **Important Notes**

- If funds are recent, source of those recent funds required
- If the sponsors are from outside Nepal, their Visa documents, Salary account statements and work experience letter (from their current country of residence)
- Bank verification details (bank manager's name and number) or verification email received from the bank
- Affidavit, ID and Relationship proof (e.g. PAN card/Passport/Aadhar card) of the sponsors

#### 5. **Genuine Student Questionnaire & Evidence – GS Questionnaire**

# Income Checklist

## Income Documents Required for payment Approval Request

### In case of owner/partner of a business, provide the following documents:

- Permanent Account Number (PAN) certificate of business
- Registration/ownership documents issued from the official authority showing the financial sponsor as the owner/partner of the business
- Income Tax returns for last three years of the business
- Itemized bank statements for the business for the last 12 months

### In case of salaried employee, provide the following documents:

- Itemized personal bank account statements for the last 12 months. This includes any salaried accounts, savings accounts or other bank accounts held by you and/or the financial sponsors. In case of any large deposits of money, explain the source and provide evidence.
- Salary slips from the employer for the last 12 months
- Employment confirmation letter
- PAN of the employee
- Income tax return for last three years of the employee

### In case of funds shown from the sale of land, please provide the following documents:

- Lalpurja (land ownership certificate) including details of the buyer and seller
- Itemised bank account statement covering the period between receipt of funds from the land sale to now
- Moth Shresta verified by Land Revenue Office
- Land Tax Receipts issued by the Village Development Committee (VDC)/municipality office for the last three fiscal years prior to the sale of the land

### In case of education loan, please provide the following documents:

- Itemized bank statement covering the period between the disbursement of the loan to now
- Loan account statement covering the period between the approval of the loan to now
- Where a property has been used as collateral
- Lalpurja (land ownership certificate) including details of the owner
  - ◇ Land Tax Receipts issued by the Village Development Committee (VDC)/municipality Office for the last three fiscal years prior to the approval of the loan

For any further questions, kindly contact: [southasiaadmissions@jcub.edu.au](mailto:southasiaadmissions@jcub.edu.au)