

Job Aid: Cross-checking student details across all documents

Description: The purpose of this job aid is to guide your review of student documents prior to uploading them in the system.

Last updated: August 18, 2025

01.

Gather and Open All Relevant Documents

- Access the student's application record in the admissions system
- Open all submitted documents side-by-side (passport, transcripts, test results, offer letters)
- Confirm you have the complete set of required documents



02.

Identify Key Fields to Verify

- Full legal name
- Date of birth
- Institution name(s)
- Program name and intake term
- Document numbers where relevant



03.

Compare and Flag Discrepancies

- Check one field at a time across all documents
- Accept minor formatting differences if allowed
- Flag any mismatches in the system's notes
- Verify translations match the original documents



04.

Resolve Before Proceeding

- Standardize formatting differences
- Correct minor errors if permitted and note the change
- Pause processing for major discrepancies and request clarification
- Update the verification log and mark the step as complete

