



DOCUMENT CHECKLIST

Oxygen Consult

✓ Mandatory Documents

- 1 Passport Biodata Page
- 2 WASSCE Certificate
(please include the grading scale at the back of the certificate)
- 3 Degree Certificates (BSc, B.A, HND)
(include the grading scale)
- 4 Full BSc/B.A/HND Transcripts
- 5 Language Certificates
(English Proficiency Letter / IELTS, TOEFL, or PTE Score)
- 6 Curriculum Vitae (CV)
(better if in Europass format, if not, send what you have)
- 7 A picture of your signature
(on a plain sheet with no lines behind)
- 8 Birth Certificate
For Visa Application
- 9 BECE Certificate
For Visa Application

✓ Optional

- 10 Passport Picture (White Background)*
- 11 A certificate of experience in your field if available
- 12 Recommendation Letter(s) if already available

NB: All Documents should be;



- Clearly scanned preferably with a scanner, not phone
- in .pdf format
- scanned from original documents (not photocopies)
- sent to us via email or WhatsApp



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