



## **UPDATED** QUEENS COLLEGE APPLICATION DOCUMENTS CHECKLIST

First, read the **Step-by-Step Instructions** to see specific information about which documents you must attach to your application.

Then, place your original documents in this order:

### **One PDF File:**

- ☐ Undergraduate Degree Application (*Disregard the \$65 Fee*)
- ☐ Letter from Home College
- ☐ TOEFL/IELTS Original Test Scores
- ☐ Official Transcript Translated in English
- ☐ J-1 Application Form (*both pages*)
- ☐ Affidavit of Support (*if applicable*)
- ☐ Bank Statement in English
- ☐ Color Passport Copy
- ☐ Immunization Records Form with Supporting Documents
- ☐ Consent & Release Form
- ☐ Music Major Questionnaire (*if applicable*)

### **Separate File (JPEG or PNG):**

- ☐ Color Portrait Photo JPEG (not in passport format)

**PLEASE REMEMBER TO:**

- Combine all of your documents into one PDF using [this website](#)
  - Name the PDF:  
**HOME COUNTRY\_YOUR HOME UNIVERSITY'S NAME\_First Name\_Last Name\_SEMESTER(S)**
    - **Ex:** DENMARK\_AARHUS\_John Smith\_SPRING\_2025
- Save the portrait photo as:
  - **HOME COUNTRY\_YOUR HOME UNIVERSITY'S NAME\_First Name\_Last Name\_SEMESTER(S)**
    - **Ex:** DENMARK\_AARHUS\_John Smith\_SPRING\_2025