



Document Naming Guide

Identity documents	Naming format
a. Passport	Passport-name
b. Citizenship Identity Card	CID-name
c. Birth Certificate	BC-name
Degree Certificate	
a. Undergraduate certificate	Degree Certificate-name
b. Post Graduate certificate	PG Diploma Certificate-name
Transcripts	
a. Degree Transcripts	Degree Transcripts-name
b. PG Diploma Transcripts	PG Diploma Transcripts-name
c. Year 12 Certificate	Year 12 Certificate-name
d. Year 12 Transcripts	Year 12 Transcripts-name
English Language Proficiency	IELTS-name
	TOEFL-name
	PTE-name
Merit Certificates	Academic Achievement Certificate-Name
	Voluntary Work/Acknowledgement Certificate-Name
	Meritorious Promotion Cert-Name Training Certificate (relevant)-name
Previous Scholarship	Scholarship Cert-Name
	Scholarship Letter-Name
Nomination letter	Nomination Letter-Name
	MOLHR Endorsement-Name
Referee Report	Academic Referee Report-Name
	Professional Referee Report-Name
Development Impact Plan	DIP-Name
Curriculum Vitae	CV-Name
Police Clearance (Hard Copy)	Security clearance-Name
Passport size photo	Passport Photo-Name

