

Paperless documentation

Documents required for an education loan application vary based on the borrower's profile and the type of [education loan](#) the borrower applies for.

Here are the basic general documents required:

KYC Documents of the applicant and all co-applicants

Particulars	Photo ID	Residence Proof	Signature Verification
0	PAN Card	Yes	No
1	Valid Passport	Yes	Yes
2	Voter Identity Card	Yes	Yes
3	Driving License	Yes	No
4	Aadhaar Card	Yes	No
5	ID Card	Yes	No
6	Bank Statement / Passbook	No	Yes
7	Telephone Bill	No	Yes
8	Utility Bill	No	Yes

Academic records

- Marksheet or Certificate for Grade 12 or equivalent.
- Marksheet or Certificate for the last semester/year/degree (e.g. B.E., B.Com., B.Sc. etc.).
- Scholarship Documents (if applicable).

Proof of admission

You must submit the college/university admission/acceptance letter when received.

Standardised Test Scores, where applicable

Statement of cost of studies/ Schedule of expenses

You need to submit the fee structure from the college or university, mentioning the course fee and the estimated living expenses.

Income Proof of Co-applicant/ Guarantor, where applicable

Salaried

- Latest 3 Salary Slips or Salary Certificate on employer's letterhead.
- Latest one year's Form 16 from the employer along with one year's Income Tax Returns.

- Any other income proof that is not reflected in the above documents, viz., Rent Agreement etc.

Self-Employed Professional

- Latest two years' Income Tax Returns with I.T. acknowledgement.
- Latest two years' Audited Financials of the Company including Computation of Income, Balance Sheet, P&L along with all the Schedules.
- 3CB & 3CD for Professionals with a turnover of more than INR 15 lakh and for others whose turnover is more than INR 60 lakh* .

Additional Documents

In addition to the above, the following documents are to be submitted

- Proof of Establishment of the Firm (Shop Act, TIN No, Service Tax registration copy, SSI Certificate etc.).
- Copy of qualification or degree certificate.

Self-Employed Non-Professional

- Latest two years' Income Tax Returns with I.T. acknowledgement.
- Latest two years' Audited Financials of the Company including Computation of Income, Balance Sheet, P&L along with all the Schedules.
- 3CB & 3CD for Professionals with a turnover of more than INR 15 lakh and for others whose turnover is more than INR 60 lakh* .

Additional Documents

In addition to the above, the following documents are to be submitted

- For Proprietors: Proof of Establishment of the Firm (Shop Act, TIN No, Service Tax Registration Copy, SSI Certificate etc.)
- Partnership: Copy of Partnership deed.
- Private Company: Articles of Association (AoA), Memorandum of Association (MoA) and Shareholding Pattern Certified by the C.A.

Bank Account Statements

Salaried

- Latest six months Bank Statements are required where your salary is credited every month.

Self-Employed Professional / Proprietorship/ Partnership / Private Limited Company

- Latest 8-month Current Account Bank Statement of the Bank Account where business receipts are credited every month.
- Latest eight months Saving Account Bank Statements.

Property Documents, where applicable

Other Documents, as applicable

- Any document to establish the relationship between the student and co-applicant, viz., Ration card, Marriage Certificate, Birth Certificate, School Leaving Certificate, etc
- Account Statement for loans or credit cards that had delays in payment (as proof of clarification).
- For students with past work experience, the last drawn salary slip.
- Proof of balance funds.

Notes

- The audit report, duly signed and verified by the Chartered Accountant, must be given in such form, setting forth such particulars as prescribed by the Board. Rule 6G of the I.T. Act provides that such audit reports and particulars should be given in Forms No. 3CA/3CB as applicable, and the statement of particulars should be given in Form No. 3CD.

- For Salaried/SEP/SENP Co-applicant: Saving Bank statement should be up to 15 days before the login date.
- For Self Employed Professional/Non-Professional Co-applicant: Current/O.D. bank statement should be up to 30 days before the login date.
- Copy of PAN Card or Passport is compulsory for all Income Earning/Retired Co-applicants.