

University Admissions Document Submission Record Form

This **university admissions document submission record form** sample is designed to streamline the tracking of all required materials. It ensures applicants and admissions staff can efficiently verify document receipt and status. Utilizing this form helps maintain organized and accurate admissions processing.

Applicant Information

Full Name	
Application Number	
Email Address	
Phone Number	

Document Submission Record

#	Document Type	Date Submitted	Received By	Status	Comments
1	Application Form			<input type="checkbox"/> Received	
2	Personal Statement/Essay			<input type="checkbox"/> Received	
3	Academic Transcripts			<input type="checkbox"/> Received	
4	Letters of Recommendation			<input type="checkbox"/> Received	
5	Proof of English Proficiency			<input type="checkbox"/> Received	
6	Other (please specify):			<input type="checkbox"/> Received	

Staff Notes

Additional Comments/Instructions

Admission Officer's Signature: _____

Date: _____