

Document Tracker Sheet

Track the status and location of every document you need for your move

Document	Original / Copy	Attested?	Where It Is	Status	Notes
Passport					
Visa					
Offer / admission letter					
Birth certificate					
Educational certificates					
Academic transcripts					
Police clearance certificate					
Vaccination certificate					
Travel insurance policy					
Health insurance policy					
Bank statements					
Passport photos					
Accommodation proof					
Employment contract					
Marriage certificate (if applicable)					
Driving license / IDP					
Tenancy / lease agreement					
Emergency contact list					

Tip: For "Status" use short codes — e.g. Pending, In progress, Done, N/A. For "Where It Is" note the physical location (e.g. carry-on, checked bag, filing folder) or the digital location (e.g. email, cloud drive) so you can find it fast at immigration or during onboarding.