

IQ2LT INTERNATIONAL LABEL

Document Checklist



List of All Documents Required for Submission

Institution Name:

Application Date:

Contact Person:

Email:

Phone:

Instructions: Use this checklist to ensure all required documents are prepared and included in your accreditation application. Check the box when each document is complete and ready for submission. All documents must be in English or accompanied by certified English translations. Submit documents in PDF format unless otherwise specified.

SECTION 1: INSTITUTIONAL DOCUMENTS

	Document	Format	Notes
	Legal registration certificate and operating license	PDF	Must be current and valid
	Institutional charter or mission statement	PDF	Officially approved version
	Organizational chart showing governance structure	PDF	With roles and responsibilities
	Quality assurance policy and procedures manual	PDF	Complete and up-to-date
	Current strategic plan (3-5 years)	PDF	Board approved
	Annual institutional reports (last 2 years)	PDF	Published versions
	Audited financial statements (last 2 years)	PDF	With auditor's opinion
	Board meeting minutes (last 12 months)	PDF	Key decisions highlighted

SECTION 2: PROGRAM DOCUMENTATION

	Document	Format	Notes
	Complete program specifications for each program	PDF	Include all details
	Curriculum documents with course sequences	PDF	Current academic year
	Detailed learning outcomes by program/course	PDF/Excel	Measurable outcomes
	Course syllabi (sample of 5-10 courses)	PDF	Representative selection
	Sample learning materials and resources	PDF/Various	Demonstrate quality

	Assessment and evaluation policy	PDF	With rubrics/criteria
	Student handbook and program guides	PDF	Current version
	Faculty roster with qualifications	PDF/Excel	CVs attached
	Graduate employment data (3 years)	Excel	Include statistics
	Student retention and completion rates	Excel	Last 3 cohorts

SECTION 3: TECHNOLOGY AND INFRASTRUCTURE

	Document	Format	Notes
	Learning Management System overview	PDF	Screenshots included
	Technology infrastructure diagram	PDF	Network architecture
	IT support policies and procedures	PDF	Service levels defined
	System availability and uptime reports	PDF	Last 12 months
	Data security and privacy policies	PDF	GDPR/compliance
	Backup and disaster recovery plan	PDF	Tested procedures
	Accessibility compliance documentation	PDF	WCAG standards
	Technology training materials for students	PDF	Guides and tutorials

SECTION 4: STUDENT SUPPORT SERVICES

	Document	Format	Notes
	Admission policies and procedures	PDF	Clear requirements
	Student orientation program description	PDF	Schedule and content
	Academic advising services documentation	PDF	Availability and process
	Technical support helpdesk information	PDF	Hours and contacts
	Library and learning resources access	PDF	Digital collections
	Student counseling services description	PDF	Types of support
	Career services and guidance programs	PDF	Available resources
	Student complaint and appeals procedures	PDF	Clear process
	Student satisfaction survey results	PDF	Last 2 cycles
	Disability support services documentation	PDF	Accommodations offered

SECTION 5: QUALITY ASSURANCE EVIDENCE

	Document	Format	Notes
	Quality assurance framework document	PDF	Complete system
	Internal program review reports (recent)	PDF	2-3 examples
	External examiner reports (if applicable)	PDF	Last 2 years
	Student feedback mechanisms and results	PDF/Excel	Analysis included
	Faculty evaluation process and results	PDF	Anonymized data
	Stakeholder consultation documentation	PDF	Industry/advisory boards
	Continuous improvement action plans	PDF	With progress tracking
	Benchmarking studies or reports	PDF	Comparative analysis
	Accreditation from other bodies (if any)	PDF	Certificates and reports
	Completed IQ2LT Self-Assessment Grid	Excel	All sections complete

SECTION 6: SUPPORTING EVIDENCE (OPTIONAL)

These documents are optional but strengthen your application by providing additional evidence of quality and achievement.

	Document	Format	Notes
	Faculty publications and research outputs	PDF	Last 3 years
	Student work samples or portfolios	PDF	Demonstrate quality
	Partnership agreements with other institutions	PDF	Active partnerships
	Industry collaboration documentation	PDF	MOUs, projects
	Awards or recognition received	PDF	Certificates, letters
	Media coverage or promotional materials	PDF	Representative samples
	Alumni testimonials or success stories	PDF	Recent examples
	Innovation initiatives or projects	PDF	Descriptions and outcomes

SUBMISSION INSTRUCTIONS

1. Document Preparation

Ensure all documents are clearly labeled with institution name and document title. Use the naming convention: InstitutionName_DocumentType_Date.pdf

2. File Organization

Organize documents in folders matching the section numbers (Section1_Institutional, Section2_Program, etc.). Include this completed checklist in the root folder.

3. File Size

Individual files should not exceed 10MB. Compress large files or split into multiple parts if necessary. Total submission should not exceed 500MB.

4. Quality Standards

All scanned documents must be clear and legible. Use at least 300 DPI resolution for scans. Ensure PDFs are searchable (not image-only).

5. Submission Method

Upload documents through the IQ2LT application portal at www.iq2lt.org/apply. Alternative methods available upon request for large submissions.

6. Verification

Before submitting, verify that all checkboxes above are marked and all required documents are included. Incomplete applications will be returned.

7. Confidentiality

All submitted documents are treated as confidential and used solely for accreditation evaluation purposes. Documents will not be shared without permission.

CERTIFICATION

I certify that all documents listed in this checklist have been reviewed for accuracy and completeness, and that the information provided is true and correct to the best of my knowledge.

Name: _____

Title/Position: _____

Signature: _____

Date: _____

QUESTIONS OR ASSISTANCE

If you have questions about required documents or need assistance preparing your application, please contact the IQ2LT Accreditation Office:

Email:	accreditation@iq2lt-edu.org
Phone:	+1 (302) 608-9040
Website:	www.iq2lt-edu.org/resources
Office Hours:	Monday - Friday, 9:00 AM - 5:00 PM (GMT-5)

*IQ2LT Document Checklist - Version 1.0 - November 2025
This checklist must be completed and included with your application submission.*