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STUDENT DOCUMENT VERIFICATION PROCESS

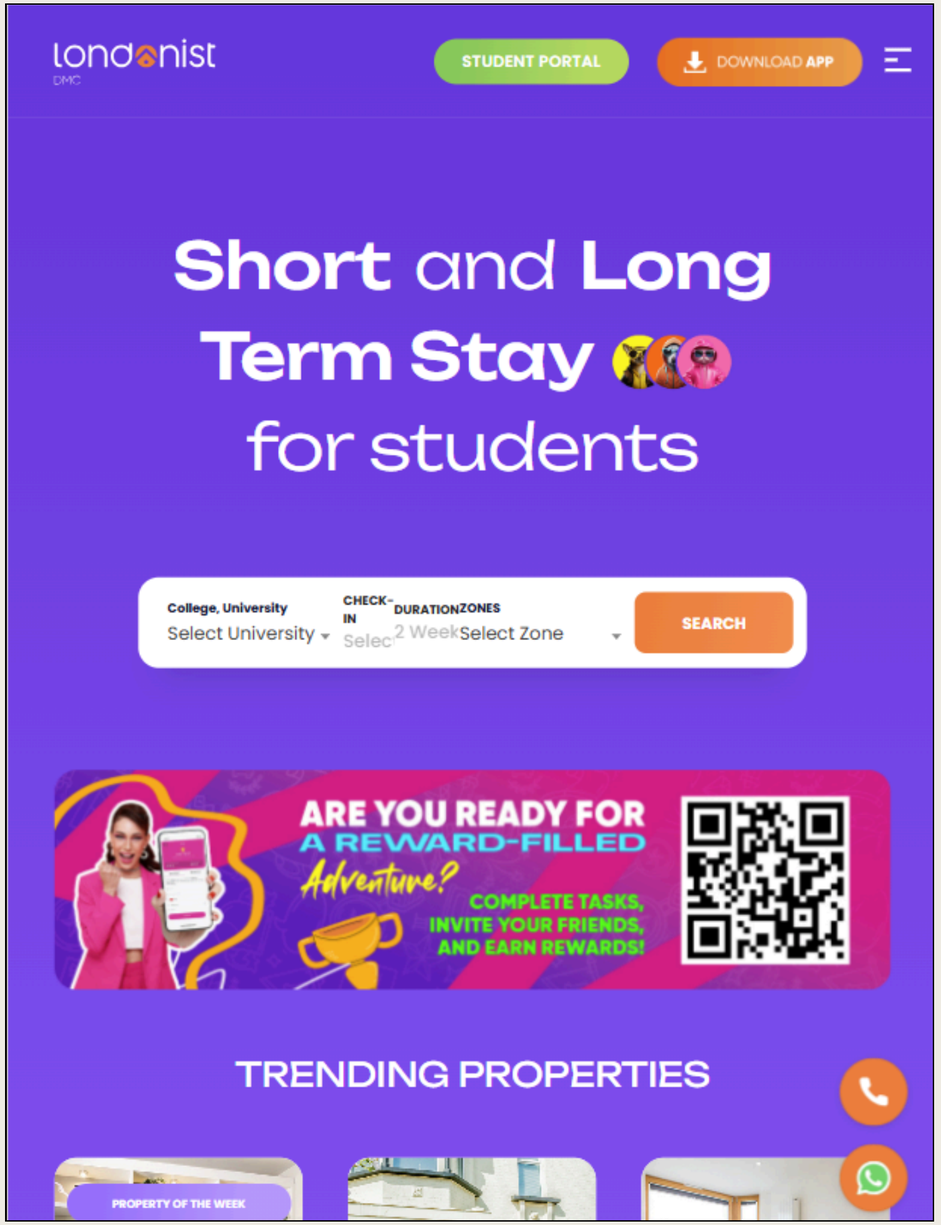
STUDENT
ACCOMMODATION
BOOKING FLOW

LONDONIST DMC

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(01) STUDENT INTEREST

Student shows interest in booking accommodation with Londonist DMC

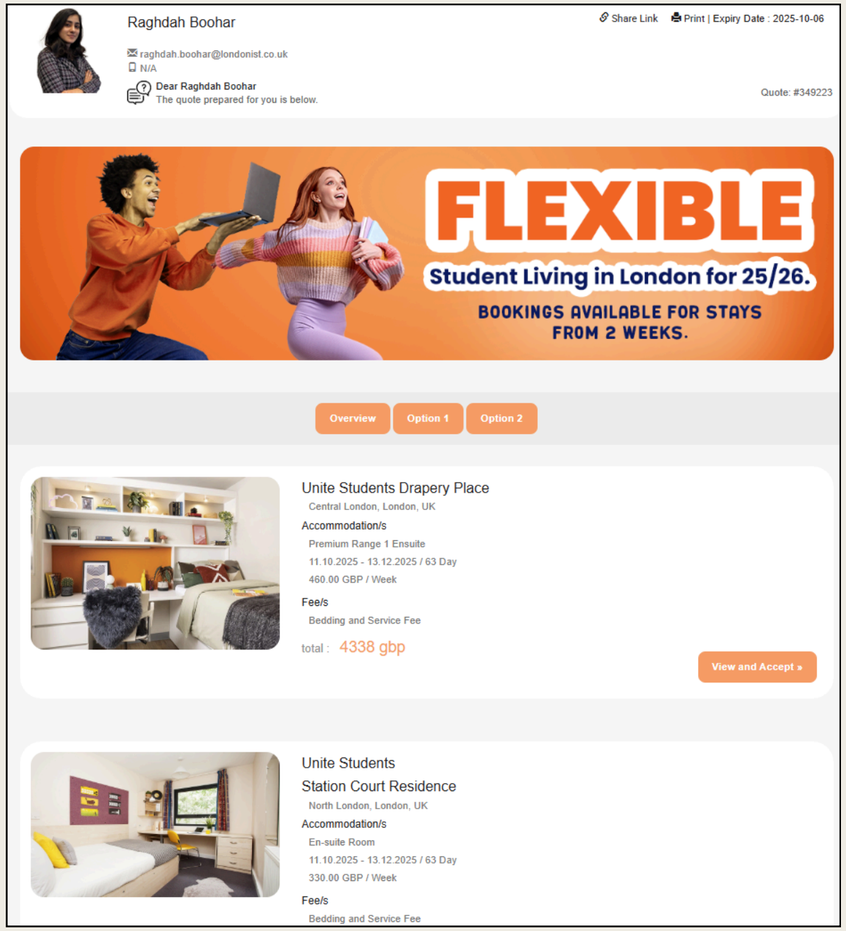


STUDENT ACCOMMODATION BOOKING FLOW

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(02) QUOTE SENT TO STUDENT



Sales team member shares a quote with multiple accommodation options

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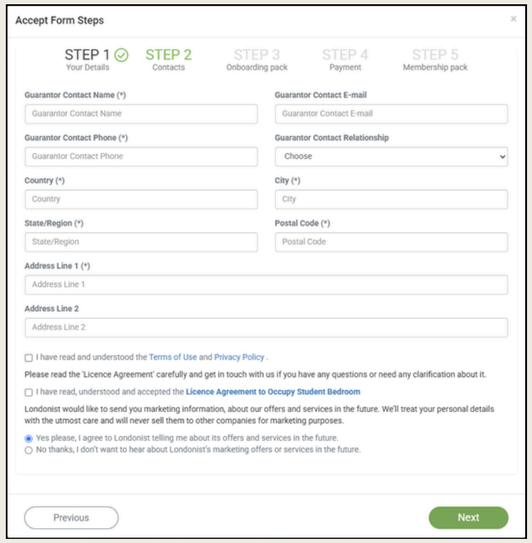
(03) STUDENT CONFIRMS & PROVIDES DETAILS

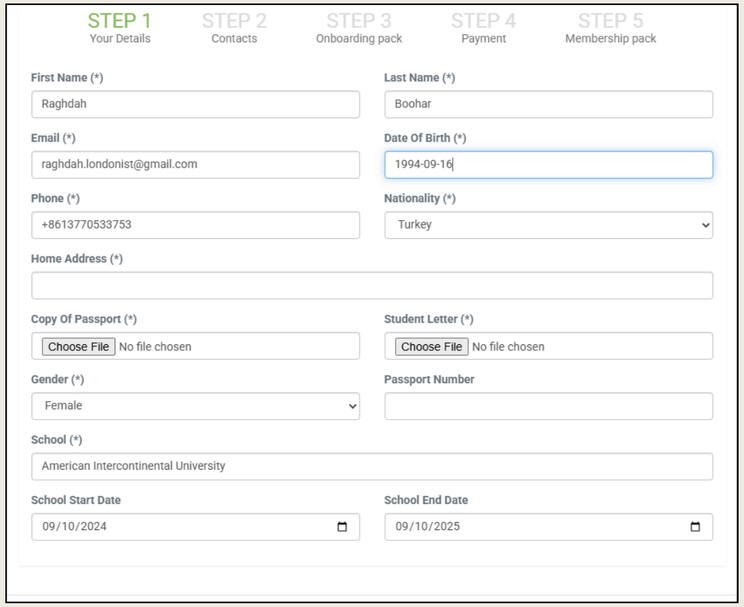
STUDENT SELECTS PREFERRED ACCOMMODATION AND FILLS IN DETAILS:

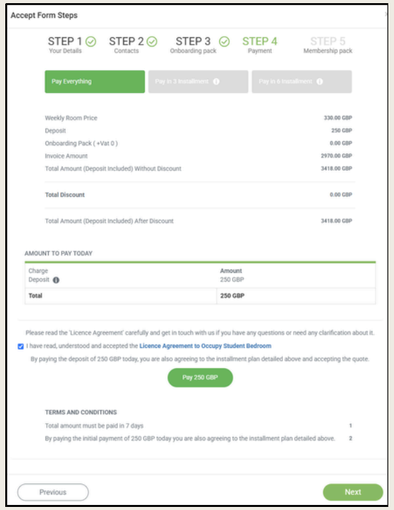
a. Personal & contact details (including Offer Letter + Passport Copy)

b. Financier/Guarantor details

c. Select payment plan & pay deposit



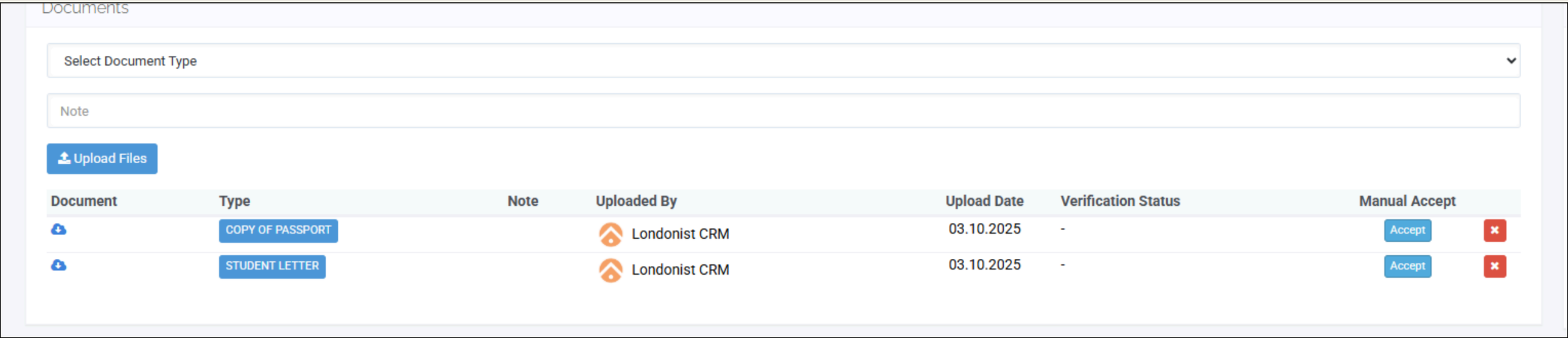




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(04) LONDONIST SYSTEM CAPTURES DETAILS

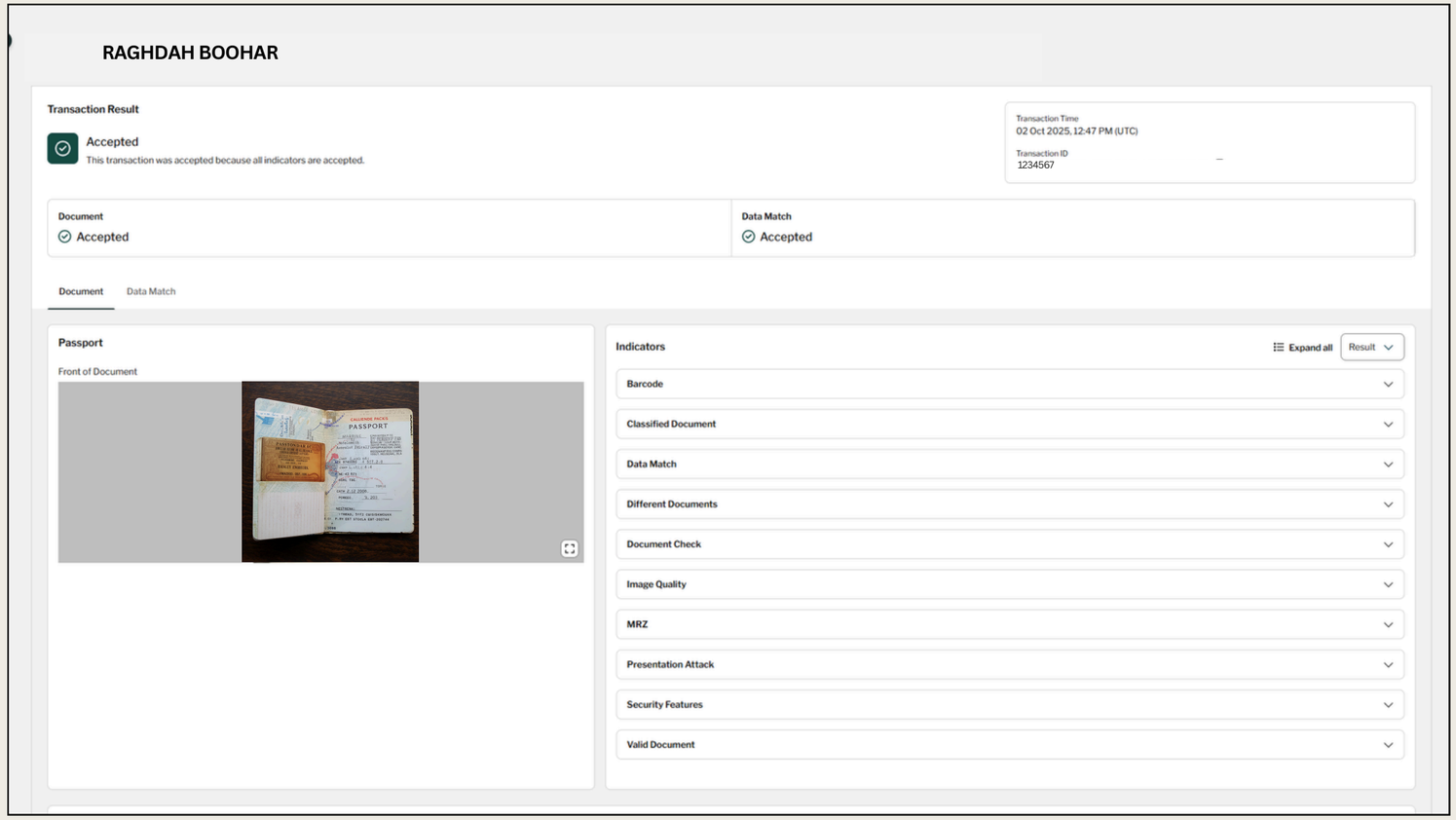
Once the quote is accepted, all student details (including passport copy) are captured automatically in the CRM.



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(05) ID VERIFICATION

- Londonist CRM is integrated with an external ID verification provider (via APIs).
- Passport documents are checked for authenticity.
- Verification result = Valid / Invalid.
- University Offer Letter is checked and validated manually in internal team.



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(06) INTERNAL REVIEW

- Our team reviews the verification result in the CRM.
- Passport status is displayed alongside the student profile.
- University Offer Letter uploaded by student is reviewed by the team.



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(07) FOLLOW-UP WITH STUDENT

- If the passport and University offer letter is invalid or unclear → student is asked to re-upload the document.
- If valid → booking continues without delay.



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This ensures all passport documents are authentic, verified, and securely managed, reducing risk of fraud and streamlining the booking process.