

## Confirmation of Qualifications

In order for applicants to be able to enrol successfully at Cardiff Metropolitan University, we will require confirmation of all completed qualifications to date. **This includes GCSEs for the majority of programmes.**

### Undergraduate

Qualifications that are transmitted to us via UCAS won't need to be verified i.e. AS/A Levels, BTEC, Welsh Baccalaureate Diploma, International Baccalaureate Diploma, OCR National Diplomas, Scottish Highers, Irish Leaving Certificate, Art Foundation Diploma, Extended project. If your results are not showing, we will ask to see confirmation.

**Cardiff Metropolitan University needs to have had sight of all qualifications by August 31st in the year of entry. For late applications, applicants will have until the start of the course to show qualifications.**

### PGCE

Applicants will need to provide us with copies or originals of all certificates listed on their application form. Please refer to the section below as to what we do and do not accept.

**Cardiff Metropolitan University needs to have had sight of all qualifications by the 31st August in the year of entry. For late applications, applicants will have until the start of the course to show qualifications.**

### Postgraduate and Part-time

We will ask to see all qualifications which form part of the conditions of the offer. If qualifications are seen and verified during interview, and the Admissions Unit is notified, applicants will not need to send them in.

We will accept copies and originals of certificates.

**Cardiff Metropolitan University needs to have had sight of all qualifications by the start of the course.**

### **Qualifications that are accepted:**

- If you have been given an **Unique Learner Number (ULN)** from your school or college and have not opted out of sharing your information through your Personal Learning Record (PLR), please can you inform us of your ULN by emailing it to [newstudent\\_qualifications@cardiffmet.ac.uk](mailto:newstudent_qualifications@cardiffmet.ac.uk). We should then be able to verify your qualifications via your PLR and you won't need to send us any further confirmation.
- *Certificates.* We can accept copies or original certificates. Documents can be brought into the I-Zone which is situated on the Llandaff and Cyncoed campus; scanned and emailed to [newstudent\\_qualifications@cardiffmet.ac.uk](mailto:newstudent_qualifications@cardiffmet.ac.uk); or sent to the Admissions Office. If applicants are sending original documents, we recommend they are sent via recorded delivery. Cardiff Metropolitan University will return all original documents via recorded delivery.
- *Statement of results.* If certificates aren't available, applicants can send us their Statement of Results, but these will need to show an original signature and stamp by the awarding school or college.

Cardiff Metropolitan University reserves the right to request original documents if it is felt that further checks are required, or to contact the applicants' School or College direct for confirmation.

**If an ULN, certificate or Statement of Results is not available, Cardiff Metropolitan University will accept:**

- *Letter from the applicants' School or College.* Letters need to be on official headed paper, have an original signature, and sent to the Admissions Unit.

Applicants can approach Examining Bodies and apply for a *Certifying Statement of Results (certificate)* or a *Letter of Confirmation*. There are costs attached to these, applicants are advised to contact the awarding body for further information.

Cardiff Metropolitan University can access the service provided by HEDD (Higher Education Degree Datacheck) to verify applicants' degrees from other registered institutions. Applicants will need to provide consent for us to be able to access this service.

Where documents are not in English, we will require the applicant to provide an official translation into English if required by the University, and submit both the translation and the document.

**We regret that we cannot accept:**

- Confirmation via email from a School or College, apart from in exceptional circumstances. The applicant will need to contact the Admissions Unit if he/she has attempted to provide evidence of qualifications via all other avenues.
- Documents printed off an institutions' website e.g. from University accounts, AAT, unless accompanied by an original signature and stamp by the institution.
- School or College SIMS document, unless accompanied by an original signature and stamp by the School or College.
- Documents which don't include the applicants' name
- Results slips produced by a School or College, which list the applicants' qualifications, unless accompanied by an original signature and stamp by the School or College.

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**Change of name**

If an applicants' certificates are in a different surname or alternative spelling, further confirmation will be needed e.g. marriage, birth or adoption certificate, affidavit or change of name document. If an applicant has no official documentation of their name change, we will accept a photo with verification from a school or college that confirms it is the same person.

**Induction Week**

If required qualifications have not been sent to Admissions for verification by the start of the course – i.e. before Induction week, the student may not be able to collect their ID card until the necessary qualifications have been seen and verified.