

Confirmation of Qualifications

Undergraduate

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

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 be asked to bring original and copies of certificates of all completed qualifications with them to interview. If we do not see sight of these during interview, applicants will need to provide us with copies or originals of certificates. Please refer to the section on Undergraduate qualifications as to what we will and will 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:

- *Certificates.* We can accept copies or original certificates. Documents can be brought into the I-Zone which is situated on the Llandaff campus; scanned and emailed to newstudent_qualifications@cardiffmet.ac.uk; faxed; 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.

- Alternatively, 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 We should then be able to verify your qualifications via your PLR and you won't need to send us any further confirmation.

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.

Where documents are not in English, we will require the applicant to provide a certified 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.

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.

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 qualifications have not been sent to Admissions for verification by the start of the course – i.e. before Induction week, the student will be unable to collect their Metcard until the necessary qualifications have been seen and verified. Without the Metcard, students will be unable to

access Blackboard, access certain rooms on campus, access PC's, photocopiers etc, therefore it is imperative that we have sight of qualifications as soon as possible.

All students are expected to bring their original certificates with them during Induction week, as checks will be made. If documents are not provided, students will have 7 days to bring in originals, either to the I-Zone or to the Admissions Unit. If originals are not produced within the 7 days, students may not be able to continue on their programme.