Cardiff Metropolitan University | Prifysgol Metropolitan Caerdydd

Verification of Qualifications

For applicants to enrol successfully at Cardiff Metropolitan University, all completed qualifications, including GCSEs, must be verified.

Verification is the process of confirming the authenticity of the qualifications upon which an offer of a place has been made. This ensures that all students meet the academic requirements for study at the University and helps to protect the integrity and value of our courses.

When Qualifications Are Verified

Qualifications are normally verified as part of the application process. Applicants will not usually be issued with an Unconditional offer until their qualifications have been verified. Where an Unconditional offer has been issued before verification is completed, enrolment will not be permitted until all qualifications have been confirmed.

How Qualifications Are Verified

Undergraduate Applicants

Most UK-based Level 3 qualifications, including A and AS Levels, BTEC, Advanced Skills Baccalaureate Wales, Scottish Highers and Advanced Highers, Irish Leaving Certificate and OCR Diplomas, are received by Cardiff Metropolitan University from UCAS via the relevant awarding bodies during the summer examination period.

UCAS asks applicants to provide their Unique Learner Number (ULN), which is issued by a school or college. This allows universities to verify qualifications through the Personal Learning Record, provided the applicant has not opted out of sharing this information.

If you have not included your ULN on your UCAS application, please email it to askadmissions@cardiffmet.ac.uk. If you have opted out of sharing your Personal Learning Record, you will need to log into your account and update your preferences accordingly.

If you do not have a ULN number, you will need to send in proof of your qualifications to the Admissions Unit. Please refer to the Qualifications Accepted section for guidance.

Where results are not received through UCAS and we are unable to verify qualifications electronically, applicants will be asked to provide documentary evidence of achievement.

Cardiff Metropolitan University must have sight of all qualifications by 31st August in the year of entry. For late applicants, qualifications must be provided no later than the start of the course.

Postgraduate Applicants

For Cardiff Metropolitan University students progressing directly from an undergraduate degree to a postgraduate course, qualifications are held on the student record and do not need to be resubmitted.

For graduates from UK universities from 2017 onwards, degree awards can be verified using the Higher Education Achievement Report (HEAR) through the Universities Verify service. Once your documents are available, you will be invited to register for a Verify account.

Applicants can grant third-party access to Cardiff Metropolitan University for a specified period, allowing secure access to a verified digital record of achievements. To do this, sign into your Verify account, select the Connections section of the dashboard and add Cardiff Metropolitan University.

All postgraduate entry qualifications must be verified by the start of the course. Where verification cannot be completed electronically, applicants must submit documents directly to the Admissions Officer.

Qualifications Accepted

We accept copies or original certificates. Documents may be:

- Presented in person at the i-zone on the Llandaff or Cyncoed campuses
- Scanned or emailed to askadmissions@cardiffmet.ac.uk
- Posted to the Admissions Office

If original documents are sent by post, we recommend recorded delivery. All original documents will be returned by recorded delivery.

Where certificates are not available, a Statement of Results may be accepted. This must include an original signature and official stamp from the awarding school or college. The University reserves the right to request original documents or to contact the school or college directly for confirmation.

If a ULN, certificate or Statement of Results cannot be provided, we may accept:

- A letter from the applicant's school or college on official headed paper with an original signature
- Confirmation by email from a school or college, where the sender can be verified as authorised to confirm achievement

Applicants may also request a Certifying Statement of Results or Letter of Confirmation from the relevant awarding body. Fees usually apply, and processing can take up to two months.

Certificates or Transcripts Not in English

If certificates or transcripts are issued in a language other than English, official authenticated English translations must be provided. Official translations are also required to meet UK Visa regulations.

Translations must be produced on official letter-headed paper and confirm that the document is a true and accurate translation of the original. Each translation must include:

- The translator or translation company’s name and contact details
- The translator or company’s qualifications or credentials
- The date of the translation
- The translator’s full name and signature, or the full name and signature of an authorised representative of the translation company

Translations must be completed by a professional translation service or accredited translator. Translations provided by agents will only be accepted where the agent offers a recognised translation service and the translator holds appropriate credentials (e.g., NAATI, CATI or NAETI). English language modules studied as part of a degree (e.g., TEM-4 or TEM-8) are not considered valid translator qualifications.

Documentation Not Accepted

The following documents are not accepted unless accompanied by an original signature and official stamp from the issuing institution:

- Documents printed from institutional or student portals, unless verified or sent direct by the awarding institution
- School or college SIMS documents, unless verified or sent directly from the school or college
- Result slips produced by a school or college, unless verified or sent directly from the school or college
- Documents that do not include the applicant’s full name will not be accepted

Change of Name

If qualifications are in a different name or spelling, official evidence of the name change must be provided. This may include a marriage certificate, birth certificate, adoption certificate, deed poll or affidavit. Where no official documentation is available, we may accept confirmation from a school or college clearly verifying that the records relate to the same individual.

Induction Week and Enrolment

If required qualifications have not been verified through the admissions and compliance checks before the start of the course, including prior to Induction Week, students may be unable to collect their student ID card until verification has been completed.