

Acceptable evidence of qualifications:

Q *What qualifications do you need to see?*

We need to see all completed qualifications you have listed on your UCAS application form. This includes GCSEs. We will receive some qualifications direct from UCAS – including AS and A Levels, BTEC Diplomas, Welsh Bacalaureate Advanced Diploma, International Bacalaureate Diploma, Irish Leaving Certificate, Scottish Highers, Art Foundation Diploma. If we do not receive these qualifications from UCAS, we will let you know and you will need to send them to us.

Q *What evidence will you accept of my qualification?*

If you have been given a Unique Learner Number (ULN) from your school or college, and you haven't opted out of sharing your information, please forward this to us so that we can verify your qualifications via your Personal Learning Record. This will save the need to send in or scan and email your actual certificates to us.

If we are unable to verify your qualifications via your ULN, we will accept a copy or original *certificate* showing your result. We can also accept an original *Statement of Results*, but this must be signed and officially stamped by your school or college. (Your Statement of Results may have the ULN printed on it) If you do send us original documents, we recommend you send them via recorded delivery, and we will always send original documents back in the same way.

Q *Is there any evidence you cannot accept?*

Unfortunately, we cannot accept documents that you have printed off an institutions website or a document that doesn't include your name. If you have a SIMS printout, this will need to have an original stamp and signature from your school or college.

Q *How do I get my certificates to you?*

If you live locally, you can bring your certificates into the IZone located on the Llandaff and Cyncoed campus. Alternatively, you can scan and email them to **newstudent_qualifications@cardiffmet.ac.uk** or post them to Admissions (Western Avenue, Cardiff, CF5 2YB)

Q *I have changed my name. What can I do?*

If your certificates are in a different name or different spelling to your application, we will need to see evidence of this, such as a marriage certificate, birth or adoption certificate, or a change of name document. If you haven't got any of these documents to show your name change, we can accept a photo of yourself with verification from a school or college to confirm it is you.

Q *I can't find my certificates, what can I do?*

If you have lost your certificates or Statement of Results, you can ask your School or College to write us a letter on official headed paper confirming your results.

If you have a Unique Learner Number (ULN) and we don't already have a record of it, you can notify us of this and we may be able to verify your qualifications via your Personal Learning Record.

If your School or College can't provide confirmation, you will need to approach examining bodies in order to apply for replacement certificates or a letter of confirmation, even if qualifications were completed several years ago. There are costs linked to this service, please contact the relevant examining bodies for further information.

Q ***I am still studying and won't get my certificates until August?***

We receive certain qualifications direct from UCAS – namely AS/A Levels, BTEC, Welsh Baccalaureate Diploma, International Baccalaureate, OCR Nationals, Art Foundation, Scottish Highers, Irish Leaving Certificate, Key skills – therefore if you are expecting these results during the year that you will be entering University, you won't need to send in your results. If we don't receive these qualifications from UCAS, and for other qualifications not listed above, you will need to send us confirmation of your results. We will inform you if we need you to send us any documents.

Q ***My certificates are not in English/Welsh. What should I do?***

If your certificates are not in English or Welsh, we may ask you to provide us with a certified translated document. We will let you know if we need you to provide this additional document. We would also encourage you to provide us with a Statement of Comparability from NARIC as this will give us with an official assessment as to the equivalency of the qualification.

Q ***What will happen if I do not show proof of my qualification/s?***

Failure to show proof of qualifications will mean that you have not satisfied the conditions of your offer. If you are in any doubt as to which qualifications we need to see, its best to send them all in, and to bring all your originals to your induction week.

If we have not seen all qualifications listed on your application form, including GCSEs, you may not be able to collect your Metcard during Induction.

Q ***Why do I need to bring my original certificates to Induction week?***

As we operate an online enrolment facility, we ask that you bring your original certificates with you to Induction. You may be asked to show your certificates at any point during that week, so it is important you have them with you. Failure to show your certificates when asked may result in you not being able to continue on the Programme.

If you have any further questions not answered above, please contact Admissions on **029 2041 6010** or email askadmissions@cardiffmet.ac.uk and we will be able to help you.

Documentation verification

Applicant	Qualification				
	GCSEs	BTEC/A Levels/ Scottish/Irish Leaving/Welsh Bacc/International Bacc/OCR Nationals/ Key skills/Foundation Art/Extended project	Non-standard UK qualifications and Overseas	All other qualifications	IELTS
Undergraduate UCAS Applicants (Home/EU)	Provide ULN in order to verify qualifications	We will receive most L3 qualifications from UCAS – if results are not received, we will inform applicants to send them to Admissions	Copies or original documents to be checked prior to enrolment	Copies or original documents to be checked prior to enrolment	IELTS certificate to be sent to Admissions
	Copies or originals of GCSEs to be checked prior to enrolment	If copy not sufficient, we will request to see the original	NARIC will be used to check equivalency of overseas qualifications	Originals to be brought to induction	To be verified via IELTS website. If results not showing, original documentation to be checked prior to enrolment
	If copy not sufficient, we will request to see the original	If copy not sufficient, we will request to see the original	Translated copied may be requested		
	Originals to be brought to induction	Originals to be brought to induction	Originals to be brought to induction		
Postgraduate Direct Applicants (Home/EU)	If conditions of offer state GCSEs, copies or originals to be checked prior to enrolment	If conditions of offer state the above qualifications need to be seen, copies or originals to be checked prior to enrolment	Copies or original documents to be checked prior to enrolment	Copies or original documents to be checked prior to enrolment	IELTS certificate to be sent to Admissions
	If copy not sufficient, we will request to see the original	If copy not sufficient, we will request to see the original	If degree not completed through English Language, IELTS or equivalent required	Originals to be brought to induction	To be verified via IELTS website. If results not showing, original documentation to be checked prior to enrolment
	Originals to be brought to induction	Originals to be brought to induction	Originals to be brought to induction		

