Proof of Qualifications

If you have been asked to provide proof of your qualifications as a condition of your offer please read this information carefully. If you have a UCAS Personal ID or another applicant number please mention it when replying.

To secure your offer of admission we will accept:

A copy* of your official statement of results / certificate / transcript by email or post.

(*If you send a copy of your document/s now you will be asked to present the original document when you arrive at the University. You will not be able to complete the formal registration process until the original document has been sighted by a member of the University staff and is satisfactory. Please note that some professional programmes require all original documents before the place can be confirmed)

Or
The original statement of results, certificate or transcript issued to you by the examination board/awarding institution

Or
An officially verified copy of your original statement of results/ certificate / transcript sent in hard copy. The copied document must have an original legible stamp and legible signature from an authorised person at
The awarding institution (the institution that awarded your qualification)
You country’s embassy in the UK or a known overseas government ministry
The University of Hull’s Xiamen Office or any member of the University of Hull staff

Or
Notice from the school/college where you took the qualification confirming the qualification and grade achieved. Notification must be received in hard copy on official letterhead paper and be signed by an authorised officer of the institution or by email direct from the institution to the University of Hull. The University reserves the right to contact that institution directly should any further information be required

Or
Via the specific process described below for the following qualifications:

IELTS Results
Please provide a copy of your Test Report, or your test date, scores and Test Report Form (TRF) number, from your IELTS Test Report (located on the bottom-right hand corner of the Report). We will then check the results against the official IELTS database.

TOEFL Results
If you have taken the iBT test please provide a copy of your test results, or your test date, scores and candidate number. We will then check the results against the official TOEFL database. For any other non-iBT TOEFL tests please contact TOEFL directly and arrange for verification of your score to be sent to the University of Hull.

Pearson Test of English Academic (PTE Academic)
Please ensure that you make your online results available to the University of Hull on the verification service via the Pearson website. We will then receive notification of your results directly from Pearson. If you require a Tier 4 visa for study you must also ensure that your results are available to the UK Home Office.

NECO/WAEC Results
Please provide Scratch Card details so that your exam results can be viewed. We need your Exam number, Exam year, Card Serial number, and PIN – please send these details by email to the relevant campus.

International Baccalaureate Results
Students taking IB qualifications are asked to give authority, via their school and the IBO, for results to be released direct to the University of Hull’s institution account. Please let us know that you have given permission for us to view your results by sending an email to the relevant campus.
Please also read the following guidance:

**Degree/HND/Diploma:** The documents must show the name of the qualification that you have been awarded and the overall grade, classification or cumulative grade point average as appropriate. It is also helpful to include a description of the grading/classification system used. If your certificate does not show the grade achieved (e.g., degree certificates from China) also provide your full transcript.

**English Language Translation:** Where documents are not in English it is your responsibility to obtain an official translation to English and submit both the translation and the document translated. You should include the full name and address of the translator.

**Name change:** If the documents are not in the same name as you are using to apply for admission you must include official proof of the name change – please see guidance on http://www2.hull.ac.uk/Student/admissions/policies.aspx.

**Provisional results:** Documents that show that results are provisional and subject to further confirmation by another body will not be accepted.

**Sending documents by post:** We recommend use of a secure mail service or courier to guarantee delivery. The University of Hull cannot be held responsible for loss of documents in any external mail/courier system. The cost of post/courier to send documents is the applicant’s responsibility.

**When sending hard copy (original) documents please let us know whether you require us to return them to you:** We will normally return them by an official courier to overseas addresses (where such a service is available). Returns to UK addresses will normally be sent via first class recorded delivery and will require a recipient signature for delivery.

Please send your documents to the relevant campus:

<table>
<thead>
<tr>
<th>Hull Campus programmes</th>
<th>Scarborough campus undergraduate programmes</th>
</tr>
</thead>
</table>
| Admissions Service (Undergraduate/ Social Work MA)  
University of Hull, Cottingham Road  
Hull, HU6 7RX, UK  
admissions@hull.ac.uk | Scarborough Student Administration  
University of Hull Scarborough Campus  
Filey Road, Scarborough, YO11 3AZ, UK  
admissions-scar@hull.ac.uk |
| Admissions Service (Postgraduate)  
University of Hull, Cottingham Road  
Hull, HU6 7RX, UK  
pgstudy@hull.ac.uk | |

This document is subject to review at any time before or after admission and in particular in relation to any change to Home Office Tier 4 sponsor duties.

The full *Policy for Collection of Certifications as Evidence of Prior Qualifications or Study* is available from the Admissions Service. Should we have concerns about any document we reserve the right to request the original at any time.

Issued by Admissions Service, University of Hull (Updated: May 2014)