Proof of Qualifications

The University of Hull will accept proof of your qualifications using only official documents. 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 postgraduate application number, please include this with the documents.

If your name on the documents is not the same as on your application for admission you must include proof of the name change – please see guidance on http://www2.hull.ac.uk/Student/admissions/policies.aspx.

You must provide proof of qualifications in one of the following ways:

1. **Original evidence of results**

   The original statement of results, certificate or transcript issued to you by the examination board/awarding institution should be posted to the relevant campus:

<table>
<thead>
<tr>
<th>Undergraduate Hull Campus programmes and all postgraduate programmes</th>
<th>Scarborough campus programmes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Service (Undergraduate/Postgraduate*) University of Hull Cottingham Road Hull, HU6 7RX UK</td>
<td>Scarborough Student Services University of Hull Scarborough Campus Filey Road Scarborough YO11 3AZ UK</td>
</tr>
</tbody>
</table>
*please indicate as appropriate

We recommend use of a secure mail service or courier to guarantee delivery. The University of Hull is unable to be responsible for loss of documents in an external mail/courier system and the cost of post/courier to send documents is the applicant’s responsibility. We will return documents by special delivery (courier to non UK addresses) post.

2. **Acceptable verification by a school/college/university**

   We will normally accept notification of your results by your former school/college/university if they send them directly to the University. Notification must be on official letterhead and signed by an authorised officer or by email direct from the institution.

   By post see addresses above

   By email admissions@hull.ac.uk (Hull campus undergraduate programmes)
   admissions-scar@hull.ac.uk (Scarborough campus undergraduate programmes)
   pgstudy@hull.ac.uk (Postgraduate programmes)

   The University reserves the right to contact the awarding institution directly should any further information be required.

3. **Officially verified copy of your original statement of results/certificate/transcript**

   The photocopied document must have an original legible stamp/signature from an authorised person at:

   - The awarding institution (eg the institution that awarded your qualification)
   - A British Council Office or British High Commission Office
   - One of the University of Hull’s appointed in-country partner offices (see www.hull.ac.uk/international for the details of your nearest office)
   - You country’s embassy in the UK
   - A major sponsor known to the University

   Where documents are not in English it is the applicant’s responsibility to obtain official translation to English if required by the University and to submit both the translation and the document translated.

see overleaf
4. Results which can be verified by the University online

IELTS

Please provide your Test Report Form (TRF) number, from your IELTS certificate (located on the bottom-right hand corner of the certificate). We can check the results against the official IELTS database.

TOEFL

If you have taken the iBT test please provide your registration number and all scores. We can check the results against the official TOEFL database.

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 on the Pearson website. We will then receive notification of your results directly. If you require a Tier 4 visa for study you must also ensure that your results are available to the UK Border Agency.

NECO/WAEC

Please provide Access/scratch card details so that your exam results can be viewed. We need your UCAS Personal ID number, Exam number, Exam year, Card Serial number, and PIN – send these details to admissions@hull.ac.uk (Hull campus programmes) or to admissions-scar@hull.ac.uk (Scarborough campus programmes).

International Baccalaureate

Students taking the IB need 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 that permission for by sending an email to admissions@hull.ac.uk (Hull campus programmes) or to admissions-scar@hull.ac.uk (Scarborough campus programmes).