



APPLICANT USER GUIDE

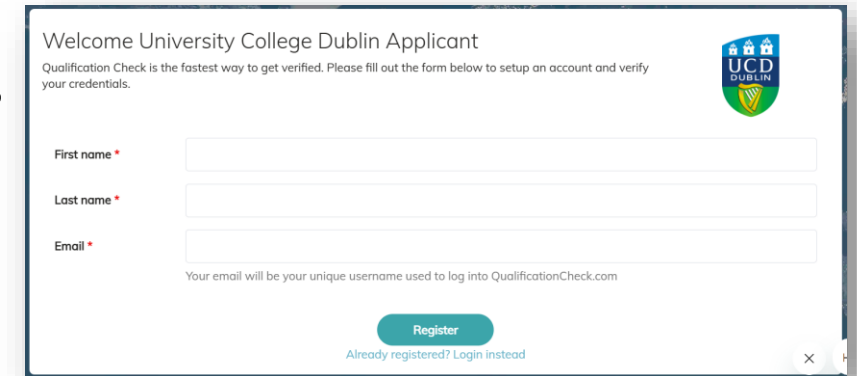
STEP 1: REGISTER & COMPLETE VERIFICATION

Please register to verify your qualifications by entering your personal details at:
<https://ucd.qualificationcheck.com/>

Check your inbox for an email from:
do-not-reply-@qualificationcheck.com

With the subject line: 'Verify your QualificationCheck.com Registration'

Follow the link and create your login.



Welcoming University College Dublin Applicant

Qualification Check is the fastest way to get verified. Please fill out the form below to setup an account and verify your credentials.

First name *

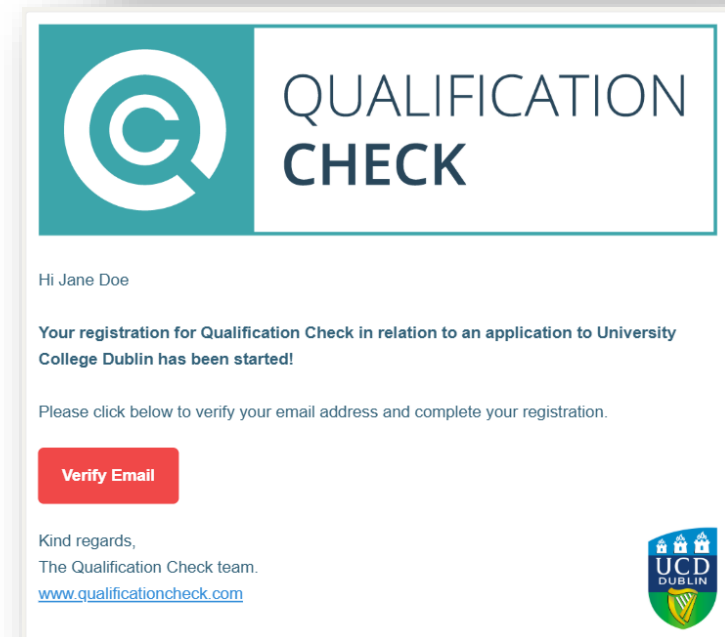
Last name *

Email *

Your email will be your unique username used to log into QualificationCheck.com

Register

Already registered? Login instead



STEP 2: APPLICANT DETAILS & INSTITUTE SEARCH

Once logged in, complete the application detail fields.

Once the questions are completed, you will be instructed to type the name of the institution that awarded the qualification you're requesting to be verified.

As you type, a list of institutions will appear. Click on the name of the institution where you studied.

Application Details

Organisation	University College Dublin This is the organisation your application will be submitted to.
First Name *	Jane
Last Name *	Doe
Date of Birth *	11/11/1990 Please ensure you use DD/MM/YYYY format.
UCD Student Number *	12345678 Must be 8 digits
Programme Applied For *	Business The programme you are applying for at this university

 Education Verification

Institute Search

Select an institute to verify where you studied at:

Institute name	punjab
Country	India

Name	Country
Central University of Punjab	India



STEP 3: ENTER QUALIFICATION DETAILS

Enter your individual details (name and date of birth) as they appear on your qualification.

Then enter the requisite qualification details as instructed on the portal.

Individual's Details

First name *

Jane

Must be the name used at the time of study, as shown on the diploma/certificate. Please check to ensure the name has not changed since the time of study, for example due to marriage.

Middle name

Last name *

Doe

Must be the name used at the time of study, as shown on the diploma/certificate. Please check to ensure the name has not changed since the time of study, for example due to marriage.

Date of birth *

11/11/1990

Please ensure you use DD/MM/YYYY format.

Qualification Details

Enrolment Status

Past student ☒ Current student ☐

Course *

Maths

Qualification

BSc

Classification

2:1

Enrolment Year *

2010

Graduation Year

2013

Comments or Additional Requests

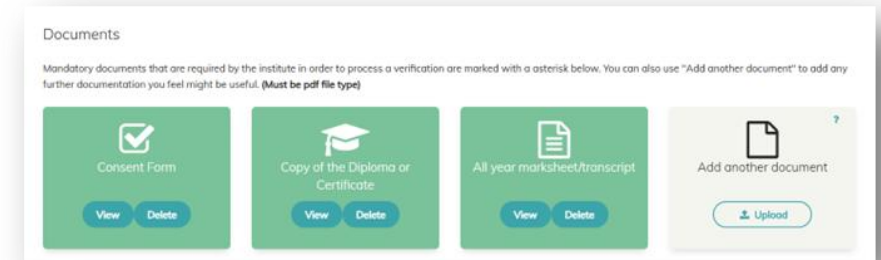


STEP 4: CONSENT FORM & OTHER DOCUMENTS

Scroll down to the 'Documents' section. Below the Institute Consent Form, click the 'Download & Sign' button. This will open a consent form document.

Complete and sign the form then upload it by clicking on the 'Upload' button underneath the consent form link. E-signatures are accepted by institutions unless otherwise stated.

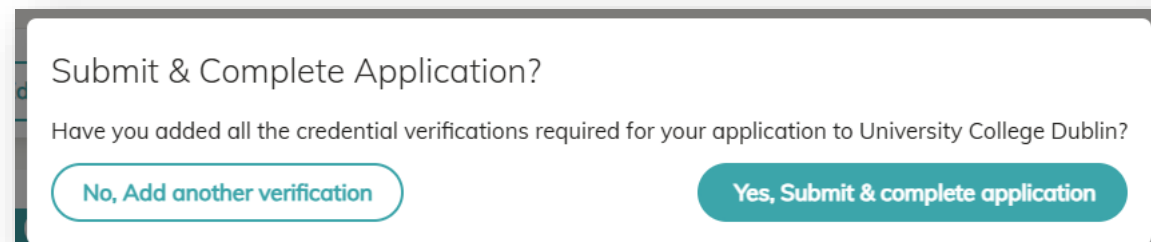
If the institution requires additional applicant documentation, please upload a PDF version of the document(s) listed.



STEP 5: COMPLETE APPLICATION & SUBMIT PAYMENT

A message will pop up asking you to confirm that you have submitted all relevant qualifications to be verified.

If you have, click on the 'Yes, submit & complete application' button.



Submit & Complete Application?

Have you added all the credential verifications required for your application to University College Dublin?

[No, Add another verification](#) [Yes, Submit & complete application](#)



STEP 6: VERIFICATION IS PROCESSED

Qualification Check will verify your qualification directly with the awarding institution.

Please be patient as this can take time as they check their records.



STEP 7: VERIFICATION RESULT

Once your qualification has been verified you will receive an email to notify you.

Your verification result will be automatically shared with University College Dublin.



NEED SOME HELP?

If you have any questions, click on the speech bubble icon button at the bottom right of the page and type your query in the chat.

Alternatively, you can reach out to the Qualification Check team directly at:
applicantssupport@qualificationcheck.com

