



How to Complete the Qualification Check Process.

Hi my name is Eoin, I'm a social science student and I also work part-time at the Student Desk. Today I'll give you a quick overview of the [Qualification Check process](#) and how to make sure that you complete this. You can find all the links mentioned in this video on [the UCD current students website](#).

It's important to note that not all students need to complete the Qualification Check process.

At the start of the year, you can check to see if you have a Qualification Check hold on your record. To do this, log into SISWeb and navigate to Registration, Fees and Assessment then Active Holds on My record. If you have a Qualification Check hold on your record, you will receive reminder emails to your UCD Connect account with instructions on how to complete the process.



When you applied to UCD, as part of your application you may have provided copies, or uploaded a scan or photo, of your qualifications.

Scanned documents are acceptable at the application stage, but now that you're accepted, UCD needs to verify that the documents are authentic.

There are four ways UCD can verify your documents and I'll talk you through each one. You can also find this information on the Qualification check webpage.

1: Some third level institutions will allow you to share your documents via a secure link. The Digitary Core service is one example.

The document share service will prompt you to nominate the email address to which you'd like your documents sent. Use the address qualificationcheck@ucd.ie.



Please note that this is an email address that only Institutions can use.

Students cannot email this account directly. If you do, you will get an automatic 'no reply' email and your email won't be answered.

2: You can use QCAS which is a secure third-party qualification check system. Full instructions on using QCAS are available on the [QCAS Applicant User Guide for UCD](#).

Please note that QCAS will charge you for this service.

3: You can arrange to have your documents emailed directly from your Institution to UCD Admissions.

Your institution should email your documents to: qualificationcheck@ucd.ie
Remember, this is not an email address that students should email and is only for use by other institutions.



4: The only exception when students can submit documents to qualificationcheck@ucd.ie is when you're submitting a pdf containing a digital signature of the issuing institution. It's important to note that a digital signature is not just a pdf with a signature. It is a pdf with a secure digital signature panel. This will be displayed as a blue banner or panel at the top of the document. The issuing Institute is responsible for making sure the document has a digital signature.

Please remember
Completing your Qualification Check is extremely important! If you don't complete it by the time the 2nd trimester exam results are released, you won't be able to access your results and you will not be permitted to graduate.



If you're having trouble completing your Qualification Check or have further questions about it, please [contact the Student Desk](#) and we'll be happy to help.

Thanks for watching, bye.