



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 contacting the University.**

To secure your offer of admission we will accept:

A copy* of your official statement of results / certificate / transcript by email, post or upload via your MyHull portal.

*If you provide a copy of your document/s and you will be studying on a programme leading to professional registration or you will require a Tier 4 visa to study in the UK, 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 seen 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 – we will tell you if this is the case

Or

The original statement of results, certificate or transcript issued to you by the examination board/awarding institution or a copy officially verified by them)

Or

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

Or

Verification of your results via the specific process described below for the following qualifications:

IELTS Results

Please provide a copy of your Test Report Form (TRF) Certificate, or your test date, scores and 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

Cambridge ESOL

Please provide your candidate ID number (3 letters, 6 numbers) and your secret number (4 digits) in order for us to verify your result on the Cambridge ESOL website.

Cambridge CIE results

We will verify your results using the CIE Direct results checker service.

Trinity College London Integrated Skills in English (ISE)

We will verify your results using the Online Trinity Results Verification (TRV) service.

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 to us by email.

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 us.

International Foundation/Diploma programmes

Where a programme has been delivered by a private provider and there is an accrediting body (for example NCTL) the University expects to see the accrediting body award document as well as any provider documentation.

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. For Chinese diplomas/degrees we require both the final certificate and 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://beta.www.hull.ac.uk/Choose-Hull/Study-at-Hull/Admissions/Policies-and-Guidance.aspx>.

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

Sending original documents by post: We recommend you do not send originals by post but if you need to 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 Admission team:

Undergraduate programmes (including PGCEs, and MA Social Work)	Postgraduate programmes (except MA Social Work)
Admissions Service (Undergraduate/PGCE/MA Social Work) University of Hull, Cottingham Road Hull, HU6 7RX, UK admissions@hull.ac.uk	Admissions Service (Postgraduate) University of Hull, Cottingham Road Hull, HU6 7RX, UK pgadmissions@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 UKVI Tier 4 sponsor duties. Should we have concerns about any document we reserve the right to request the original at any time. We may also approach the organisation to authenticate.