

# DOCUMENT MANAGEMENT

# TECHNICAL BRIEFING DOCUMENT

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# DOCUMENT HISTORY

Version	Date	Notes
V1.0	7 May 2025	Initial Release
V1.1	18 July 2025	Added 'scheme' field to the Get Documents operation request. Added ' <i>providerFilename</i> ' field to Get Documents operation response.
V1.2	18 November 2025	Updated the document file naming convention
V1.3	10 December 2025	Added XML-link version details.

# SUPPORTING DOCUMENTS

This documentation should be used in conjunction with the [UCAS-link documentation](#) published on UCAS.COM.

Further details on the [Document Management service](#) can be found on UCAS.com

# TERMS USED

- **UCAS** – UCAS Undergraduate (UG) application scheme.

# INTRODUCTION

UCAS are introducing a document management solution to enable students submitting a UCAS application to attach documents to their application. As such, this document outlines how we will make those documents available to Providers through an API that their Student Record System can integrate with, via UCAS-link.

# SCOPE

These changes will apply to the following schemes:

- UCAS Undergraduate (UG/UCAS)

# TECHNICAL IMPLEMENTATION

## XML-LINK

### New Reference Data Operations

UCAS will be exposing the following additional reference data operations through XML-Link as they will be needed to support the Document Management offer; we elaborate on why they are required, below the following table. The reason for the reference data exposure through XML-Link, as opposed to UCAS-Link, like the fetching of the documents, is because all reference data operations currently go through XML-Link.

#### XML-Link Version

These changes will be included in XML-Link v2.0 onwards. See [TBD2704 - XML-Link - Versioning - v2.0](#) for details of XML-Link versioning.

#### Supported Schemes

- UCAS

System	Method Name	XML Document	Parameters * is mandatory parameter	Description
UCAS	getReferenceApplicationSections	referenceApplicationSections	lastUpdated *rowStartPosition	<sup>1</sup> List of all the sections on a UCAS application.
UCAS	getReferenceDocumentCategories	referenceDocumentCategories	lastUpdated *rowStartPosition	<sup>1</sup> Each document attached to a UCAS application is assigned to a category; this is the complete list of possible categories.

<sup>1</sup> When you download documents, using the getDocuments operation described in this document, those documents follow a file naming convention that includes the codes for the application section and document category the documents belong to, therefore an SRS will need this reference data to interpret those codes in the

file names to establish the purpose of the documents, e.g., is the document a Passport, is it a qualification certificate etc.

XML Document	ELEMENT	TYPE	SIZE	Nulls?	DESCRIPTION
referenceApplicationSections					
	code	String	3	N	Application Section code.
	cycleFrom	String	4	Y	The earliest cycle that the code can be used. Null indicates that no start cycle has been defined.
	cycleTo	String	4	Y	The latest cycle that the code can be used. Null indicates that no end cycle has been defined.
	description	String	250	N	Application Section description.
	lastUpdated	Date	n/a	N	Date & time of last update
referenceDocumentCategories					
	code	String	3	N	Document Category code.
	cycleFrom	String	4	Y	The earliest cycle that the code can be used. Null indicates that no start cycle has been defined.
	cycleTo	String	4	Y	The latest cycle that the code can be used. Null indicates that no end cycle has been defined.
	description	String	250	N	Document Category description.
	lastUpdated	Date	n/a	N	Date & time of last update

# UCAS-LINK

## New getDocuments Endpoint

UCAS will add this new endpoint to UCAS-link to enable Providers to access documents that have been submitted with UCAS applications to their institutions.

### Additional Security Steps

As part of the Document Management rollout, UCAS will implement several security measures to ensure that the links we provide you with to download the actual documents can only be used by the intended recipient. As such, UCAS will set in-place, the following best practices to restrict these download URLs.

- **IP Address Restrictions.** A Provider will need to give us the IP Address Range from which their SRS will make calls to UCAS APIs from; we accept that some Providers may be sharing IP Address Ranges, where they have signed up to a SAAS based SRS, we will still require that shared IP Address Range and the following two steps will be used to further ensure that we lock the download URLs to the correct Providers.

Attempting to download a URL we provide from outside the IP Address Range of the calling Provider will be rejected.

- **UCAS Secret.** With every download URL UCAS provides to the SRS, there will be an associated 'ucasSecret' field.

Attempting to download a URL without providing an HTTP Header, with the value UCAS provide in this 'ucasSecret' response will be rejected; the HTTP Header you provide the secret in must be called **x-amz-meta-ucas-secret**.

- **Client Secret.** Each time an SRS makes a call to this 'getDocuments' operation, they must provide a value for the 'clientSecret' field in the request body.

The SRS should populate this client secret field using a different value each time it makes a request; we recommend using a UUID (Universally Unique ID); if the same value is used across multiple requests the request will be rejected.

Attempting to download a document from a document download URL without providing an HTTP Header, with the same value you provided in this 'clientSecret' will be rejected; the HTTP Header you provide the secret in must be called **x-amz-meta-client-secret**.

- **Download URL Expiry.** Each document download URL we provide to the SRS will have a 30-minute expiry time, meaning that any attempt to use it after that expiry time will be rejected and you will need to make a new call to the 'getDocuments' operation to get a new set of download URLs.

**POST** *api/v2/bulkprocessor/perform-download-query*

The 'actionType' in the request (see below) should be **210** (which equates to Get Documents).

The Get Documents endpoint allows a provider to fetch any documents that applicants submitted with their undergraduate applications, where the application has been submitted to the calling provider's institution.

## Supported Schemes

- UCAS

## Request Body Definition

Field	Type	Size in Bytes	Req'd	Additional Information
externalId	string	N/A	N	An optional ID identifying the batch to the client software. This value will be returned in subsequent responses. This could be used by the client software for correlation.
requestingSystemId	string	N/A	N	An optional ID representing the requesting system to the client software. This will be returned in subsequent responses. This could be used by the client software for correlation.
actionType	number	N/A	Y	A mandatory value that defines what is being requested. Always set this to <b>210</b> for fetching documents.
query	BulkProcessorQueryMessage	N/A	Y	A single query with the data needed to perform a query for documents.

## BulkProcessorQueryMessage

Field	Type	Size in Bytes	Req'd	Additional Information
institutionCode	string	4	Y	This is your UCAS assigned institution code for the provider making the request for documents. It will be a single value.
scheme	string	5	Y	Populate with either: <ul style="list-style-type: none"> <li>UCAS – to fetch undergraduate documents</li> <li>CUKAS – to fetch conservatoires documents</li> </ul>
cycleCode	string	4	Y	This is the cycle code to retrieve documents for, e.g. 2027
lastUpdated	timestamp	N/A	N	Provide this (recommended) if you only want to receive updates to documents since the last time you requested them, in which case, use the <i>generatedAt</i> value from the response to your previous polling query (see above, Query Results Summary Response). If you do not supply this value, you will get all documents for the cycle.  It should be an ISO 8601 datetime, e.g., 2023-05-02T18:25:43.511Z
sectionId	number	4	N	The section of the application this document was uploaded for – see <code>getReferenceApplicationSections</code> reference data operation.
categoryId	number	4	N	The category assigned to this document – see <code>getReferenceDocumentCategories</code> reference data operation.
students	ApplicationIdentity[]	N/A	N	An array of 'ApplicationIdentity' (see definition in Common Data Structures section) objects. Use this to request documents for a specific set of applications; leave it as null to get documents for all your applications.
clientSecret	string	36	Y	UCAS will use this secret to cryptographically sign the presigned URLs that will be returned to download documents with. The SRS will be required to provide an HTTP Header, called <b>x-amz-meta-client-secret</b> , set to the value of this 'clientSecret', when using the

				<p>presigned URL to download a document, otherwise download will be refused.</p> <p>This secret must be a randomly generated secret such that you provide a different one for every request you make to this operation, i.e., do not reuse secrets as we will reject reused ones.</p> <p>We recommend using a UUID (Universally Unique Identifier).</p>
version	number	4	Y	<p>The version of this Get Documents operation, which you can get from UCAS. This allows us to version the payload returned.</p> <p>Always set this to 1 until UCAS let you know a new version is available.</p>

## Retrieving the Results of your Query

**Important.** Refer to the Download Query (Operational data) section of the UCAS-Link Guide to gain an understanding of how to retrieve the results for your request, which will be in the below format.

### Response

Field	Type	Size in Bytes	Req'd	Additional Information
guaranteedUntil	string	N/A	N/A	Date/time at which UCAS will no longer guarantee that the monitoring data, and the detailed command data will remain available.
processingStatus	string	N/A	N/A	See Download Query (Operational data) section
downloadItems	DownloadItem[]	N/A	N/A	'downloadItems' is an array of JSON objects defined below

### DownloadItem

Field	Type	Size in Bytes	Req'd	Additional Information
itemId	number	N/A	N/A	A unique UCAS assigned identifier for this item.
monitoringPointId	string	N/A	N/A	The monitoring point Id that this 'downloadItem' is associated with
itemLastUpdated	timestamp	N/A	N/A	The timestamp (ISO8601 datetime format) when the item was last updated.
itemBody	string	N/A	N/A	Item body is a string containing JSON data in the format defined below in ' <i>ItemBody</i> '.
itemStatus	string	N/A	N/A	Possible values are: "Succeeded", "Failed", "Forbidden", "Not found"
errorInfo	string	N/A	N/A	Additional error information to help explain failures.

**ItemBody**

Field	Type	Size in Bytes	Req'd	Additional Information
applicationSchemeCode	string	4	Y	<p>The application code is either in the format of SSNN where:</p> <p>SS = Scheme:</p> <ul style="list-style-type: none"> <li>• UCAS = UC</li> <li>• CUKAS = CU</li> </ul> <p>NN = sequence number of the number of applications from this applicant for this scheme</p>
personalId	string	10	Y	UCAS assigned personal ID (PID) for the applicant
sectionId	string	4	Y	The section of the application this document was uploaded for – this will be the code from Application Section Reference Data.
categoryId	string	4	Y	The category assigned to this document – this will be the code from Document Category Reference Data.
originalFilename	string	256	Y	The original name of this file, as it was when the applicant uploaded it.
providerFilename	String	256	Y	[ <sup>1</sup> ] The filename given to the physical document that will be downloaded using the ' <i>downloadUrl</i> ' below.
uploadedAt	timestamp	N/A	Y	Timestamp of when this document was originally uploaded by the applicant in ISO8601 format.
downloadUrl	string	2048	Y	[ <sup>1</sup> ] Follow this URL to download the physical document.
ucasSecret	string	36	Y	In addition to using the 'clientSecret' provided by the SRS in the original request, UCAS will generate a unique secret for every downloadUrl and use it to cryptographically sign the download URLs. The SRS will be required to provide an HTTP Header, called <b>x-amz-meta-ucas-secret</b> , set to the value of this ucasSecret, when using the presigned URL to download a document, otherwise download will be refused.

<sup>[1]</sup> The physical documents are downloaded using the supplied URL for each; the document filenames (recorded in the providerFilename field above) will follow the below file naming convention.

*<cycle code>\_<personal id>\_<application scheme code>\_<section id>\_<category id>\_<sequence>\_<uploaded at timestamp>.<original filename extension>*

Name Part	Derived From
cycle code	The current cycle e.g., 2025
personal id	The UCAS personal ID of the Applicant that the application belongs to.
application scheme code	The UCAS generated application scheme code for the application; the combination of personal id and application scheme code uniquely identify an application.
section id	The unique identifier for an application section, which we will source from reference data listing the application sections; this will be exposed to Provider via Web-Link and UCAS-Link as Reference Data, so they can translate the code to the name of the section.
category id	The unique identifier for a document category, which we will source from reference data listing the document categories; this will be exposed to Provider via Web-Link and UCAS-link as Reference Data, so they can translate the code to the name of the category.
uploaded at timestamp	This will be the timestamp stored for the document when it was uploaded. The format will be based on the ISO 8601 standard YYYYMMDDThhmmssZ.
original filename extension	The original filename extension of the file that the applicant uploaded.

# COMMON DATA STRUCTURES

The data structures described here represent data structures that we use across multiple endpoints defined in this document.

## ApplicationIdentity

Field	Type	Size in Bytes	Req'd	Additional Information
applicationSchemeCode	string	4	Y	<p>The application code is either in the format of SSNN where:</p> <p>SS = Scheme:</p> <ul style="list-style-type: none"> <li>• UCAS = UC</li> <li>• CUKAS = CU</li> </ul> <p>NN = sequence number of the number of applications from this applicant for this scheme</p>
personalId	string	10	Y	UCAS assigned personal ID (PID) for the applicant

# DEPLOYMENT TIMELINES

HEP1	HEP2	Production
January 2026	NA	September 2026