

DOCUMENT MANAGEMENT EXTERNAL FACING

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Callie Hawkins, Lead Product Manager (Admissions)

UPDATE ON DOCUMENT MANAGEMENT

We are progressing with our development plans for Document Management, working with all customer groups to help shape the solution. Following feedback from our customer advisory groups, we are now planning a phased release:

Phase 1: Applicants applying direct to Clearing for 2026 admissions will be able to upload documents, available to you via **web-link only**.

Phase 2: Applicants will be able to upload documents from the opening of the 2027 undergraduate admissions cycle, available to consume via **web-link** and [UCAS-link](#).

Documents will not be available via XML-Link.

CONTEXT

UCAS plan to make Document Management available to providers through the below UCAS systems.

- **Web-Link.** When looking at an applicant's application, a provider will be able to download the documents that they submitted with the application, but only for an individual application at a time.
- **UCAS-Link.** There will be a specific endpoint that an SRS can integrate with to fetch documents for all applications made to a provider's institution or for specific applications.

WHAT'S IN SCOPE FOR PHASES 1 AND 2

- PHASE 1

PHASE 2

– 2026 cycle **Direct to Clearing** applicants only

– 2027 cycle **All** applicants

| | | | | |
|--|---|---|---|---|
| <div>Direct to Clearing applicants</div> <div>2026 Cycle</div> | <div>PHASE 1</div> <ul style="list-style-type: none"> •Care experience (UK only) •Name change •International Qualifications •UK Qualifications (expectation not level 2)* •Visas and Passports | <div>All applicants</div> <div>2027 Cycle</div> | <div>PHASE 2</div> <ul style="list-style-type: none"> •Care experience (UK only) •Name change •International Qualifications •UK Qualifications (expectation not level 2)* •Visas and Passports | <div>PHASE 3 – TBA</div> <ul style="list-style-type: none"> •Post submission uploads •Adviser upload •Portfolios •Other supporting evidence |
|--|---|---|---|---|

*UK students still in formal education are not expected to upload certificates

| SECTION | TRIGGER QUESTION | DOCUMENT |
|--------------------------|--|--|
| Personal Details | Previous Name | Change of name evidence (only required if different to qualification cert. name) |
| Nationality Detail^ | What is your current UK visa or immigration status? | Visa or immigration documents |
| Nationality Detail^ | Do you currently have a passport? | Passport |
| Diversity and Inclusion+ | Have you been in care? | Care experience evidence |
| Education | Have you finished adding all your qualifications you have achieved or currently studying? | <ul style="list-style-type: none">• Qualification certificates*• Transcripts• Translated qualification certificates• English Language certificates (other than IELTS/TOFEL) |
| Education | International English language Testing System (IELTS) Test of English as a Foreign Language (TOEFL) | English Language certificates |

^International applicants only

+UK applicants only

 *UK students still in formal education are not expected to upload certificates

PROPOSED RESTRICTIONS

We intend to enforce the following restrictions, if they are likely to cause you any concerns around your systems capabilities to handle these restrictions, we would welcome your feedback.

Document Type

We are proposing restricting the types of document that an applicant can upload to the following list of file types:

- pdf
- jpeg
- jpg
- png
- doc
- docx
- odt

Document Size Restriction

We are proposing limiting the maximum size of an individual file to 5MB.

Number of Documents

We are proposing limiting the maximum number of documents to 30 per individual.

FILE NAMING

1

Applicant will be able to upload documents within the relevant section of the application, triggered by related question

2

The file will retain the filename given by the applicant

3

Documents will be given a unique filename* upon submission, indicating key data for the file

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

KEY TIMELINES

Phase 1 - Direct to Clearing – Web-link

Phase 2 - 2027 entry - UCAS-Link

- October 2025 Technical Briefing documents (final release- UCAS-link)
- January 2026 - Provider Launch in HEP training environment
- May 2026 - Launch 2027 cycle for students
- July 2026 – Document Management Launch (students and providers) Direct to Clearing 2026 cycle
- September 2026 – Document Management Launch (Providers) 2027 cycle ‘pay and send’

DOCUMENT MANAGEMENT PROVIDER CHECKLIST

Preparation phase

Identify stakeholders

Review materials

**Liaise with your Data
Governance and Legal
Teams**

**Engage technical
teams early**

Testing phase

**System readiness
& testing**

**Update external
materials**

**Staff training &
briefings**

Launch phase

Website go live

**Ongoing support &
feedback loops**