

UCAS

INPUTTING INTERNATIONAL QUALIFICATIONS



UCAS CONTENTS

- [China](#)
- [India](#)



INPUTTING GRADES

- Students should enter all qualifications they'll have achieved by the time they start studying. All certificated qualifications, including GCSEs and any ungraded results (such as a 'U' grade at A Level), must be included in the application.
- This applies to the international equivalent of these qualifications. Students must also include any failed modules in the education section, even if they plan to retake.
- If there's a good reason why the classes were failed (e.g. poor health or change of staff in your school) this is something that could be noted, by you as an adviser, in **the reference**.
- The qualification date is the date of award, not the date the exam is sat.
- UCAS cannot add your modules or grades after you've submitted the application – anything you want the university to be aware of must be added at the point of application.
- 'Grade' means the grade/score/result/mark earned, not the grade of school the student took the class in.
- Any course results they're still waiting for should be selected as 'pending' (where there is a drop-down box) or left blank (if a free text box).

INPUTTING GRADES

- If the student hasn't formally completed the qualification (like a high school diploma, but they have the grades achieved in freshman, sophomore and junior year), this is something that should be included on the application. You only need to enter the ones that relate to the course being applied to.
- This is particularly relevant where your students are studying many subjects (e.g. under the US system). Where a smaller number of classes are taken (e.g. A Levels, IB or SXII) how many to input is at your discretion. Your students may wish to include grades from relevant classes in earlier years to show academic progression.
- It's important that pending qualifications are entered accurately – UCAS will match **a selection of awarded qualifications** to the applicant, so universities and colleges can make confirmation decisions. Before universities and colleges have these, they'll use pending qualifications to make decisions. Some universities will email to ask for interim transcripts for certain qualifications.
- We receive results for most Level 3 qualifications delivered in the UK, and we send results for the International Baccalaureate and some international A Levels. For most other international qualifications, the students need to send these to the university, college or conservatoire themselves once completed.
- Part of the role of an adviser is to add **predicted grades** for pending qualifications where possible.
- If you're a UCAS Registered Centre, make sure to use your qualifications shortlist to support your students with picking the correct qualification.

REGISTERED CENTRES –

SETTING UP A QUALIFICATION SHORTLIST

- Log in to your Adviser Portal and select 'Centre Management'.
- Go to 'qualification shortlist'.
- Remember, you should add all the qualifications your school offers.
- If you're an agent or independent education adviser, you may wish to add the most common qualifications in your country.
- You can check the qualifications with the exams officer – this'll likely speed up the process and ensure all changes are updated.

Centre manage

UCAS TEST

UCAS centre number: 99999

[Centre and reference details](#)

[Contacts](#)

[Centre linking \(buzzword\)](#)

[Qualification shortlist](#)

[Groups](#)

[Application fee payment
methods](#)

[Referee contact details](#)

[Reference template](#)

REGISTERED CENTRES – SETTING UP A QUALIFICATION SHORTLIST

- Click on ‘Add new’
- Type the name of your qualification, then tick the box and save

Qualification shortlist

Add new

Add the qualifications your centre offers. This list will be shown to applicants when they are completing the 'Education' section of the application, making it easier to select the right qualification.

Qualifications can be added and removed at any time during the cycle. Click 'Add new' and tick all that apply.

EXPAND ALL

COLLAPSE ALL

▶ A Level, AS and EPQ	1 qualification
▶ BTEC between 2016 and present	4 qualifications
▶ International qualifications	1 qualification

Create qualification shortlist

Save

Cancel

Search by name or group:

huik

Found 1 qualification

	Qualification group	Qualification name
<div><input checked="" type="checkbox"/></div>	International qualifications	China - Senior High School Exam (Huikao)

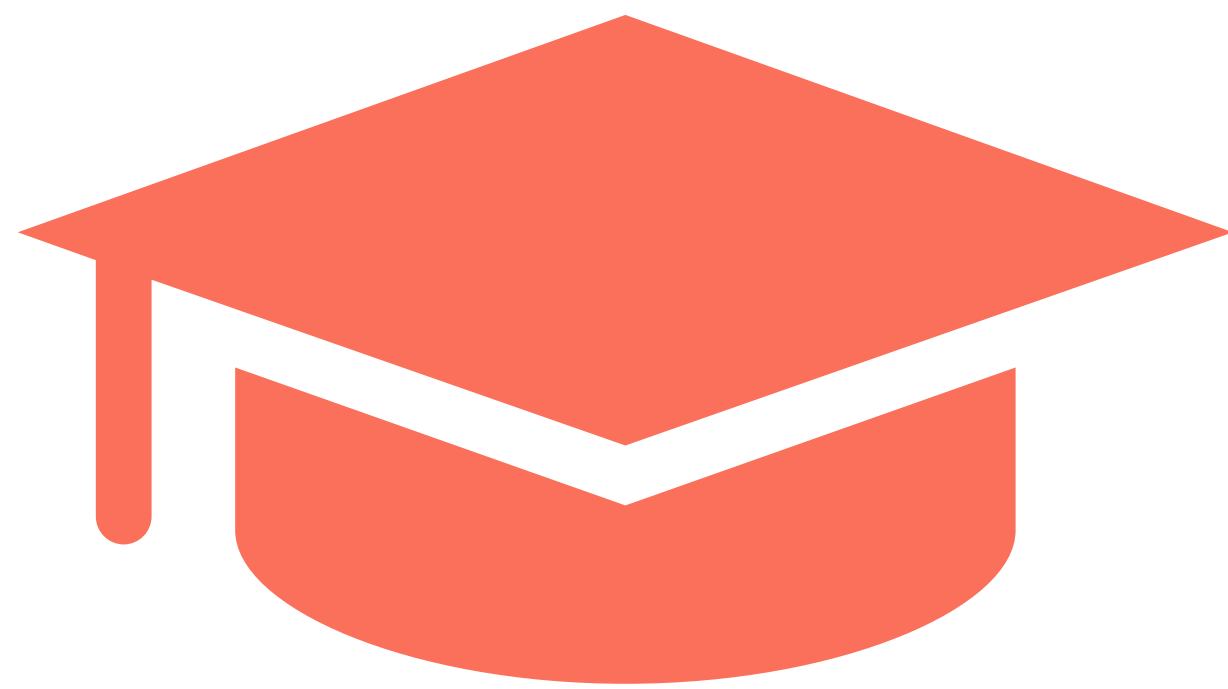
Make sure you’re searching the official qualification name, not the subject name.
For example, search A Level (exam board), not History.

Public

6

HOW TO INDICATE DUAL ENROLMENTS

- There are various reasons students might be attending two different educational institutions – these next few slides will talk you through how to represent that.
- It's important to include all institutions your students are taking qualifications at, as this'll give a well-rounded picture, and can help to support an admissions decision.



DUAL ENROLMENTS — TWO PART-TIME SCHOOLS

- If you're working with a student who's enrolled at two different educational institutions part-time. You should represent this as seen below.
- This is normally applicable if a student is attending two different schools that come together to form a complete educational experience (e.g. in traditional school in the mornings and a specialised art or technical school in the afternoon).

Specialised Art School , Birmingham, United Kingdom

... More

August 2023 - July 2025

Part time

Add qualification

Mainstream High School , Birmingham, United Kingdom

... More

September 2021 - July 2025

Part time

Add qualification

- You should enter the qualifications against the institution that they will be awarded from
- The system will not permit you to add two places of education both as 'full-time'

DUAL ENROLMENTS — FULL-TIME PLUS PART-TIME

- If you're working with a student who's enrolled at two different educational institutions – one is part-time, and the other is full-time. You can represent this as seen below.
- This is normally applicable if a student is enrolled at a standard school and taking top-up classes elsewhere.
- Examples of this could be a student is enrolled in an online (credit awarding) university class or attends evening classes at a community college as well as their high school.

Community College Top-Up, Birmingham, United Kingdom

... More

August 2023 - July 2025

Part time

! The details you have entered show that you have attended two or more different schools or colleges at the same time. If this is correct, please ignore this warning message.

Add qualification

Mainstream High School , Birmingham, United Kingdom

... More

September 2021 - July 2025

Full time

! The details you have entered show that you have attended two or more different schools or colleges at the same time. If this is correct, please ignore this warning message.

Add qualification

- You should enter the qualifications against the institution that they'll be awarded from
- The system will not permit you to add two places of education both as 'full-time'

CAN'T FIND YOUR QUALIFICATION?

- We'd always recommend you try to find your exact qualification from our list. This helps us process the application quickly and the university to know exactly what you're studying.
- There may be a few qualifications which we don't currently have listed. In these instances, you should use the 'other' free-text box.
- Make sure you pick the right category.
- Please let us know by emailing adviserhelp@ucas.ac.uk if you can't find your qualification.

[Other \(International EU Qualifications\)](#)
[Other \(International Non-EU Qualifications\)](#)
[Other \(UK Qualifications\)](#)

other

Filter by
Qualifications in Turkey

We also found these qualifications (Showing 23 of 1945)

Access (other)

BMAT (Bio-medical Admissions Test) and other admissions tests

CACHE Other Level 3 qualifications

City & Guilds (other than NVQs)

GAMSAT (Graduate Medical Schools Admissions) and other admissions tests

HPAT (Health Professions Admission Test) and other admissions tests

Kaplan Medicine and Physiotherapy Foundation Pathway

LNAT (National Law Admission Test) and other admissions tests

MAT (Mathematics Admissions Test) and other admission tests

MML (Modern and Medieval Languages Test) and other admissions tests

MSAT (Medical Selection Admissions Test) and other admissions tests

Other (International EU Qualifications)

Other (International Non-EU Qualifications)

Other (UK Qualifications)

Other Courses (Scottish)

Other English Proficiency

Other Group Awards (Scottish)

PAT (Physics Admissions Test) and other admission tests

SEG Level 3 Certificate in Canine Hydrotherapy

STEP (Sixth Term Examination Papers) and other admissions tests

TSA (Thinking Skills Assessment) and other admissions tests

UCAT (Clinical Aptitude Test) and other admissions tests

UKCAT (Clinical Aptitude Test) and other admissions tests

Add Other (International Non-EU Qualifications)

Subject/title *	Qualification date *	Awarding organisation *	Country *	Result
High School Certificate	08 ▾ 2025 ▾	LEA	Gibraltar	Pass

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CHINA — FINDING QUALIFICATIONS

- If you **haven't** linked the qualifications to your **school qualifications shortlist**, you can find them in a few different ways:
 - If your school is based in China, click **'all qualifications'**, and the list should be automatically filtered by qualifications in China.
 - If your school is not based in China, click all qualifications, remove the filter for the country your school is based in, then search **'China'** or the **qualification name**.

School based in China

Pick your qualification type

Choose the type of qualification you would like to add - you can search for specific qualifications and view those shortlisted by your adviser within each group.

A Level, AS, EPQ, and T Levels

GCSE and equivalent

BTEC

Job related

Scottish qualifications

International and EU

Baccalaureate

Apprenticeships

Access to HE

Technical (not including BTEC)

Core maths

HNC, HND, and Degrees

Performance, Art, and Design

More UK Qualifications

All qualifications

Search for your qualifications

Search for keywords from your Qualification title or Country to narrow down the list. If your qualification isn't listed, use the "All qualifications" filter and search there. Still no results? Try removing any country filters and searching "Other" under "All qualifications".

Search

Filter by

Qualifications in China

We also found these qualifications (Showing 6 of 2042)

- China - Senior High School Exam (Huikao)
- China-University Entrance Examination (Gaokao)
- China-Vocational Secondary School Diploma (Zhixiao)
- HSK (Hanyu Shuiping Kaoshi) (Chinese Proficiency Test) - China
- Maple Leaf World School Programme - China
- Vocational Secondary School Diploma (Zhixiao)-China

If your school is based in China but following the curriculum of another country, look at the **'Global Qualifications'** section for support.

School based outside of China

Pick your qualification type

Choose the type of qualification you would like to add - you can search for specific qualifications and view those shortlisted by your adviser within each group.

A Level, AS, EPQ, and T Levels

GCSE and equivalent

BTEC

Job related

Scottish qualifications

International and EU

Baccalaureate

Apprenticeships

Access to HE

Technical (not including BTEC)

Core maths

HNC, HND, and Degrees

Performance, Art, and Design

More UK Qualifications

All qualifications

Search for your qualifications

Search for keywords from your Qualification title or Country to narrow down the list. If your qualification isn't listed, use the "All qualifications" filter and search there. Still no results? Try removing any country filters and searching "Other" under "All qualifications".

China

Filter by

Qualifications in Afghanistan

We also found these qualifications (Showing 7 of 2042)

- China - Senior High School Exam (Huikao)
- China-University Entrance Examination (Gaokao)
- China-Vocational Secondary School Diploma (Zhixiao)
- HSK (Hanyu Shuiping Kaoshi) (Chinese Proficiency Test) - China
- Hanyu Shuiping Kaoshi (HSK) - China
- Maple Leaf World School Programme - China
- Vocational Secondary School Diploma (Zhixiao)-China

CHINA – ADDING THE HUIKAO

Add China - Senior High School Exam (Huikao)

Qualification date *		Grade
06 ▾	2025 ▾	

Universities and colleges may find module/unit information useful if there are specific subject requirements for the courses you choose.

Module title *	Qualification date		Grade
Mathematics	06 ▾	2024 ▾	89

- Module information cannot be amended after submission.
- Complete all fields marked with a red asterisk.
- Add modules where relevant to the course you are applying to– if you are taking ‘advanced’ classes be sure to indicate this in the module name.
- You may also wish to add your maths even if it isn’t relevant to the course you’re applying to.
- Make sure the qualification date is the ‘award’ date, not the ‘examination sat’ date.
- If the qualifications are still in progress, leave mark box blank.

CHINA – ADDING THE GAOKAO

Add China-University Entrance Examination (Gaokao)

Qualification date *	Mark
06 ▾ 2025 ▾	

Universities and colleges may find module/unit information useful if there are specific subject requirements for the courses you choose.

Module title *	Qualification date	Grade
Maths	06 ▾ 2025 ▾	

- Complete all fields marked with a red asterisk.
- Add modules where relevant – **this is useful to indicate if you’re taking the arts or science pathway.**
- Make sure the qualification date is the **‘award’ date**, not the ‘examination sat’ date.
- If the qualifications are still in progress, **leave mark box blank.**
- The top box should be your overall mark (if completed) while the module ‘grade’ boxes can reflect your component scores.

INDIA — FINDING QUALIFICATIONS

- If you **haven't** linked the qualifications to your **school qualifications shortlist**, you can find them in a few different ways:
 - If your school is based in India, click **'all qualifications'**, and the list should be automatically filtered by qualifications in India.
 - If your school is not based in India, click all qualifications, remove the filter for the country your school is based in, then search **'India'** or **type the qualification name**.

School based in India

A Level, AS, EPQ, and T Levels

GCSE and equivalent

BTEC

Job related

Scottish qualifications

International and EU

Baccalaureate

Apprenticeships

Access to HE

Technical (not including BTEC)

Core maths

HNC, HND, and Degrees

Performance, Art, and Design

More UK Qualifications

All qualifications

Search for your qualifications

Search for keywords from your Qualification title or Country to narrow down the list. If your qualification isn't listed, use the "All qualifications" filter and search there. Still no results? Try removing any country filters and searching "Other" under "All qualifications".

Search

Filter by

Qualifications in India

We also found these qualifications (Showing 11 of 2039)

All India Secondary School Certificate Exam (AISSE) - India

All India Secondary School Certificate Examination (AISSCE)-CBSE GRADE 12

All India Senior School Certificate (CBSE)

India to All India Secondary School Examination (AISSE)-CBSE GRADE 10

India-All India SSE

India-HSSC

India-ICSE

India-Indian School Certificate (ISC)

India-Intermediate Certificate

SX - All India School Certificate

SXII - All India School Certificate

Make sure the correct exam board is selected, particularly if you are studying the CBSE, as this may impact the decision or offer conditions from the university.

School based outside of India

Pick your qualification type

Choose the type of qualification you would like to add - you can search for specific qualifications and view those shortlisted by your adviser within each group.

A Level, AS, EPQ, and T Levels

GCSE and equivalent

BTEC

Job related

Scottish qualifications

International and EU

Baccalaureate

Apprenticeships

Access to HE

Technical (not including BTEC)

Core maths

HNC, HND, and Degrees

Performance, Art, and Design

More UK Qualifications

All qualifications

Search for your qualifications

Search for keywords from your Qualification title or Country to narrow down the list. If your qualification isn't listed, use the "All qualifications" filter and search there. Still no results? Try removing any country filters and searching "Other" under "All qualifications".

Search

Filter by

Qualifications in United States of America

We also found these qualifications (Showing 11 of 2039)

All India Secondary School Certificate Exam (AISSE) - India

All India Secondary School Certificate Examination (AISSCE)-CBSE GRADE 12

All India Senior School Certificate (CBSE)

India to All India Secondary School Examination (AISSE)-CBSE GRADE 10

India-All India SSE

India-HSSC

India-ICSE

India-Indian School Certificate (ISC)

India-Intermediate Certificate

SX - All India School Certificate

SXII - All India School Certificate

Public

15

INDIA — ADDING THE SSC/STANDARD X

- Complete all fields marked with a red asterisk.
- Add modules where relevant – there’s enough space to include all your modules if needed.
- It’s important to include this qualification as it may form part of the decision/offer.
- Make sure the qualification date is the ‘award’ date, not the ‘examination sat’ date.

Add All India Senior School Certificate (CBSE)

Title *	Qualification date *		Grade
Indian Standard X	05 ▾	2022 ▾	81

Universities and colleges may find module/unit information useful if there are specific subject requirements for the courses you choose.

Module title	Qualification date		%	Grade
English	05 ▾	2022 ▾	91	

INDIA — ADDING THE HSSC/STANDARD XII

- Complete all fields marked with a red asterisk.
- If the qualifications are still in progress, **leave grade box blank**.
- Make sure the qualification date is the **'award' date**, not the 'examination sat' date.

Add India-HSSC

Qualification date *		Grade
05 ▾	2022 ▾	65

Universities and colleges may find module/unit information useful if there are specific subject requirements for the courses you choose.

Module title *	Qualification date		Grade
Maths	05 ▾	2022 ▾	87

Module title	Qualification date		Grade	
Biology	05 ▾	2022 ▾	39	Remove

INDIA – ADDING THE HSSC/STANDARD XII

- Module information cannot be amended after submission.
- Add modules **where relevant** – there’s enough space to include all your modules if needed.
- If grade is not yet achieved, **leave the box blank**.

Add India-HSSC

Qualification date *		Grade
05 ▾	2025 ▾	

Universities and colleges may find module/unit information useful if there are specific subject requirements for the courses you choose.

Module title *	Qualification date		Grade
Maths	05 ▾	2025 ▾	