

UCAS

INPUTTING INTERNATIONAL QUALIFICATIONS



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 ALLCOLLAPSE ALL

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

Create qualification shortlist

SaveCancel

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)

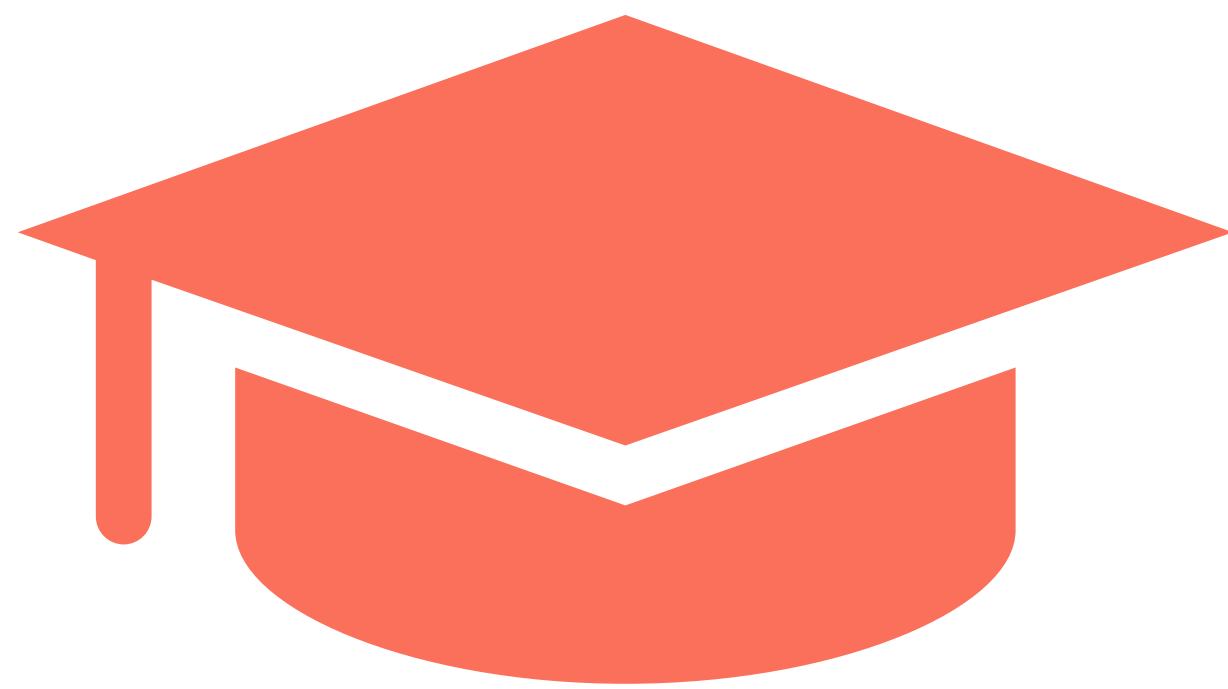
Make sure you’re searching the official qualification name, not the subject name.
For example, search A Level (exam board), not History.

Public

5

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 byQualifications 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

UCAS

AFRICA



WEST AFRICA — FINDING WASSCE

- If you've **not** linked the qualifications to your [school qualifications shortlist](#), you can find them by manually searching.
- The WASSCE **doesn't** automatically appear linked to your school based on country – to find it go to all qualifications, remove the filter for the country your school is based in (see the pink box), then search 'WASSCE'.

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".

Filter by

Qualifications in Ghana

We also found these qualifications (Showing 5 of 2039)

[Gambia-West African Senior School Certificate Examination \(WASSCE\)](#)
[Ghana-West African Senior School Certificate Examination \(WASSCE\)](#)
[Nigeria-West African Senior School Certificate Examination \(WASSCE\)](#)
[Sierra Leone-West African Senior School Certificate Examination \(WASSCE\)](#)
[West African Senior School Cert Exam \(WASSCE\)-Gambia/Ghana/Nigeria/Sierra Leone](#)

WEST AFRICA — ADDING WASSCE

- Complete all fields marked with a red asterisk.
- If the qualifications are still in progress, **leave box blank**.
- If qualification is complete write the letter and number grade **e.g. A1**.
- **Add all subjects** – these will appear as individual qualifications.
- Make sure the qualification date is the **'award' date**, not the 'examination sat' date.

School In Ghana, Accra, Ghana
[... More](#)

July 2022 - August 2025
Full time

Add qualification

West African Senior School Cert Exam (WASSCE)-
Gambia/Ghana/Nigeria/Sierra Leone in English
[... More](#)

Subject	Grade	Qualification date
English	Pending	August 2025

West African Senior School Cert Exam (WASSCE)-
Gambia/Ghana/Nigeria/Sierra Leone in Integrated Science
[... More](#)

Subject	Grade	Qualification date
Integrated Science	Pending	August 2025

West African Senior School Cert Exam (WASSCE)-
Gambia/Ghana/Nigeria/Sierra Leone in Social Studies
[... More](#)

Subject	Grade	Qualification date
Social Studies	Pending	August 2025

West African Senior School Cert Exam (WASSCE)-
Gambia/Ghana/Nigeria/Sierra Leone in Mathematics
[... More](#)

Subject	Grade	Qualification date
Mathematics	A1	August 2024