

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](#)

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# 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

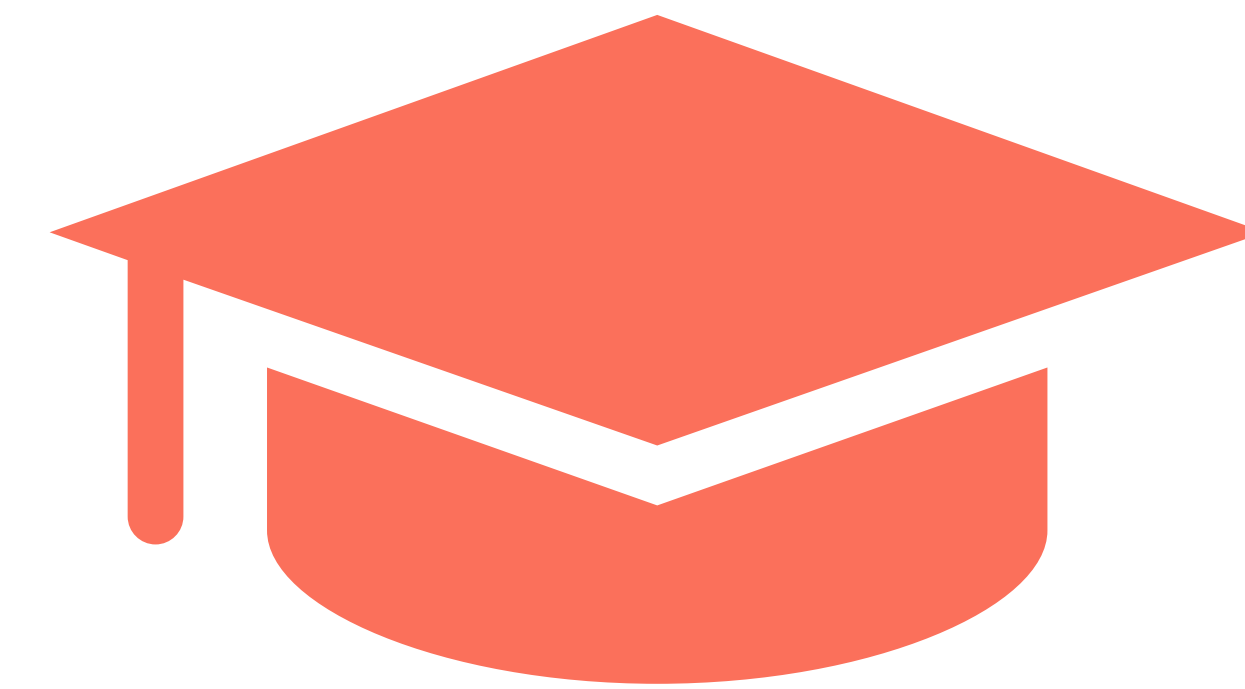
	Qualification group	Qualification name
<div><input checked="" type="checkbox"/></div>	International qualifications	China - Senior High School Exam (Huikao)

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



# 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](mailto: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



UCAS

# NORTH AMERICA





# USA — 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 the United States of America, click **'all qualifications'**, and the list should be automatically filtered by qualifications in the United States of America.
  - If your school is not based in the United States of America, click all qualifications, remove the filter for the country your school is based in, then search **'USA'** or the **name of the qualification**.

## School based in the USA

Search

Filter by

Qualifications in United States of America

We also found these qualifications (Showing 10 of 1945)

Pearson BTEC Entry Level 95-GLH Award in Workskills (Entry 3)

SAT - reasoning text (redesigned from 2016)

USA - SAT

USA - SAT (pre-2016)

USA-Advanced Placement Test (AP)

USA-American College Testing Program (ACT)

USA-Associate Degree

USA-College Level Examination Program (CLEP)

USA-High School Graduation Diploma

USA-SAT Subject Test

Make sure you search 'USA' not 'United States' when looking for your qualifications

## School based outside the USA

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".

usa

Filter by

Qualifications in Turkey

We also found these qualifications (Showing 8 of 2042)

USA - SAT (redesigned from 2016)

USA-Advanced Placement Test

USA-American College Testing Program (ACT)

USA-Associate Degree

USA-College Level Examination Program (CLEP)

USA-High School Graduation Diploma

USA-SAT Reasoning Test

USA-SAT Subject Test

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# USA – ADDING QUALIFICATIONS GENERAL ADVICE

- You don't need to list every class you've taken in high school – under modules you should only draw out the ones most relevant to the course you're applying to (e.g. Biology for a Medicine degree). You may also wish to list your Math (e.g. stats/calculus) and English, as these can often form part of decisions.
- The university is particularly interested in classes taken at AP level or award college credit. These can be entered separately.
- If the university needs to see your full transcript, they'll request this via email or upload.
- You can add multiple qualifications which will be listed under the place of education

School in the USA, Tempe, Arizona, United States of America

More

August 2022 - May 2026

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

USA-Advanced Placement Test (AP) in Chemistry

More

Subject/title	Grade	Qualification date
Chemistry	Pending	May 2026

USA - High School Graduation Diploma

More

Grade	Qualification date	Module(s)
Pending	May 2026	(1 module)

Module(s)

Module title	Grade	Qualification date
Biology (Junior Year)	3.8	May 2025

USA - SAT in Math

More

Title	Score	Awarding organisation	Qualification date
Math	400	CollBoar	May 2025



# USA — ADDING THE HIGH SCHOOL DIPLOMA

- Module information cannot be amended after submission.
- Complete all fields marked with a red asterisk.
- Make sure the qualification date is the 'award/graduation' date.
- You don't need to list every class/subject that you have taken at high school – under modules you should only draw out the ones most relevant to the course you are applying to e.g. Biology for a Medicine degree.
- You may also wish to list your Maths (e.g. stats/calculus) and English as these can often form part of decisions.
- Make sure to list the grade level/year of any modules you include.
- If the university needs to see your full transcript, they'll request this via email or upload.

## Edit USA-High School Graduation Diploma

Qualification date *	Grade
05 ▾ 2026 ▾	Pending

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
Biology (Junior Year)	05 ▾ 2025 ▾	3.8

Add another module



# USA — ADDING THE ACT

- Complete all fields marked with a red asterisk.
- If the qualifications are still in progress (e.g. booked but not yet sat), **leave grade box blank**.
- Make sure the qualification date is the **‘award’ date**, not the ‘examination sat’ date.
- Each ACT section **should be added separately**, including Composite Score, Math, Science etc.
- You should select the exam board.

## Add USA-American College Testing Program (ACT)

Subject/title *	Qualification date *		Awarding organisation *	Grade
<input type="text" value="Mathematics"/>	<input type="text" value="05"/>	<input type="text" value="2025"/>	<input type="text" value="ACT"/>	<input type="text" value=""/>

Save qualifications

Save and add another

Cancel



# USA — ADDING APS (ADVANCED PLACEMENT)

- Complete all fields marked with a red asterisk.
- If the qualifications are still in progress, **select pending from the dropdown list**.
- Make sure the qualification date is the **'award' date**, not the 'examination sat' date.
- If there are multiple variations of an AP, make sure you type out the full name **e.g. Calculus AB, Calculus BC**.

**If you're taking the AP (Advanced Placement) from outside the USA, search (AP) with brackets as this'll help you find the qualification.**

## How qualification appears once entered

USA-Advanced Placement Test (AP) in Chemistry			... More
Subject/title	Grade	Qualification date	
Chemistry	Pending	July 2025	

## Qualification entry page

Subject/title *	Qualification date *	Grade *
<input type="text" value="World History"/>	<input type="text" value="07"/> <input type="text" value="2025"/>	<input type="text" value="Pending"/>
<div><button>Save qualifications</button><button>Save and add another</button><button>Cancel</button></div>		



# USA – ADDING THE SAT

- Complete all fields marked with a red asterisk.
- Make sure the qualification date is the 'award' date, not the 'examination sat' date.
- If the qualifications are still in progress (e.g. booked but not yet taken), leave grade box blank.
- Each SAT section should be added separately, including Composite Score, Math, Science etc.
- You should select exam board – CollBoar is for College Board.

## Qualification entry page

### Add USA - SAT

Title *	Qualification date *	Awarding organisation *	Score
Math	05 2026	CollBoar	

Save qualifications

Save and add another

Cancel

## How qualification appears once entered

USA - SAT in Math

More

Title	Score	Awarding organisation	Qualification date
Math	400	CollBoar	May 2025



# USA — ADDING SAT SUBJECT TESTS

- Although this test cannot be taken anymore you can still add this if you achieved one historically.
- Complete all fields marked with a red asterisk.
- Make sure the qualification date is the 'award' date, not the 'examination sat' date.
- Subject can be selected from a list – start typing the name and the list will appear.
- You should select awarding organisation – CB is for College Board.
- If UCAS ever need to add or amend a US qualification we can only select OTH for the awarding body. Don't worry – UK universities understand about the exam boards in the USA.

Subject/title *	Qualification date *		Awarding organisation *	Grade
History	05 ▾	2021 ▾	CB ▾	700

Save qualifications

Save and add another

Cancel



# USA — ADDING COLLEGE CREDITS

- Remember, your modules cannot be amended after submitting.
- There’s no category for college credits in the education section currently, so select ‘all qualifications’, untick your country, search ‘other ’ and select ‘Other (International non-EU Qualifications)’, then input as shown below.
- Complete all fields marked with a red asterisk.
- Make sure the qualification date is the date the credit was awarded.
- Anything incomplete can be left blank.

## Finding the qualification

### 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 United States of America

We also found these qualifications (Showing 3 of 2042)

Other (International EU Qualifications)

Other (International Non-EU Qualifications)

Other (UK Qualifications)

## Entering the credits

Subject/title *	Qualification date *	Awarding organisation *	Level *	Result
College Credits	05 2025	Com Coll	College	

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
Introduction to Statistics	05 2024	3.0



# USA — ADDING COLLEGE CREDITS

- Make sure the qualification date is the **date the credit was awarded**.
- Make sure the educational institute the qualification is listed under is the one which awards the credit (**e.g. if a student is taking evening classes at a community college, that should be listed as a separate educational institute to your school.**
- See how to indicate dual enrolment **[here](#)**.
- If a full associates will be awarded, please see section on how to enter an associates degree.

## 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](#)

- **This should be used where you have taken standalone credits, not where you've attended university and dropped out.**



# USA — FINDING AN ASSOCIATE DEGREE

- Select 'International and EU' bubble on the qualifications page
- Select 'International Qualifications'
- If the filter 'Qualifications in the United States' is applied, the Associate degree option should be visible

If you've completed a full degree or a few college credits, but not been awarded a qualification, see [here](#) for instructions.

## Pick your qualification type

Choose the type of qualification you would like to add, you can search for specific qualifications within each group.

## 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'.

We also found these qualifications (Showing 12 of 1990)

Pearson BTEC Entry Level 95-GLH Award in Workskills (Entry 3)  
 SAT - reasoning text (redesigned from 2016)  
 USA - SAT  
 USA - SAT (pre-2016, last awarded 2021)  
 USA-Advanced Placement Test (AP)  
 USA-American College Testing Program (ACT)  
 USA-Associate Degree  
 USA-College Level Examination Program (CLEP)  
 USA-High School Graduation Diploma  
 USA-SAT Subject Test (last awarded 2021)  
 United States of America - Advanced Placement Test (AP)  
 United States of America - SAT



# USA — ADDING AN ASSOCIATES DEGREE

- Qualification cannot be amended after submitting.
- Complete all fields marked with a red asterisk.
- Make sure the qualification date is the 'award/graduation' date.
- List the overall title of your associates degree, as well as the modules you've taken, if relevant.
- Anything incomplete can be left blank.
- Make sure to clarify which semester the class is, e.g. Y1S1 (Year 1 Semester 1).

## Add USA-Associate Degree

Subject/title *	Qualification date *	Grade
Computer Science	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
Y1S1 Basics Of Computi	04 ▾ 2025 ▾	3.2