### 

## INPUTTING INTERNATIONAL QUALIFICATIONS



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## CONTENTS

- <u>A Levels</u>
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- <u>International Degrees</u>
- <u>Ireland</u>
- <u>Turkey</u>
- USA
- West Africa
- Non-Academic Qualifications (e.g., music)\*

\*Qualifications studied outside of the normal academic curriculum (normally as an optional extra for students) – examples of this include instrument exams conducted by music boards or the Duke of Edinburgh award.



## 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).

Public

## 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 <u>a selection of awarded qualifications</u> 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

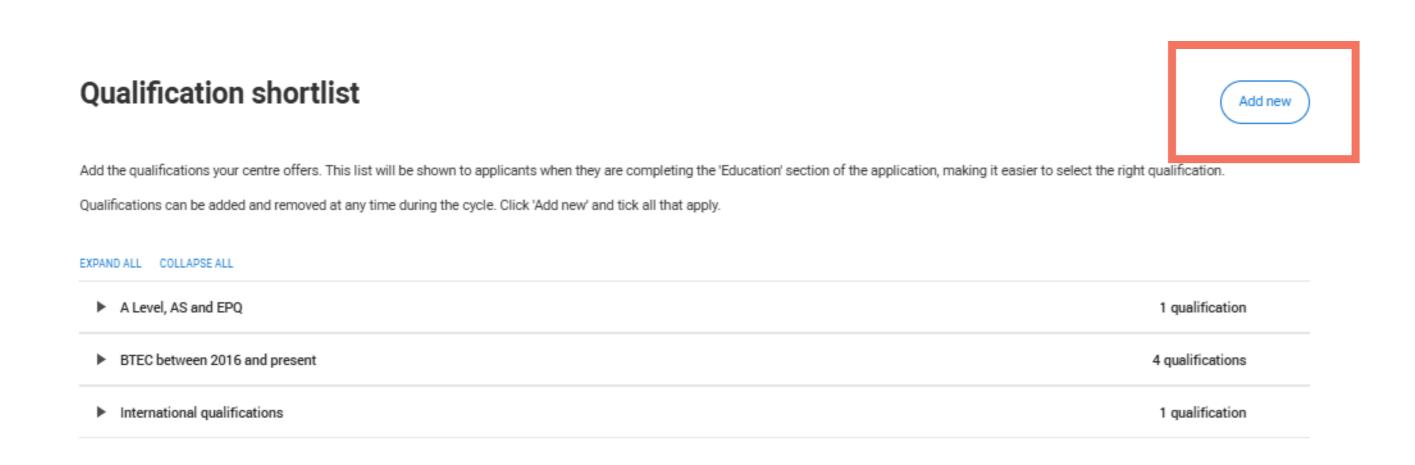
Reference template

Public

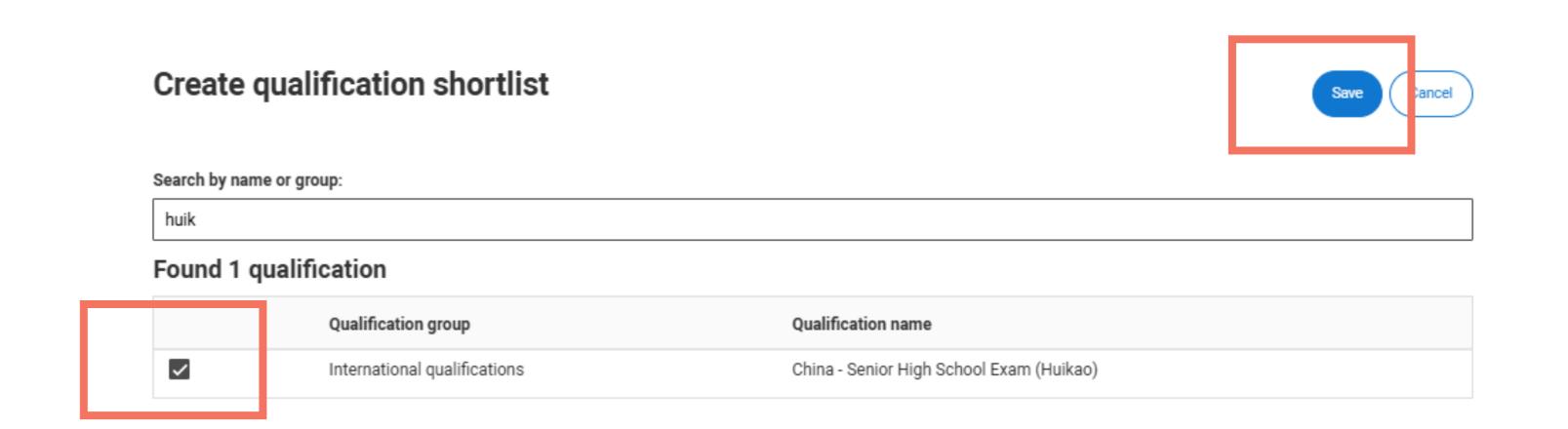
#### UCAS

# REGISTERED CENTRES — SETTING UP A QUALIFICATION SHORTLIST

Click on 'Add new'



 Type the name of your qualification, then tick the box and save

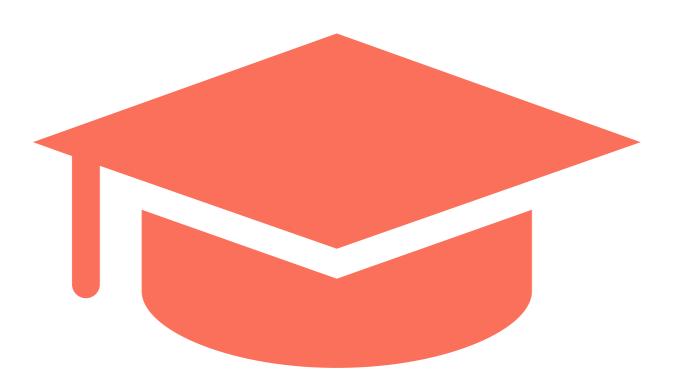


Make sure you're searching the official qualification name, not the subject name. For example, search A Level (exam board), not History.



## 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.

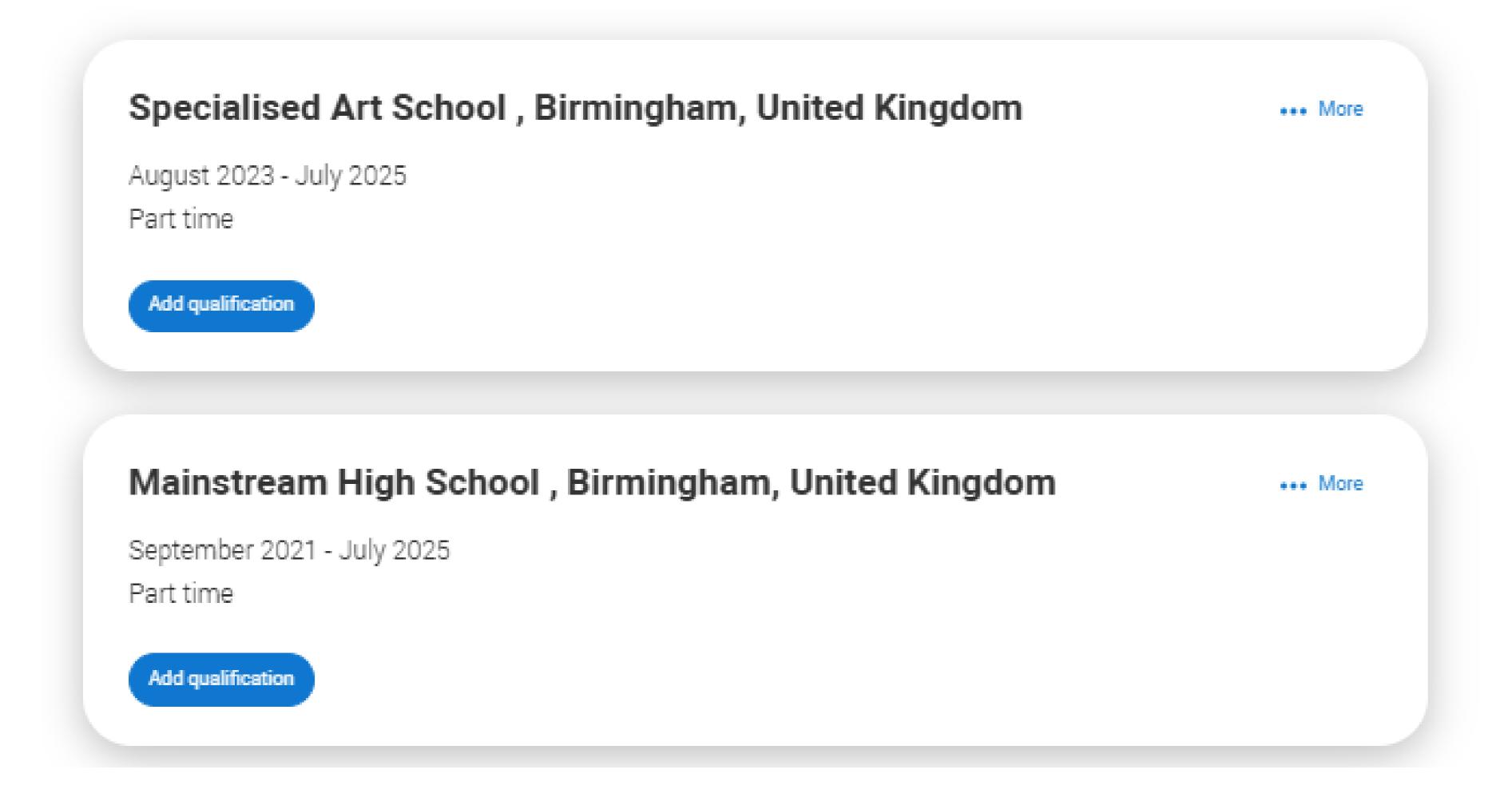




#### UCAS

### 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).

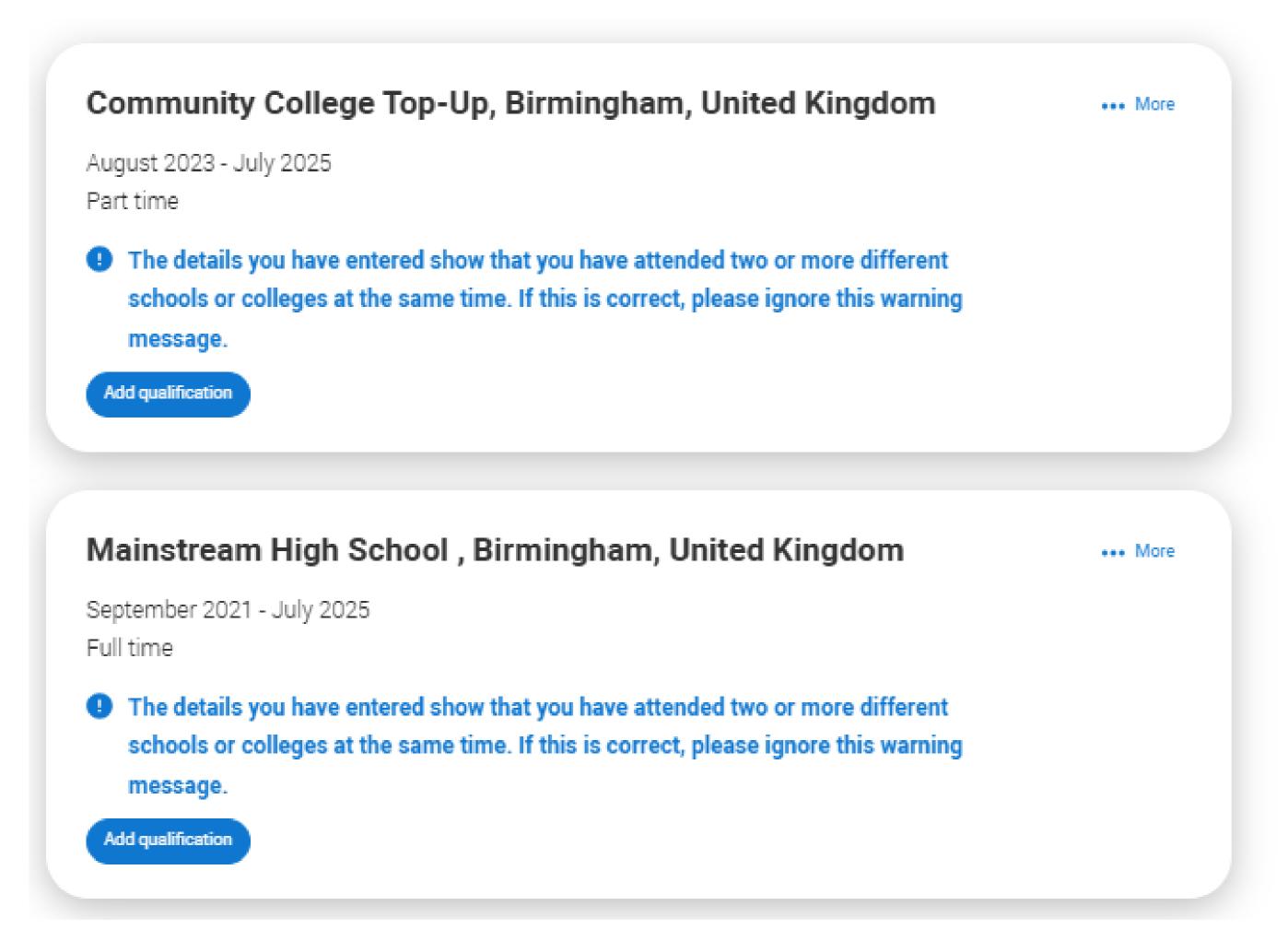


- You should enter the qualifications against the institution that they will be awarded from
- The system will not permit you to add two places of education both as 'full-time'

#### UCAS

### 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.

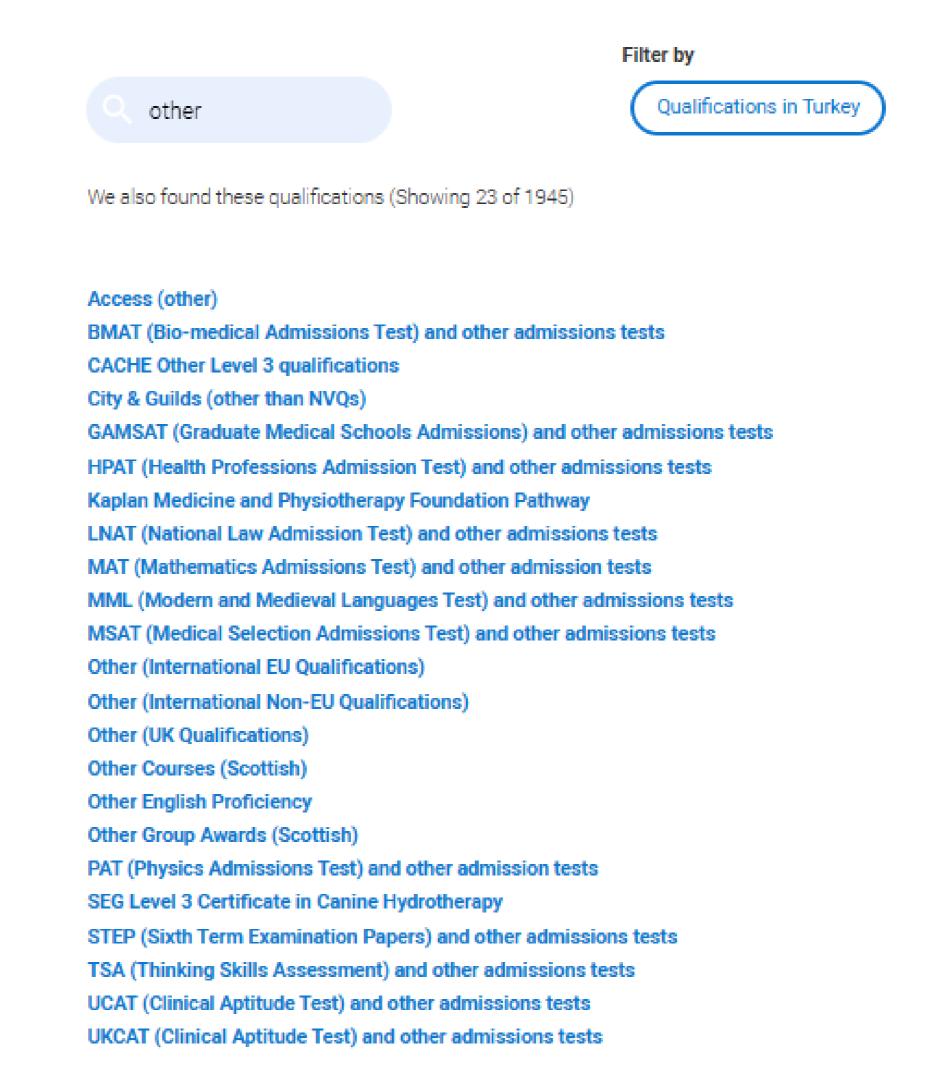


- You should enter the qualifications against the institution that they'll be awarded from
- The system will not permit you to add two places of education both as 'full-time'

## 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)



#### Add Other (International Non-EU Qualifications)

Subject/title *	Qualificati	on date *	Awarding organisation *	Country *	Result
High School Certificate	08 ~	2025 ~	LEA	Gibraltar	Pass



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## GLOBAL





## INTERNATIONAL QUALIFICATIONS

## LINKED TO SPECIFIC GLOBAL REGIONS

READ ABOUT US QUALIFICATIONS HERE

READ ABOUT FRENCH QUALIFICATIONS HERE



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## FINDING INTERNATIONAL A LEVELS

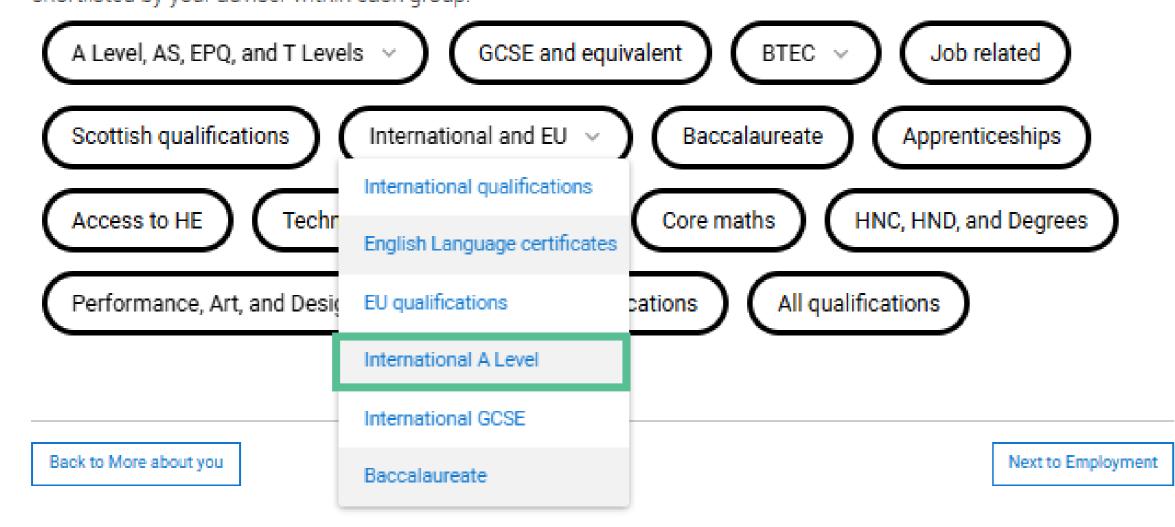
- Select 'International and EU' bubble on the qualifications page
- Select 'International A Level'

#### Add qualification

If you received any qualifications at this school, college or centre, or you have any pending at this school, add them here. All qualifications must be entered, even if you received an unsuccessful grade, haven't taken the final exams or are waiting for the results. If you're resitting a qualification you need to enter it twice: once as a completed qualification with the grade achieved and once as a qualification with the result Pending.

#### 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.



#### Pick the correct qualification from the list

AICE (International)

**Adv International Certificate of Education** 

Brunei-Cambridge GCE Advanced Subsidiary Level

Cambridge Advanced International Certificate of Education (AICE)

Cambridge GCE Advanced (BC-GCE A) level exam-Brunei

**Cambridge International A Level** 

Cambridge International AS Level

Cambridge International Project Qualification (Cambridge IPQ)

Edexcel International A level

Edexcel International AS

**ICCE Advanced Certificate** 

INTO International Foundation

**INTO International Year One** 

International AS

LRN International Advanced Level

LRN International Advanced Subsidiary

LRN International Extended Project

Oxford AOA Exams international Advanced

Oxford AQA Exams international Advanced Subsidiary

Oxford AQA International Advanced Level

Oxford AQA International Advanced Subsidiary

Oxford AQA International Extended Project Qualification

Oxford AQA International Independent Project Qualification

Oxford International AQA AS Level

OxfordAQA A-Level

OxfordAQA AS

OxfordAQA Exams International Independent Project Qualification (IPQ)

OxfordAQA IPQ

OxfordAQA International A-Level

OxfordAQA International AS

OxfordAQA International GCSE

OxfordAQA International IPQ

Pearson Edexcel International A Level

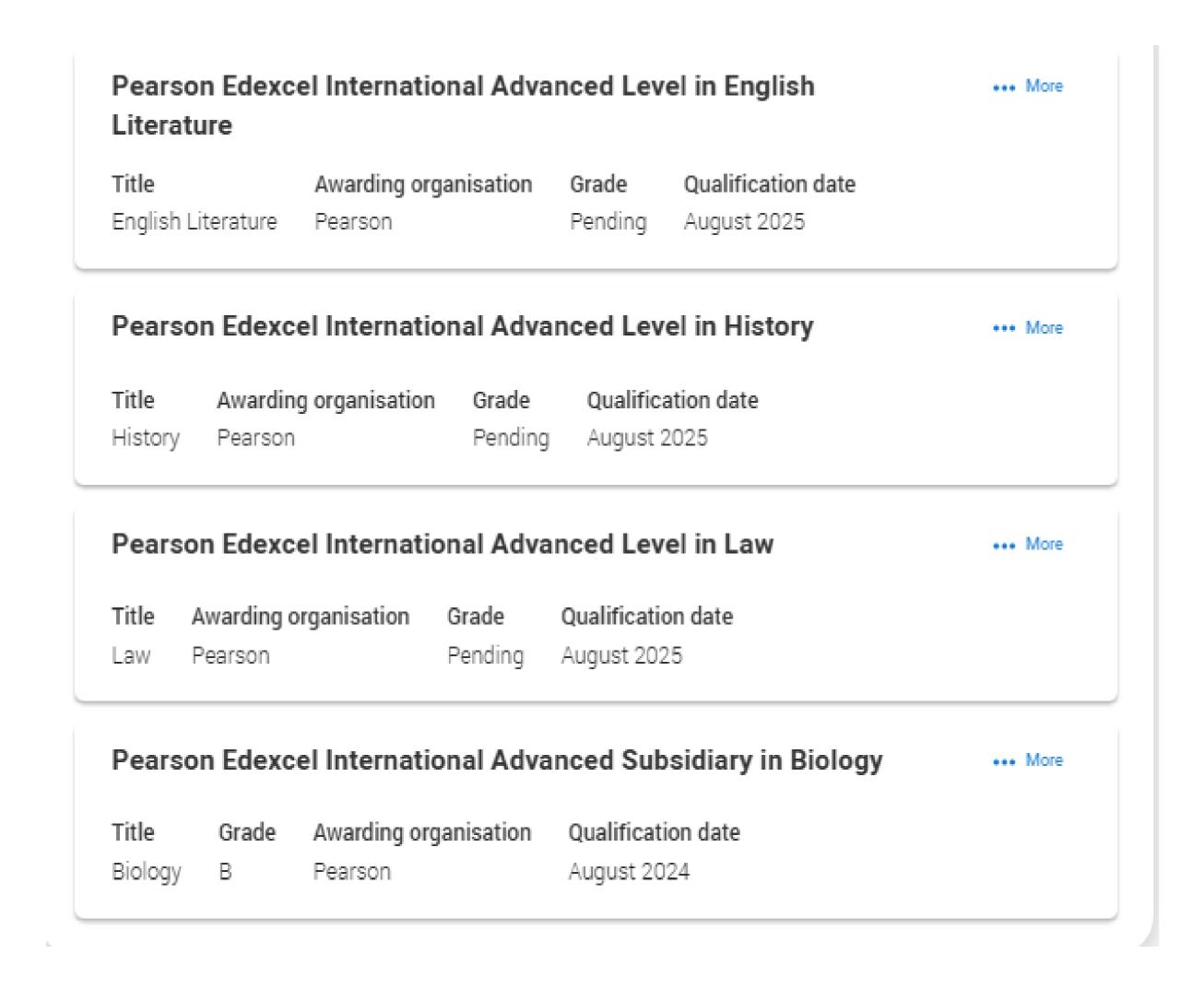
Pearson Edexcel International AS

Pearson Edexcel International Advanced Level

Pearson Edexcel International Advanced Subsidiary

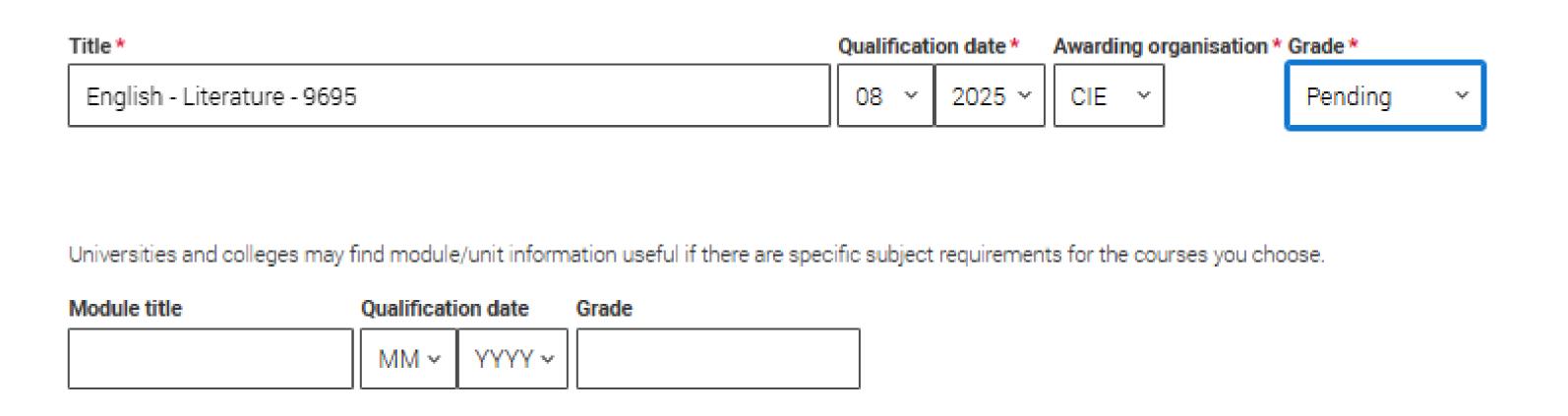
## ADDING INTERNATIONAL A LEVELS

- Add all subjects being taken only one subject can be added to each qualification, so students taking more than one A Level will need to add the qualification multiple times.
- Make sure the qualification date is the 'award' date, not the 'examination sat' date.



- Complete all fields marked with a red asterisk.
- If the qualifications are still in progress, select 'pending' in the dropdown grade box.
- If qualification is complete, select the grade you should also include the AS Level at this point.
- You may wish to include module information to give a better indication of content.
- Module information cannot be amended after submission.

#### Add Cambridge International A Level



## FINDING IGGSE

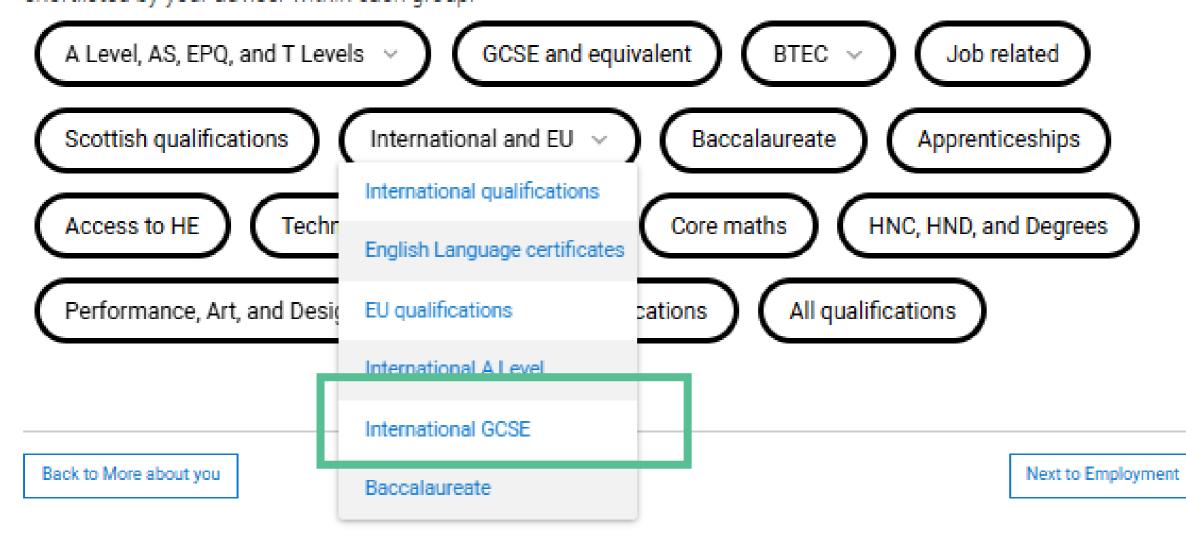
- Select 'International and EU' bubble on the qualifications page
- Select 'International GCSE'

#### Add qualification

If you received any qualifications at this school, college or centre, or you have any pending at this school, add them here. All qualifications must be entered, even if you received an unsuccessful grade, haven't taken the final exams or are waiting for the results. If you're resitting a qualification you need to enter it twice: once as a completed qualification with the grade achieved and once as a qualification with the result Pending.

#### 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.

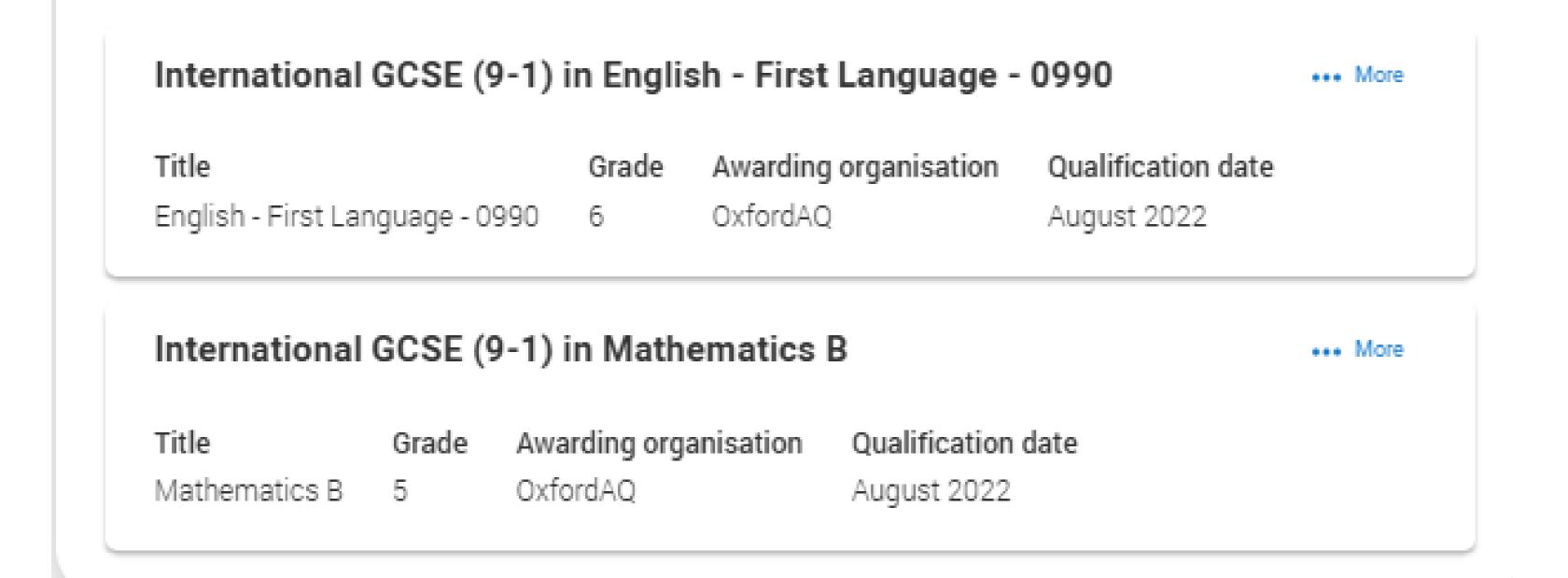


Pick the correct qualification from the list

AQA International GCSE (9-1) AQA Level 1/Level 2 Certificate (iGCSE for UK State Schools) Cambridge ICE Cambridge International GCE Ordinary Level Cambridge International GCSE (9-1) Cambridge International Level 1/Level 2 (9-1) Certificate Cambridge International Level 1/Level 2 Certificate (iGCSE for UK State Schools) Cambridge O Level Edexcel Level 1/Level 2 Certificate (iGCSE for UK State Schools) Edexcel Level 1/Level 2 Certificate Double Award (iGCSE for UK State Schools) ICCE General Certificate ICCE Intermediate Certificate IGCSE IGCSE (9-1) IGCSE (A\*-G) IGCSE (Double Award) International GCSE (9-1) International GCSE (Double Award) (9-9 to 1-1) International GCSE (Double Award) (AA to GG) LRN International GCSE (9-1) Level 1 /Level 2 Certificates (Ofqual-approved IGCSE, e.g. for UK state schools) Level 1/Level 2 Certificates Double Award (iGCSE for UK State Schools) Pearson International GCSE (9-1) WJEC Level 1/Level 2 Certificate (iGCSE for UK State Schools)

## ADDING IGGSE

- Add all subjects being taken these will appear as individual qualifications.
- Make sure the qualification date is the 'award' date, not the 'examination sat' date.
- Make sure the correct variation of the exam is selected, as universities may view them differently depending on the syllabus (particularly for English).



- Complete all fields marked with a red asterisk.
- If the qualifications are still in progress, select 'pending' in the dropdown grade box.
- If qualification is complete, write the grade.
- You may wish to include module information to give a better indication of content. This is particularly important for English, so universities can see component scores for Reading, Writing, Speaking, and Listening.

#### Add International GCSE (9-1)

Title *	Qualificat	ion date*	Awarding organis	sation *	Grade*	
English - First Language - 0990	08 ~	2022 ~	OxfordAQ ~		6	~



## FINDING INTERNATIONAL BACCALAUREATE (IB)

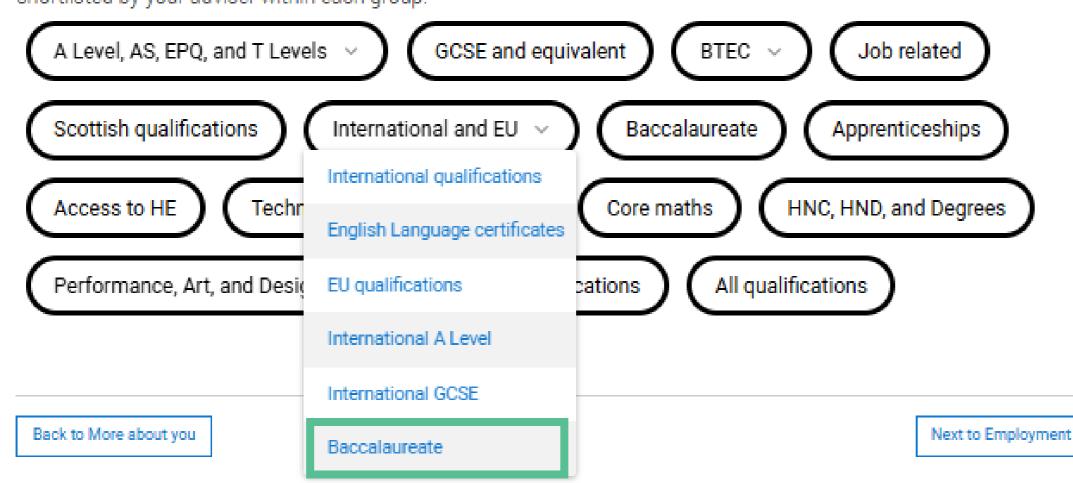
- If you've not linked the qualifications to your school qualifications shortlist, you can find them in a few different ways
- The IB does not automatically appear linked to your school based on country alone (as it's taught in many countries) - there are multiple ways to find it!

#### Add qualification

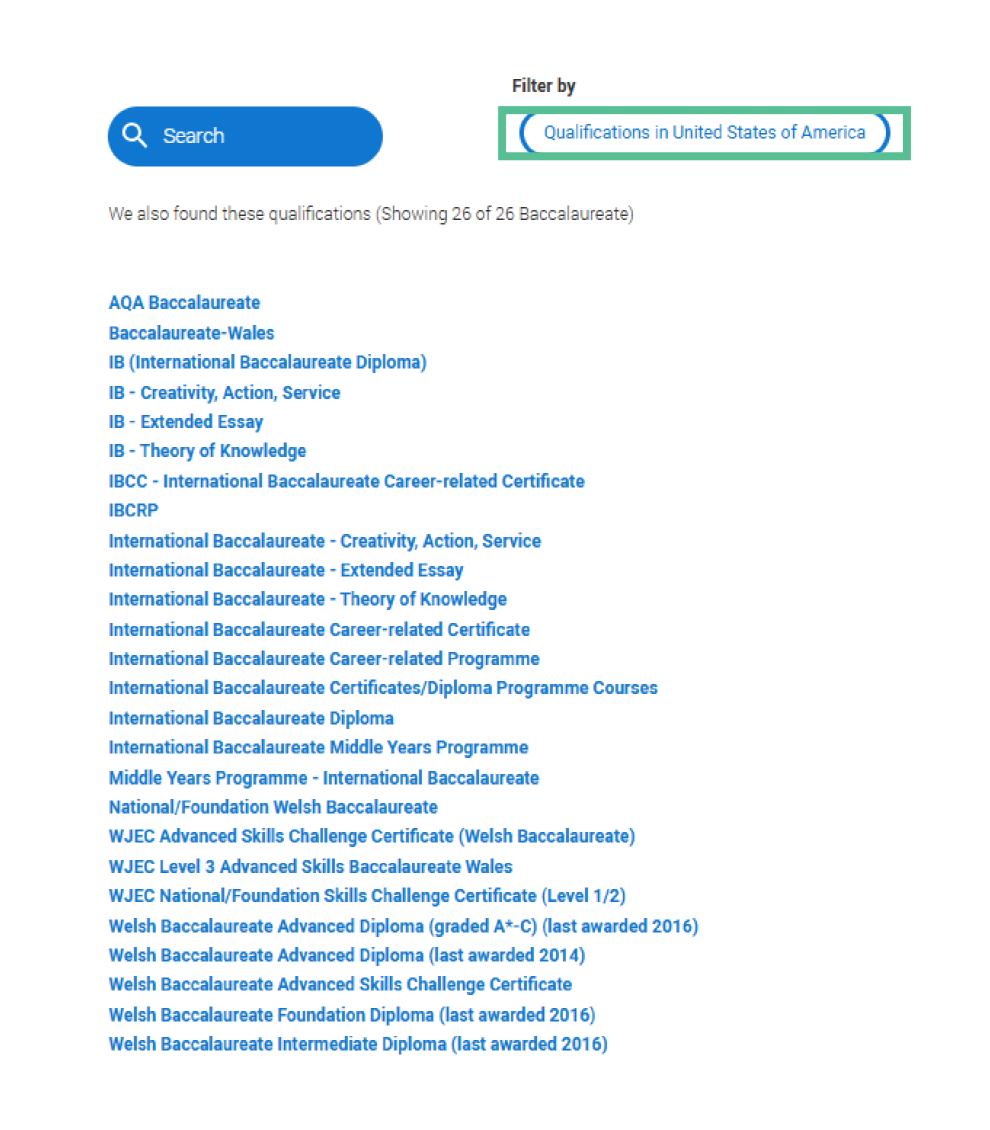
If you received any qualifications at this school, college or centre, or you have any pending at this school, add them here. All qualifications must be entered, even if you received an unsuccessful grade, haven't taken the final exams or are waiting for the results. If you're resitting a qualification you need to enter it twice: once as a completed qualification with the grade achieved and once as a qualification with the result Pending.

#### 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.



- Select 'International and EU' bubble on the qualifications page.
- Select 'baccalaureate'.
- Deselect the name of the country your school is in, then pick the right qualification from the list.





## FINDING INTERNATIONAL BACCALAUREATE (IB)

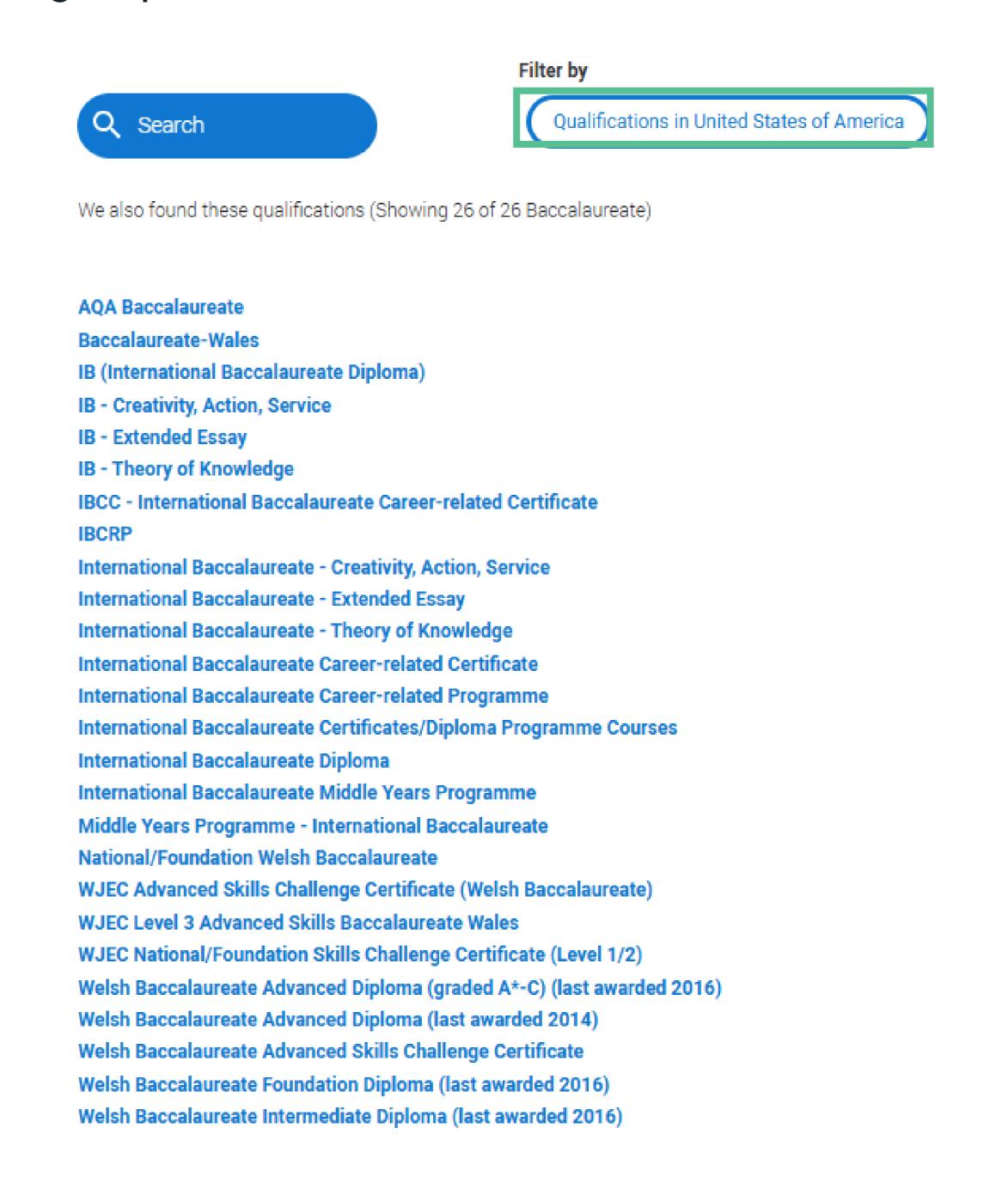
Select 'Baccalaureate' bubble on the qualifications page.

#### 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.



 Deselect the name of the country your school is in, then pick the right qualification from the list.



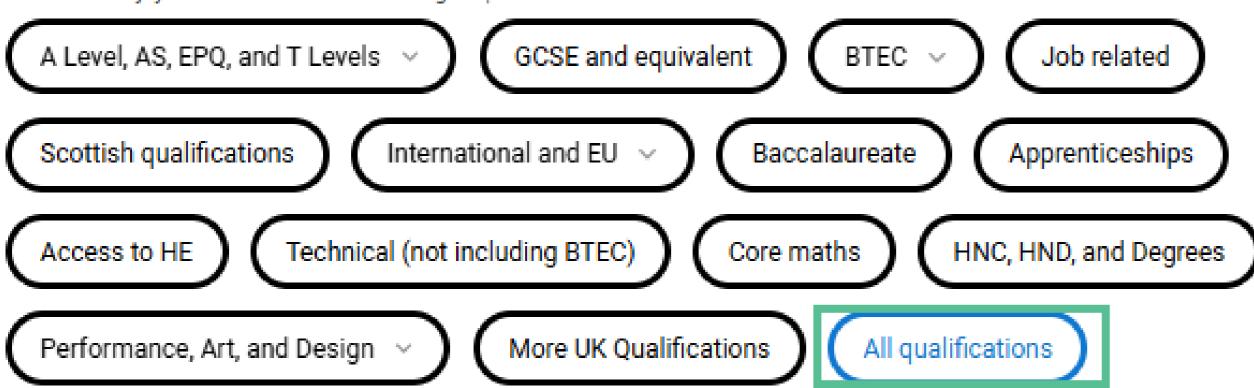


## FINDING INTERNATIONAL BACCALAUREATE (IB)

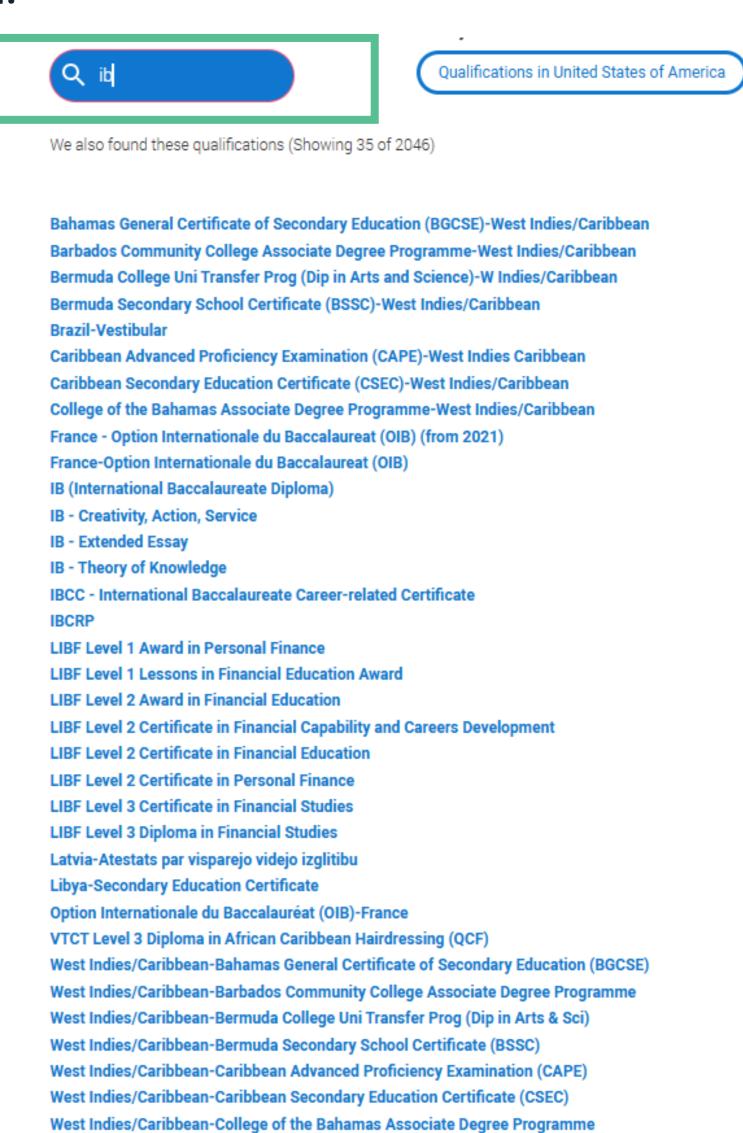
 Select 'All qualifications' bubble on the qualifications page.

#### 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.

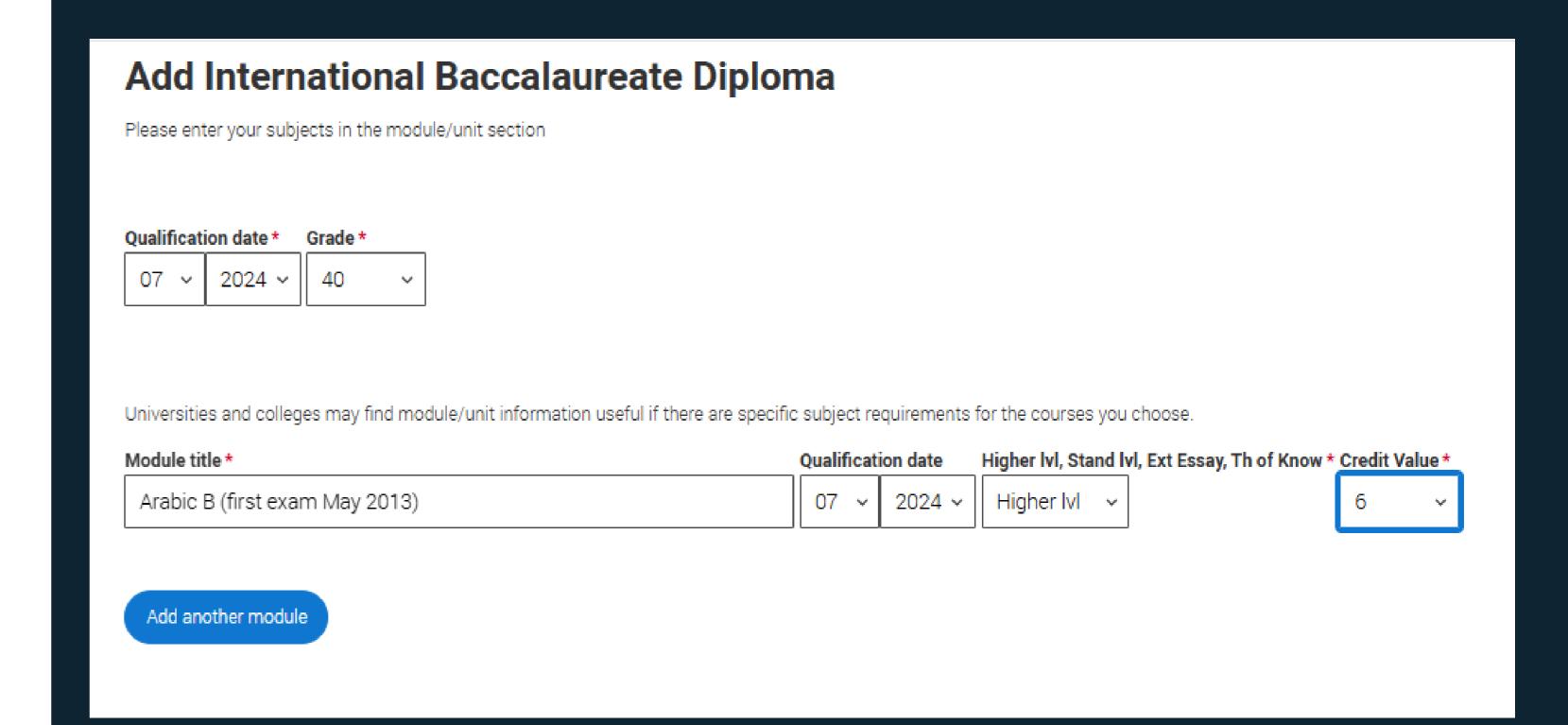


- Deselect the name of the country your school is in, then pick the right qualification from the list.
- Type 'IB' or 'Baccalaureate' in the search bar and choose from the list.



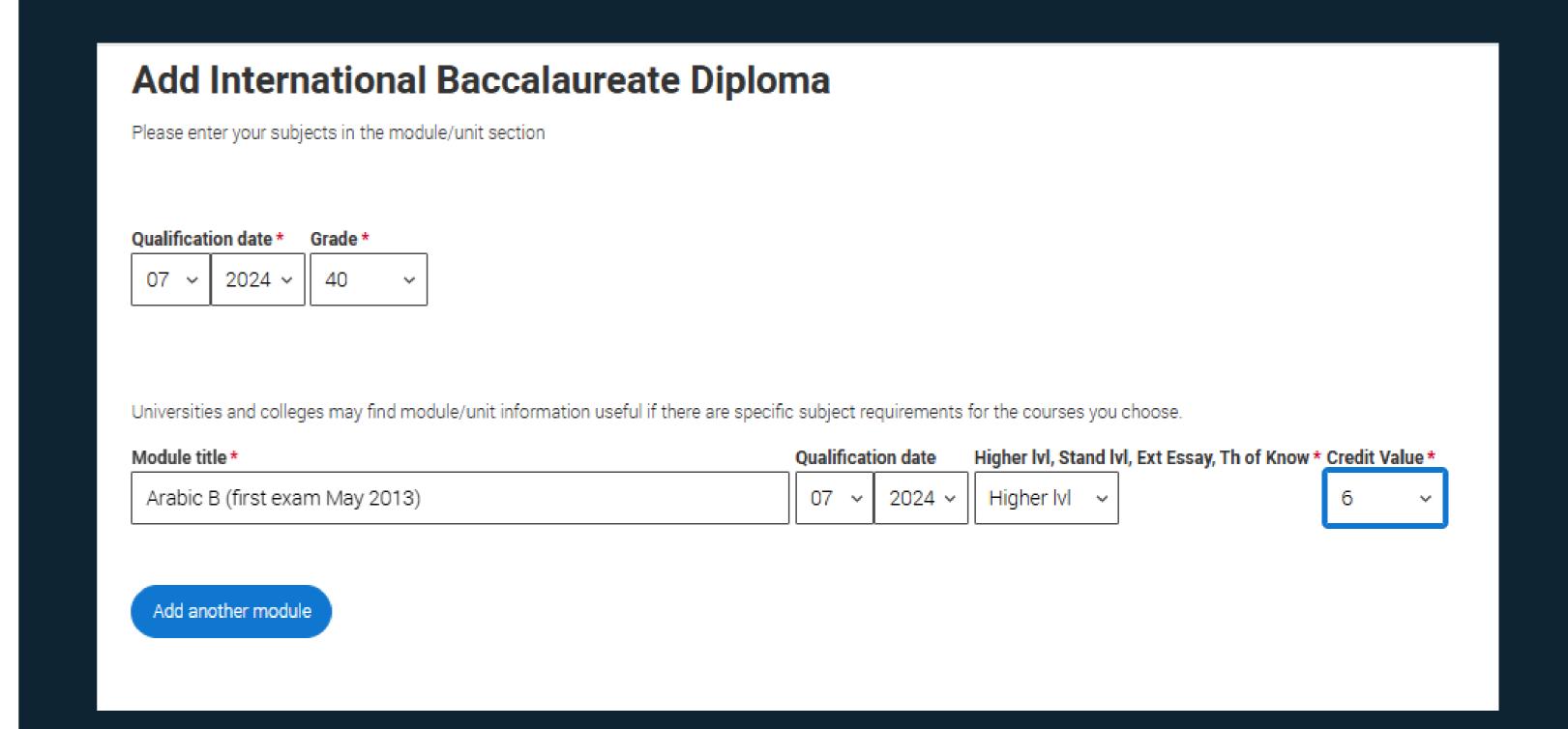
## ADDING INTERNATIONAL BACCALAUREATE (IB)

- If the qualification is complete, include the overall score, then each subject credit separately.
- Make sure the qualification date is the 'award' date, not the 'examination sat' date.
- Complete all fields marked with a red asterisk.
- If the qualifications are still in progress, select 'pending' in the dropdown grade box.
- Add the relevant subjects you can include all if you wish to.
- Indicate if modules are HL or SL.
- Modules cannot be amended after submission.



## ADDING INTERNATIONAL BACCALAUREATE (IB)

- IB students applying through UCAS need to instruct their IB Diploma programme coordinators to add their requests via the IB information system (IBIS).
- Guidance on how to do this can be found here: https://www.ibo.org/programmes/diplomaprogramme/assessment-and-exams/requestingtranscripts/
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- Guidance on how to do this can be found here: https://www.ibo.org/programmes/diplomaprogramme/assessment-and-exams/requestingtranscripts/

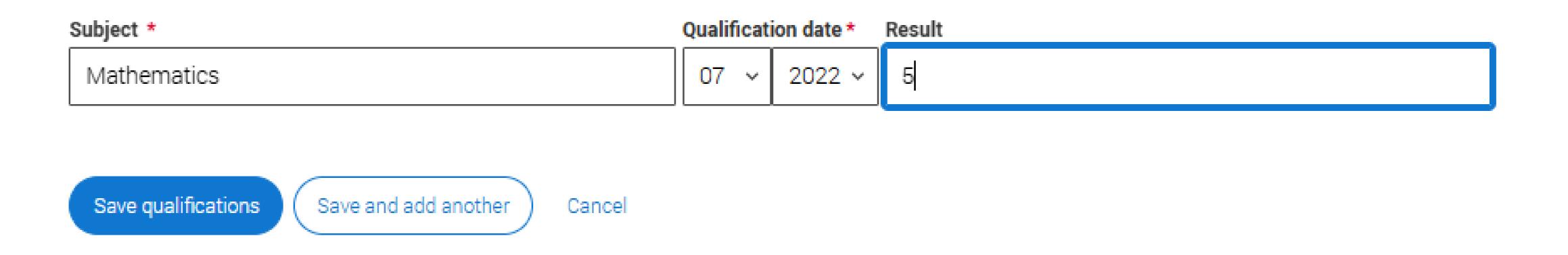




## ADDING IB MIDDLE YEARS PROGRAMME

- 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.
- For the new academic year, you'll have a dropdown box to select the grade rather than typing this as shown in the example.

#### Add International Baccalaureate Middle Years Programme

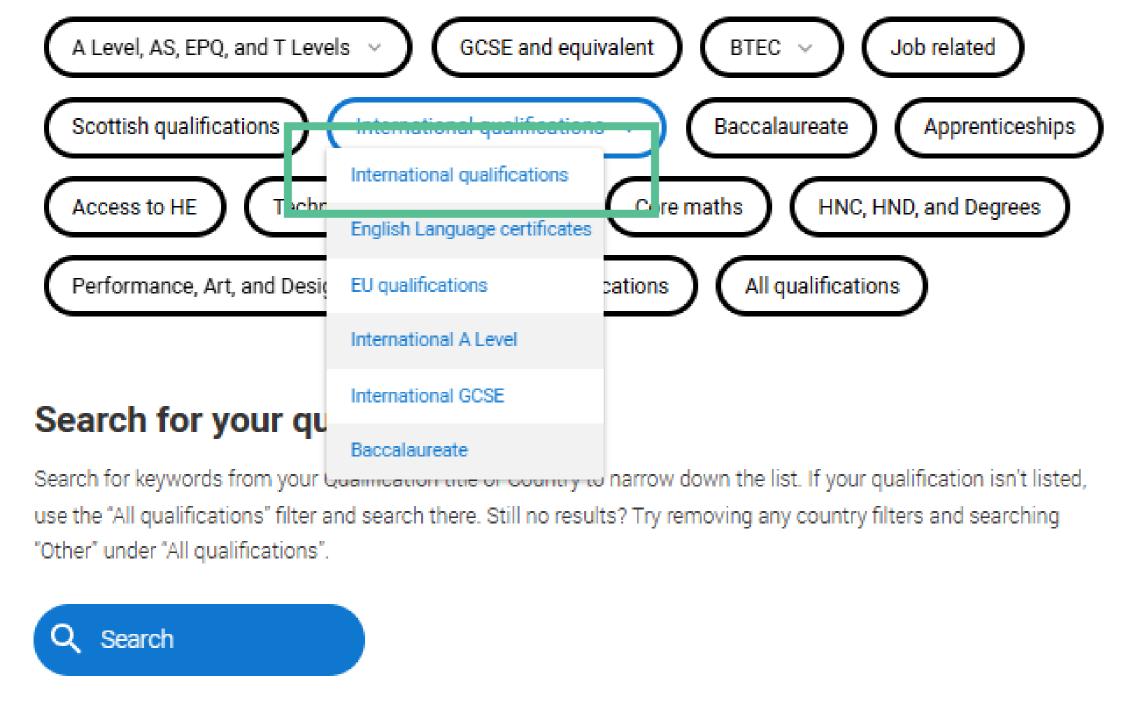


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#### UCAS

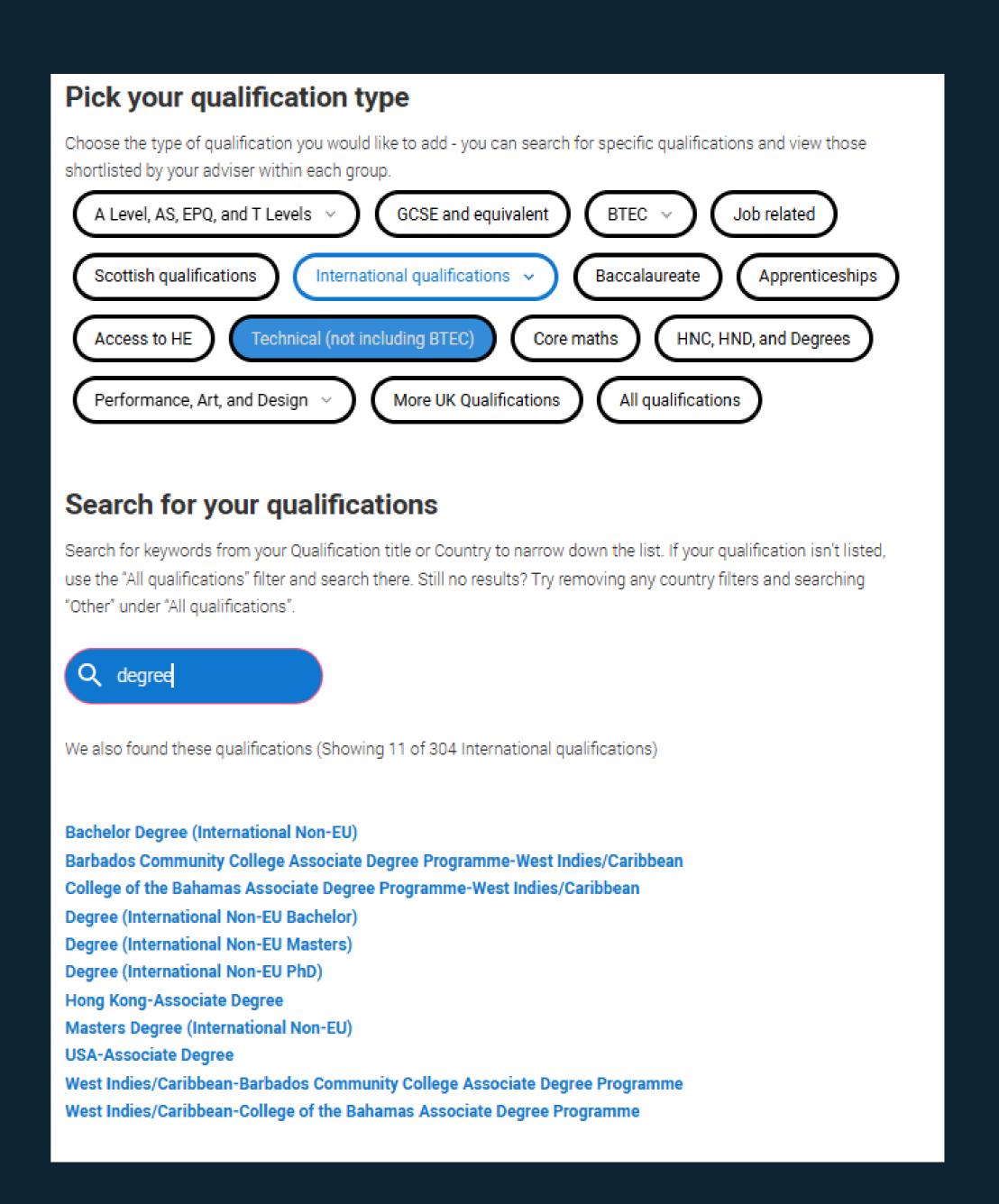
## FINDING AN INTERNATIONAL DEGREE

- Select 'International and EU' bubble on the qualifications page.
- Select 'International Qualifications'.
- Type 'degree' in the search bar.



For EU degrees, repeat the process but select 'EU qualifications' instead of international qualifications.

- Pick the correct qualification from the list if your country is listed, please pick the correct qualification.
- If not, select 'Degree (International Non-EU) and the correct level (Bachelor, Masters or PhD)



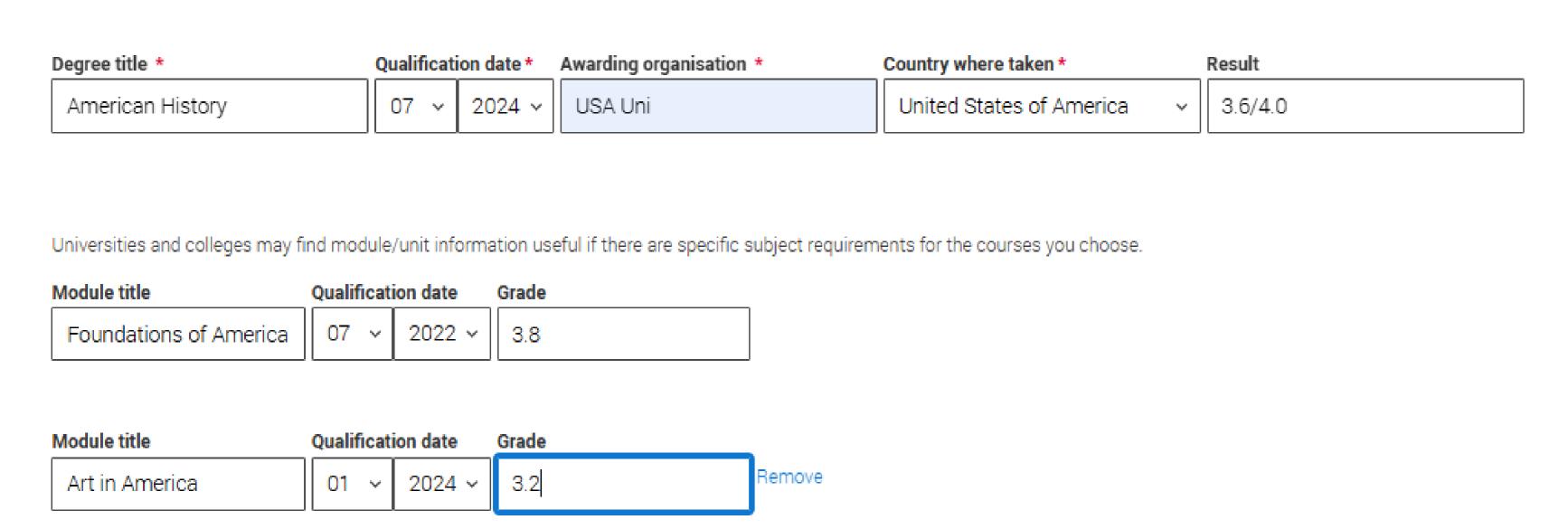


## ADDING AN INTERNATIONAL DEGREE

- Indicate the name of your qualification exactly as it appears (or will appear) on your degree certificate – you may need to indicate BA, BSc etc.
- Make sure the qualification date is the 'award' date, not the 'final examination sat' date.

#### Add Degree (International Non-EU Bachelor)

Entering module details is optional

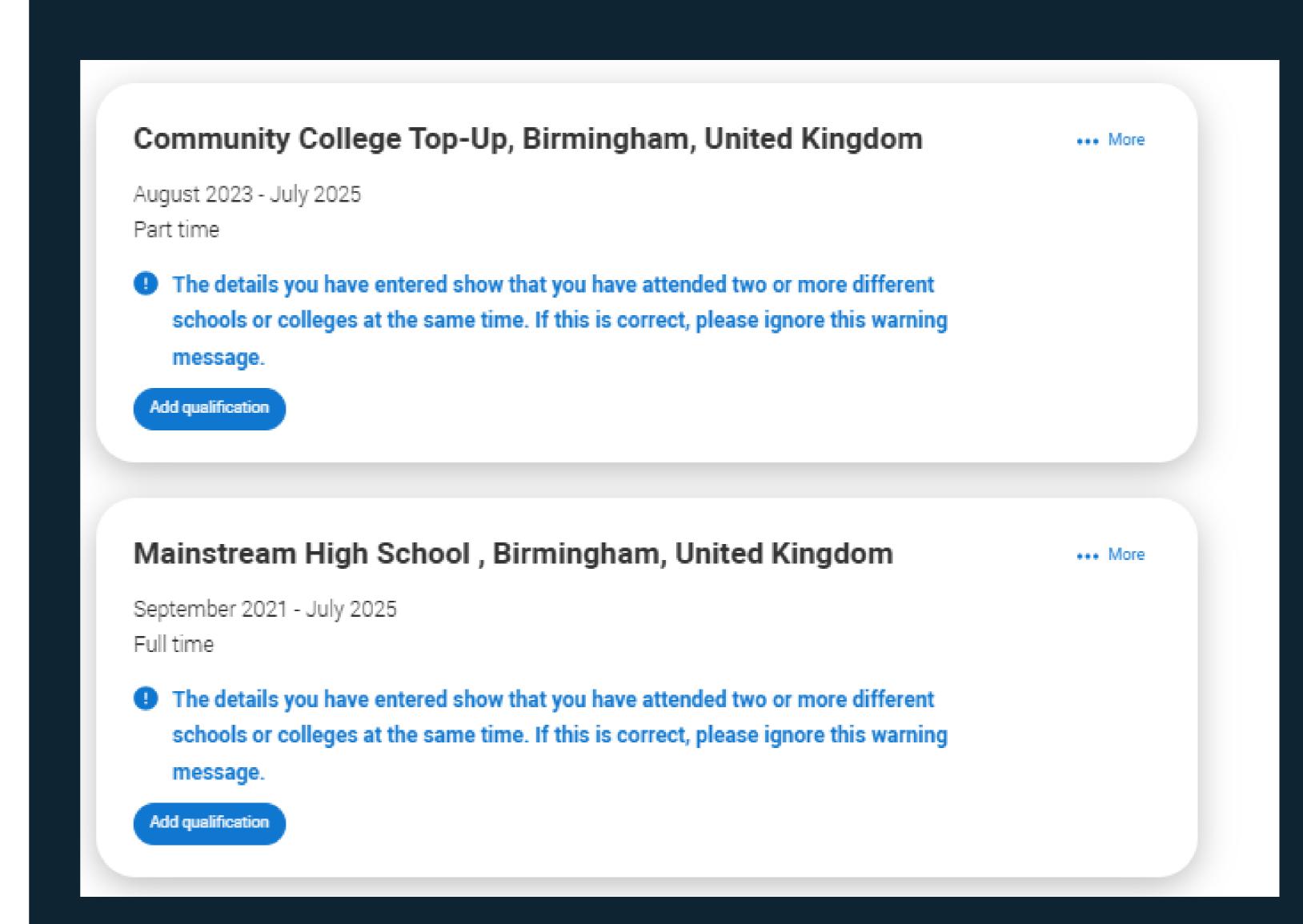


- Complete all fields marked with a red asterisk.
- In the result box, write the grade as it appears in the system of the country the qualification was studied – do not self convert this into the UK format.
- You may wish to indicate what the result is out of to give context e.g. 70/100, 3.0/4.5.
- If qualification is not complete, leave the result box blank.
- You may wish to include module information to give a better indication of content – you should include the most relevant modules and do not need to list every class.
- If the universities you're applying to require more information, they'll normally request you email or upload a full transcript.

#### UCAS

## FINDING INTERNATIONAL DEGREE 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 class 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 degree will be awarded, please see the section on how to enter a degree.
- This should be used where you've taken standalone credits, not where you've attended university and dropped out.

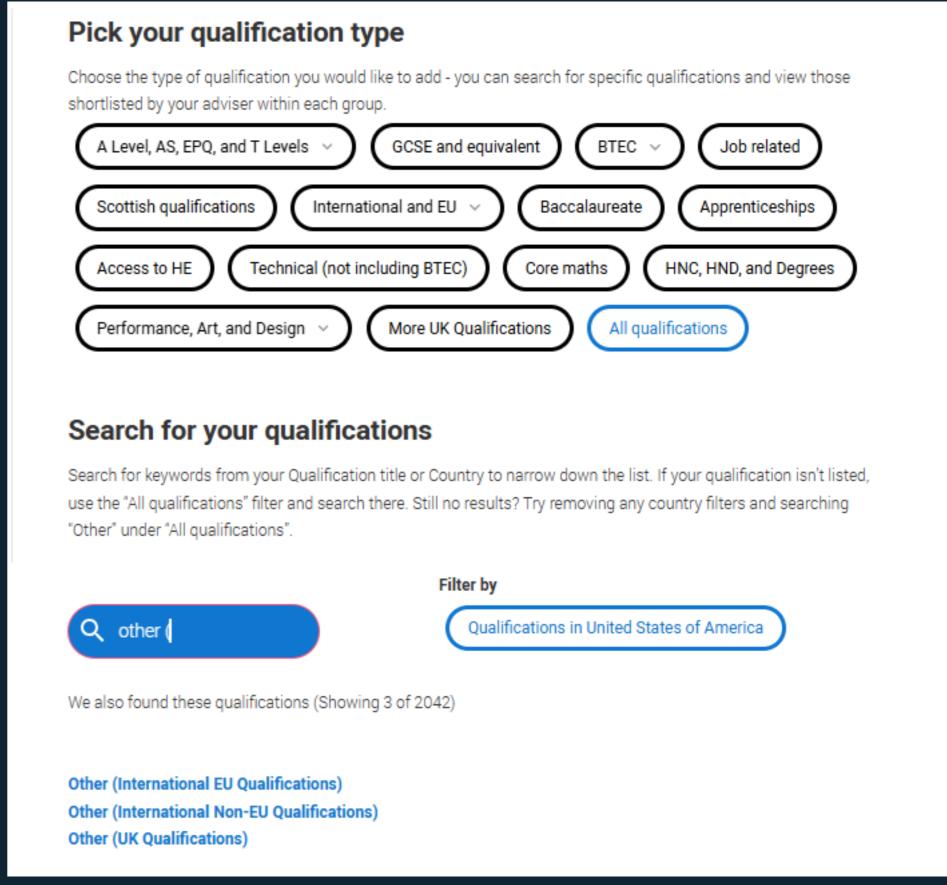


Public

## ADDING INTERNATIONAL DEGREE CREDITS

- There's currently no category for college/degree credits.
   So, select 'all qualifications', untick your country, search 'other' and select 'Other (International non-EU Qualifications)' then input as shown below.
- If the credits are from an EU university, you can indicate them using 'Other (International EU Qualifications)'.
- Complete all fields marked with a red asterisk.
- Make sure the qualification date is the date the credit was awarded.
- Anything incomplete can be marked as pending.

### Finding the qualification



#### Entering the credits

05 ~			11	11	
03 1	2025 ~	Com Coll	College		
adula/unit info	rmation us	oful if there are enecific subject require	monte for the courses you choose		
Universities and colleges may find module/unit information useful if there are specific subject requirements for the courses you choose.					
C .: 1 .	Crada				
ification date	Grade				
-	odule/unit info	odule/unit information us	odule/unit information useful if there are specific subject require	odule/unit information useful if there are specific subject requirements for the courses you choose.	



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## AFRICA

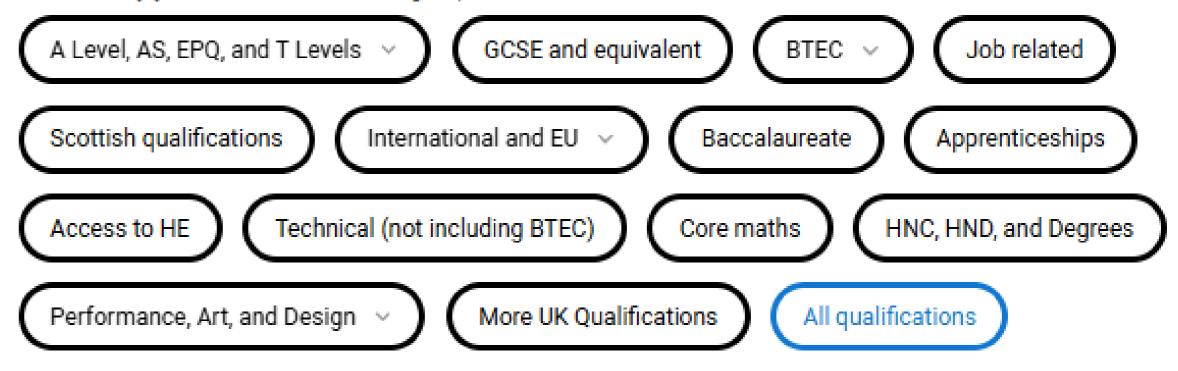


# WEST AFRICA — FINDING WASSCE

- If you've not linked the qualifications to your <u>school</u> <u>qualifications shortlist</u>, 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.



#### 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 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)

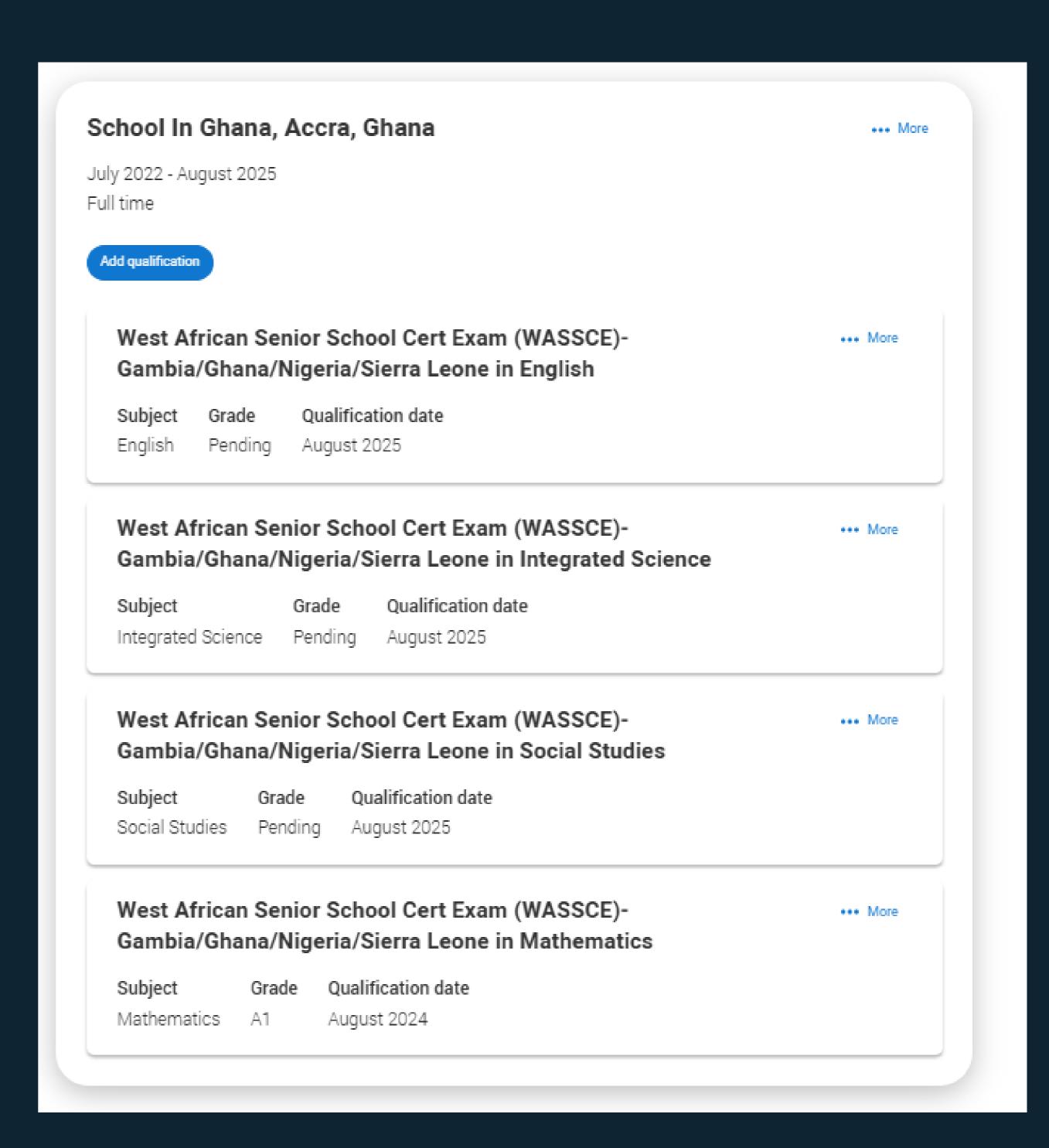
Sierra Leone-West African Senior School Certificate Examination (WASSCE)

West African Senior School Cert Exam (WASSCE)-Gambia/Ghana/Nigeria/Sierra Leone

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# 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.



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## ASIA





## CHINA — FINDING QUALIFICATIONS

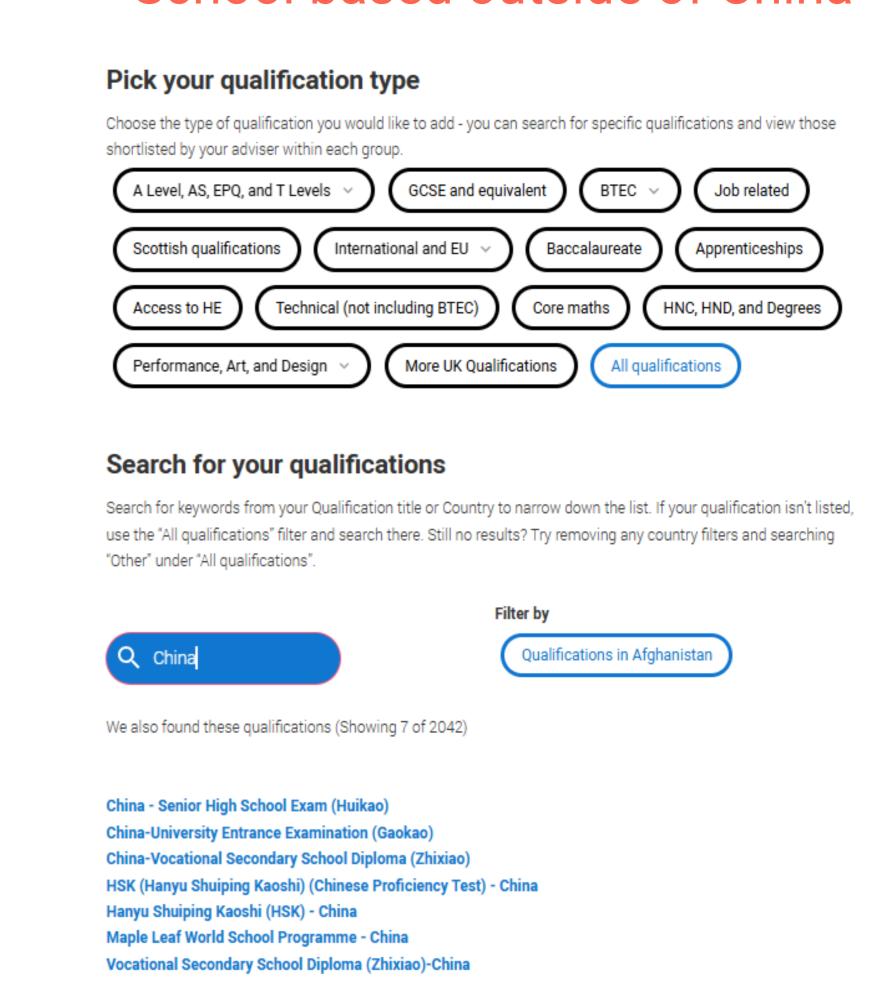
- If you haven't linked the qualifications to your school qualifications shortlist, you can find them in a few different ways:
  - If your school is based in China, click 'all qualifications', and the list should be automatically filtered by qualifications in China.
  - If your school is not based in 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 International and EU Baccalaureate Technical (not including BTEC) Performance, Art, and Design 🗸 More UK 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 China Q Search 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



## CHINA — ADDING THE HUIKAO

#### Add China - Senior High School Exam (Huikao)

Qualificat	ion 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 *	Qualificat	ion 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)

Qualificat	ion 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 G	Grade
Maths	06 ~ 2	025 ~	

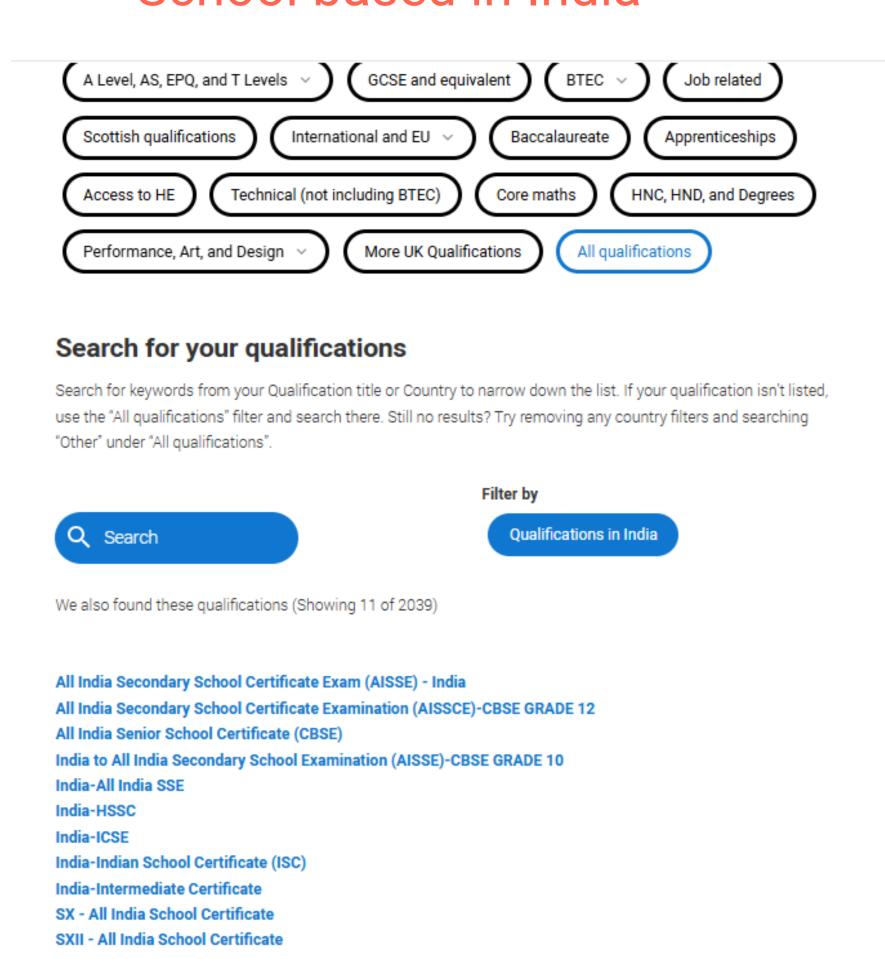
- Complete all fields marked with a red asterisk.
- Add modules where relevant this is useful to indicate if you're taking the arts or science pathway.
- Make sure the qualification date is the 'award' date, not the 'examination sat' date.
- If the qualifications are still in progress, leave mark box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



## INDIA — FINDING QUALIFICATIONS

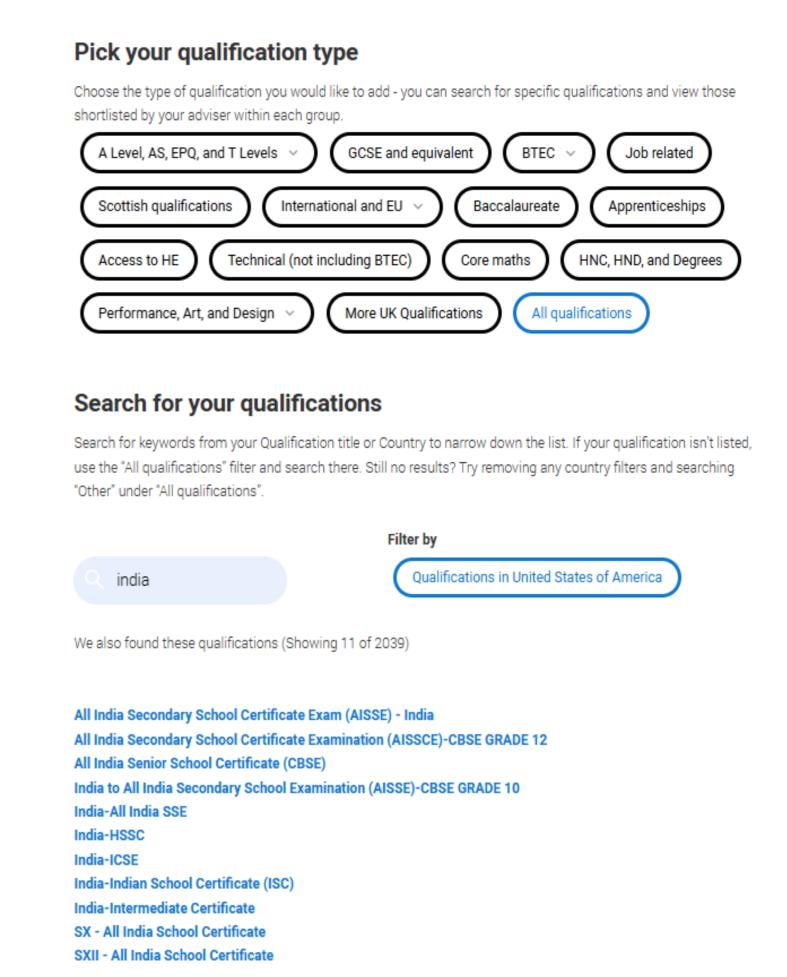
- If you haven't linked the qualifications to your school qualifications shortlist, you can find them in a few different ways:
  - If your school is based in India, click 'all qualifications', and the list should be automatically filtered by qualifications in India.
  - If your school is not based in 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



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







## 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)



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

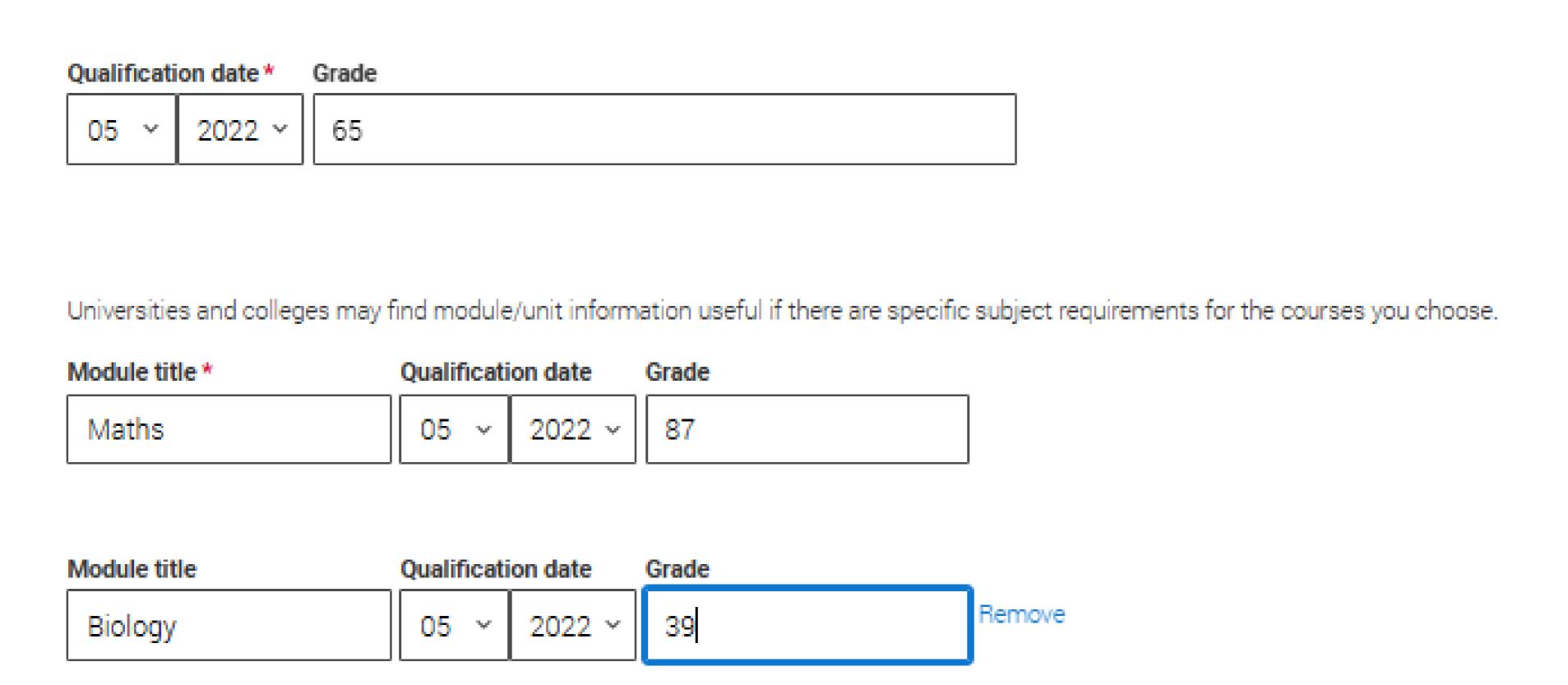
Module title	Qualification date %	Grade
English	05 ~ 2022 ~ 91	



## 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

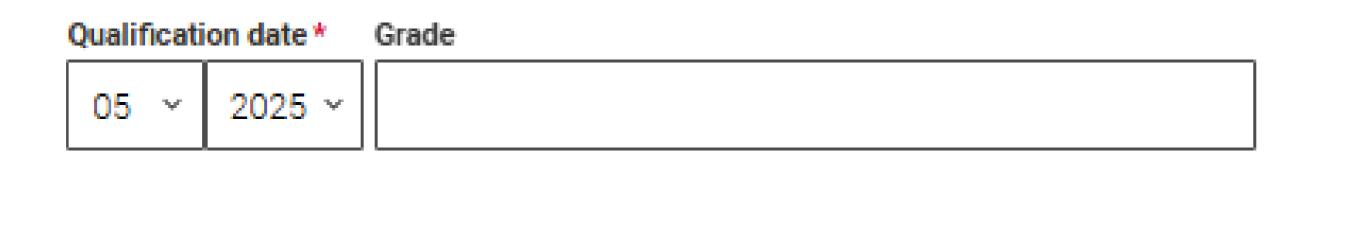




## INDIA — ADDING THE HSSC/STANDARD XII

- 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



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

Module title *	Qualificati	on date	Grade
Maths	05 ~	2025 ~	

## 

## EUROPE



#### UCAS

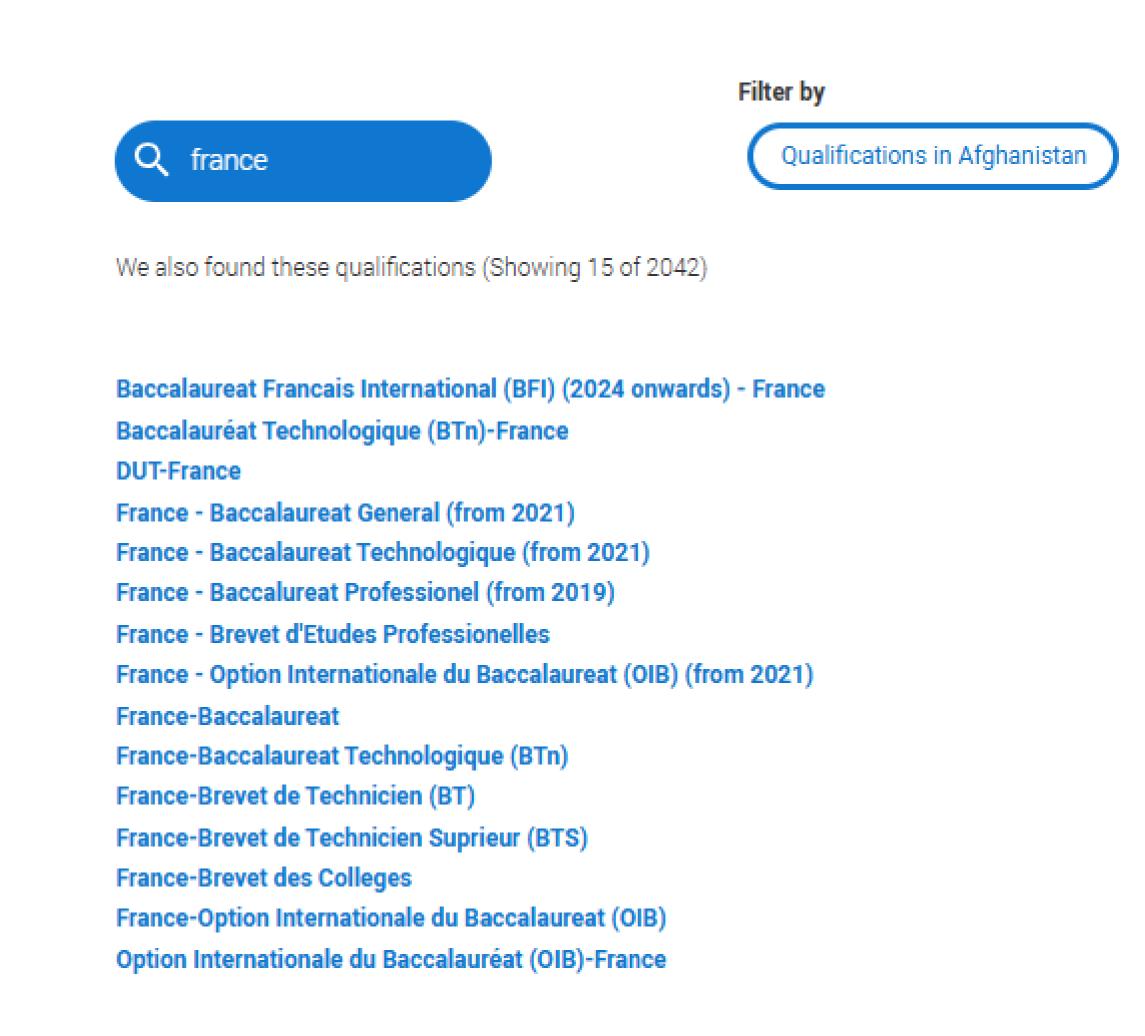
## FRANCE — FINDING QUALIFICATIONS

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

#### School based in France

#### 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 France We also found these qualifications (Showing 21 of 2042) Baccalaureat Français International (BFI) (2024 onwards) - France Baccalauréat Technologique (BTn)-France DALF-French Language Qualification (Post 2005) DALF-French Language Qualification (Pre 2005) DELF-French Language Qualification (Post 2005) DELF-French Language Qualification (Pre 2005) DUT-France Diplôme d'Etudes en Langue Française (post 2005) Diplôme d'Etudes en Langue Française (pre 2005) France - Baccalaureat General (from 2021) France - Baccalaureat Technologique (from 2021) France - Baccalureat Professionel (from 2019) France - Brevet d'Etudes Professionelles France - Option Internationale du Baccalaureat (OIB) (from 2021) France-Baccalaureat France-Baccalaureat Technologique (BTn) France-Brevet de Technicien (BT) France-Brevet de Technicien Suprieur (BTS) France-Brevet des Colleges France-Option Internationale du Baccalaureat (OIB) Option Internationale du Baccalauréat (OIB)-France

#### School based outside of France





## FRANCE — ADDING THE FRENCH BACCALAUREATE

- Module information cannot be amended after submission.
- Complete all fields marked with a red asterisk.
- Add modules where relevant there's enough space to include all your modules if needed.
- Make sure the qualification date is the 'award' date, not the 'examination sat' date.
- If the qualifications are still in progress, leave the grade box blank.
- Make sure to choose the correct pathway (general, technical or professional).

Add France - Baccalaureat General (fro	om 2021)							
if your qualification is not available in the drop down menu, please add text in the box below highlighting if the subject is common or special								
Qualification date * Grade								
08 × 2024 × 14								
Universities and colleges may find module/unit information useful if there are specif	fic subject requirements for the courses you choose.							
Module title	Qualification date Grade							
Special Subject - Life and Earth Sciences (Biol	08 ~ 2024 ~ 12							
Module title	Qualification date Grade							
Common - French Literature	08 v 2024 v 12 Remo							

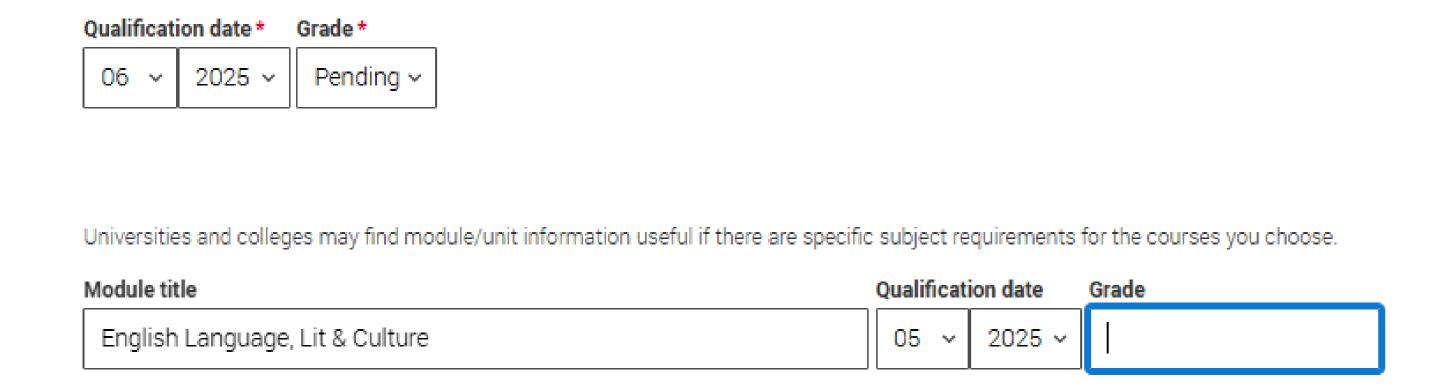
Add France - Baccalaureat Technologique (from 2021) please add text in the box below highlighting if the subject is common or special							
Qualification date * Grade  08 × 2025 ×							
Universities and colleges may f	ind module/unit informa Qualification date	ation useful if there are specific s	subject requirements for the courses you choose.				
Laboratory Science and	08 ~ 2025 ~						

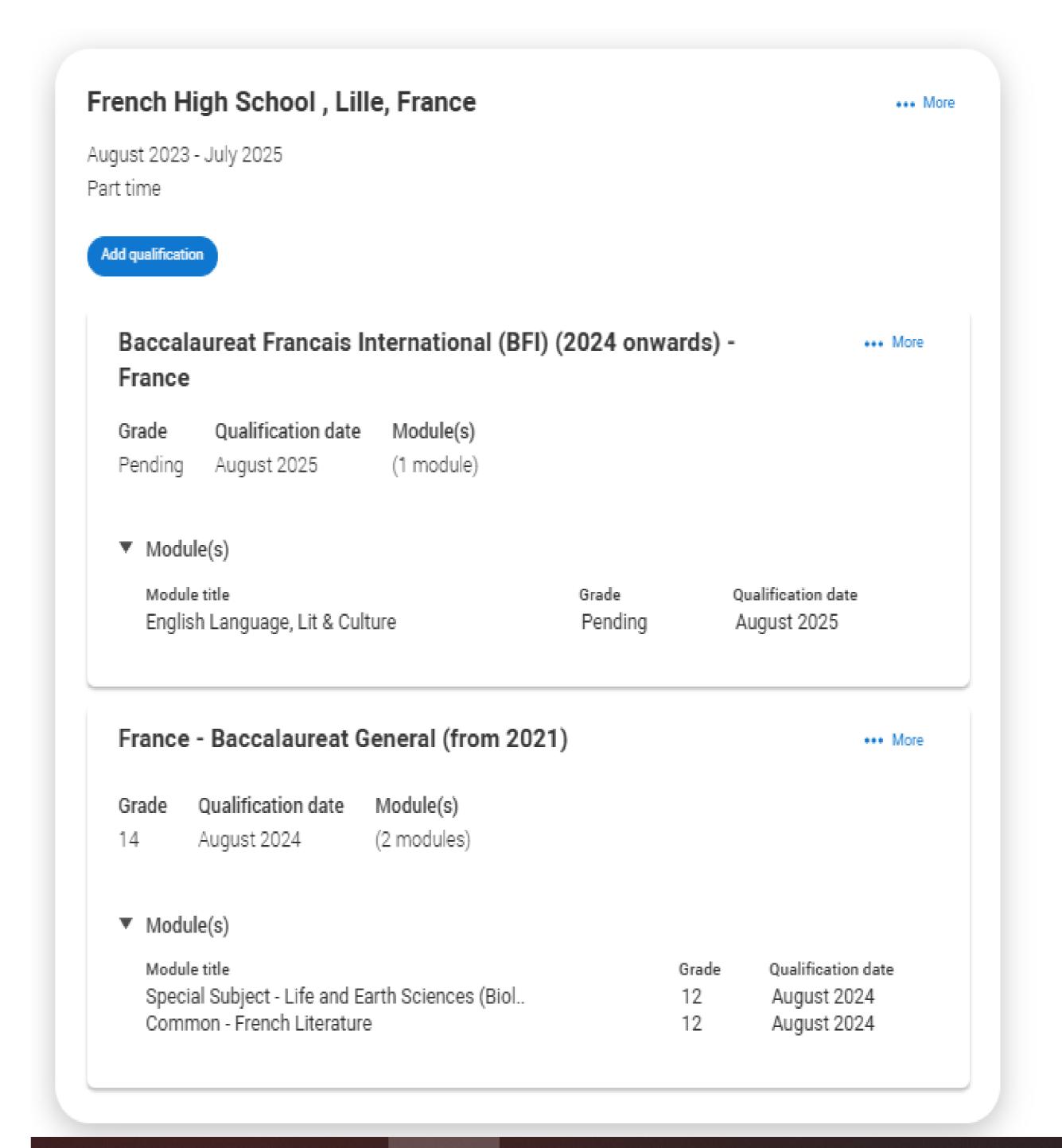


## FRANCE — ADDING THE BFI

- Module information cannot be amended after submission.
- Add this as well as your core study qualification.
- Complete all fields marked with a red asterisk.
- Add modules where relevant there's enough space to include all your modules if needed.
- Make sure the qualification date is the 'award' date, not the 'examination sat' date.

Add Baccalaureat Francais International (BFI) (2024 onwards) - France



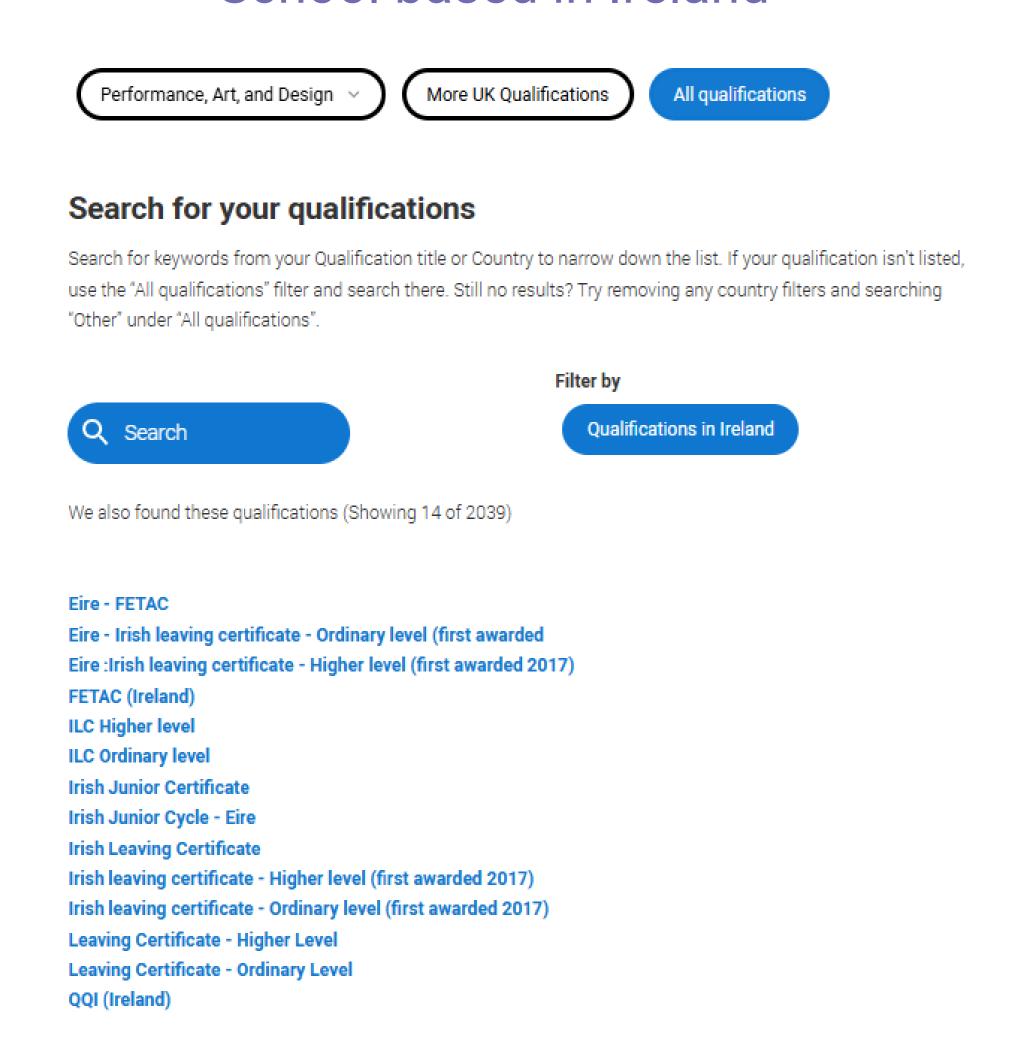




## IRELAND — FINDING QUALIFICATIONS

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

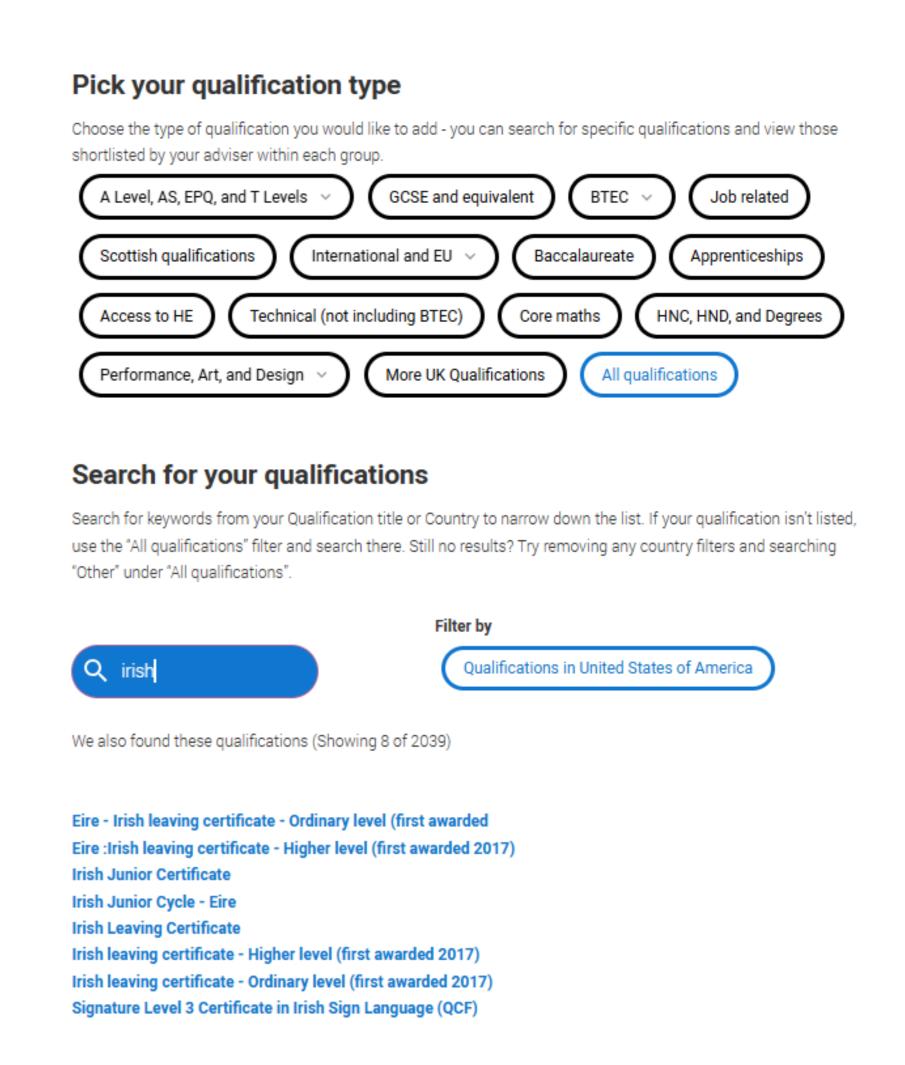
#### School based in Ireland



There are multiple versions of the Irish Leavers certificate available.

If you are taking the exam after 2017, make sure that you select the option that says 'first awarded 2017'.

#### School based outside of Ireland

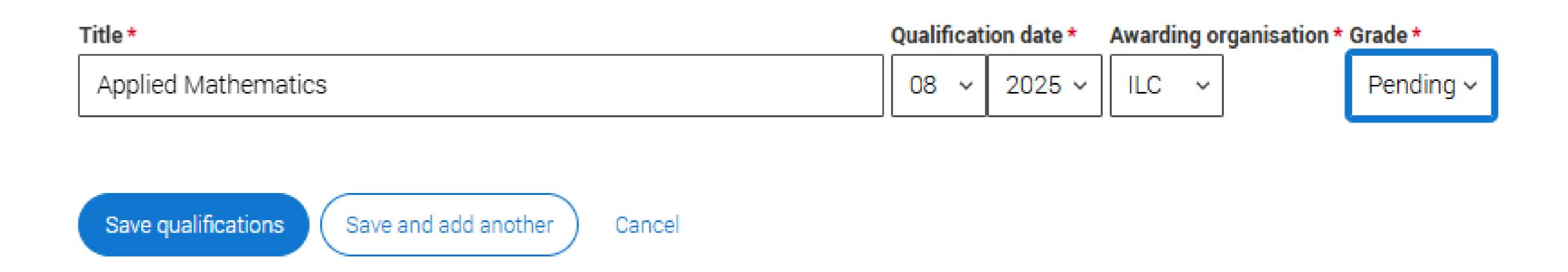




## IRELAND — ADDING THE LEAVERS CERTIFICATE (HIGHER)

- Module information cannot be amended after submission.
- Complete all fields marked with a red asterisk.
- Add all your modules.
- If the qualifications are still in progress, select 'pending' in the grade dropdown box.
- Make sure the qualification date is the 'award' date, not the 'examination sat' date.

#### Add Irish leaving certificate - Higher level (first awarded 2017)





### IRELAND — ADDING THE LEAVERS CERTIFICATE (ORDINARY)

- Module information cannot be amended after submission.
- Complete all fields marked with a red asterisk.
- Add modules where relevant there's enough space to include all your modules if needed.
- It is 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 Irish leaving certificate - Ordinary level (first awarded 2017)



#### UCAS

## TURKEY — 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 Turkey, click 'all qualifications', and the list should be automatically filtered by qualifications in Turkey.
  - Make sure you select the right version of your diploma e.g. Anatolian.
  - If your school is not based in Turkey, click all qualifications, remove the filter for the country your school is based in, then search 'Turkey' or the name of the qualification.

#### School based in Turkey

#### 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".



Turkey-Lise Bitirme Diplomasi

Qualifications in Turkey

We also found these qualifications (Showing 6 of 2042)

Turkey - Lise Bitirme Diplomasi - Anatolian High School Diploma
Turkey - Lise Bitirme Diplomasi - Science High School Diploma
Turkey-Devlet Lise Diplomasi
Turkey-Devlet Meslek Lise Diplomasi (State Vocational High School Diploma)
Turkey-Devlet Teknik Lise Diplomasi (State Technical High School Diploma)

#### School based outside of Turkey

#### 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".



Qualifications in Afghanistan

We also found these qualifications (Showing 9 of 2042)

Cyprus-Devlet Lise Diplomasi

Cyprus-Lise Bitirme Diplomasi

Turkey - Lise Bitirme Diplomasi - Anatolian High School Diploma

Turkey - Lise Bitirme Diplomasi - Science High School Diploma

Turkey-Devlet Lise Diplomasi

Turkey-Devlet Meslek Lise Diplomasi (State Vocational High School Diploma)

Turkey-Devlet Teknik Lise Diplomasi (State Technical High School Diploma)

Turkey-Lise Bitirme Diplomasi

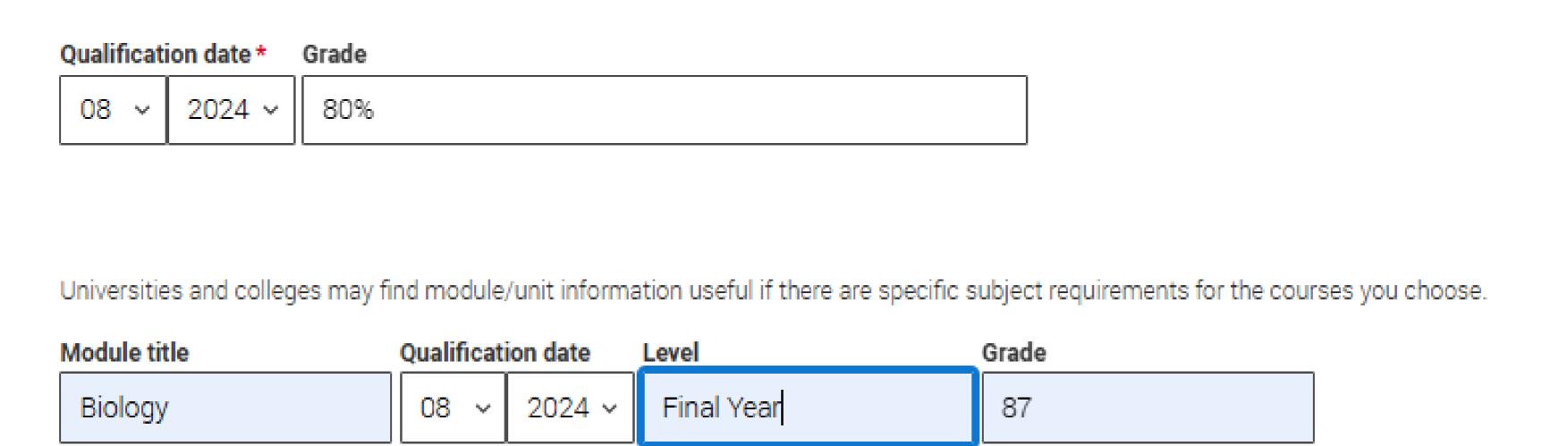
Turkmenistan-Diploma of Specialised Secondary Education



## TURKEY — ADDING THE LISE

- Module information cannot be amended after submission.
- Complete all fields marked with a red asterisk.
- Add classes/subjects as modules where relevant e.g. if they directly relate to the course you are applying to.
- 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.
- If your school teaches an international qualification as well as the lise, make sure to add this as an additional qualification.
- Indicate which year of study the grade was achieved in if you studied the class in multiple years.

#### Add Turkey-Lise Bitirme Diplomasi



### 

## NORTH AMERICA

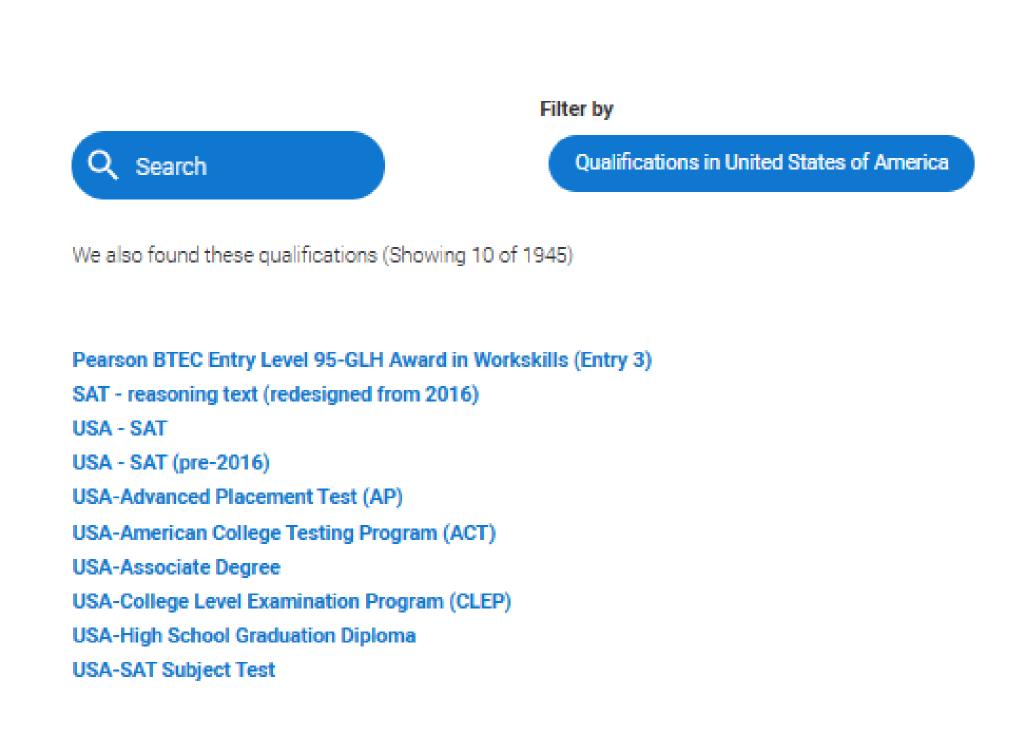


#### UCAS

## 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



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

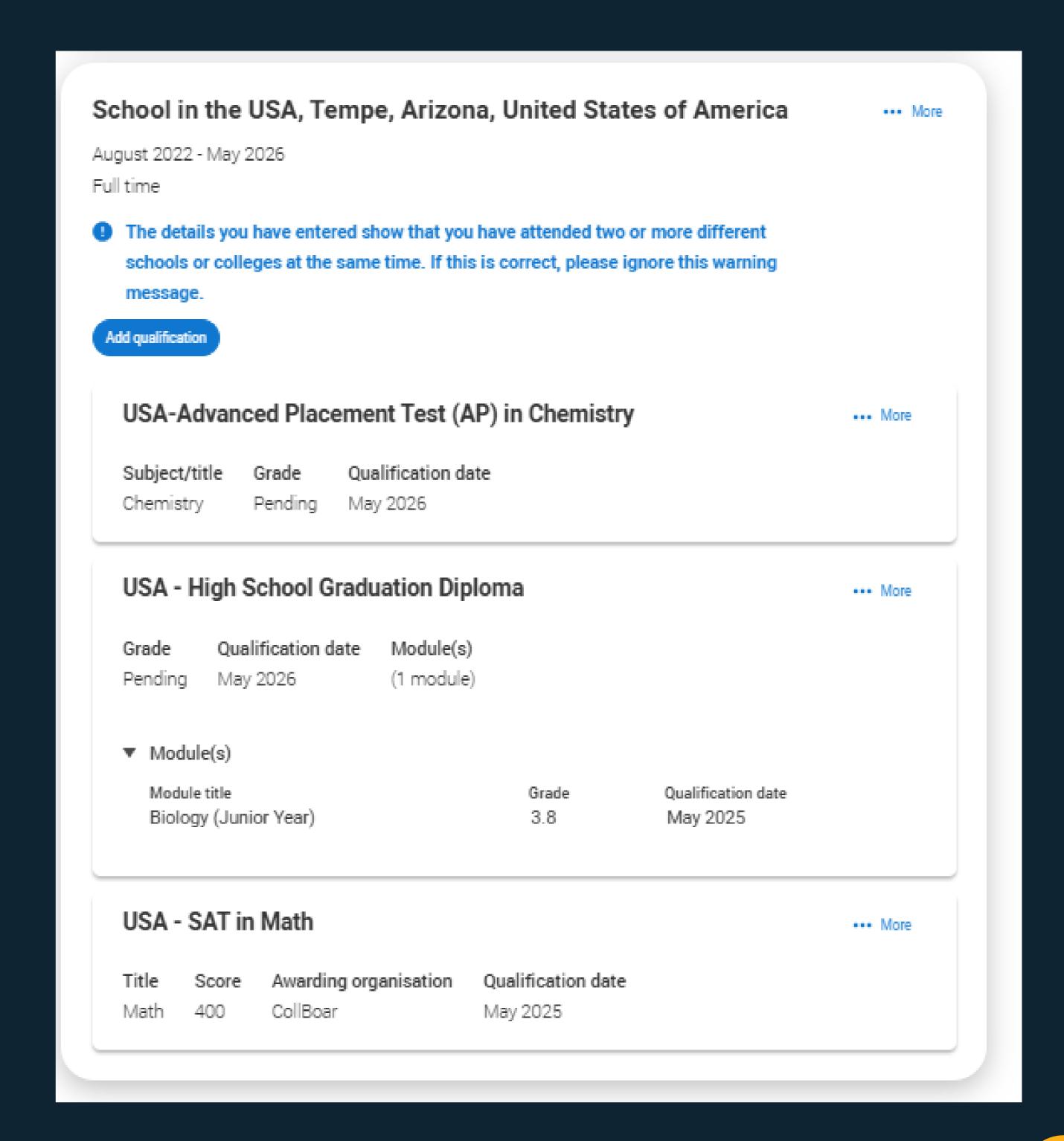
#### School based outside the USA

#### 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". Q usa 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 Back to More about you Next to Employment



# 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





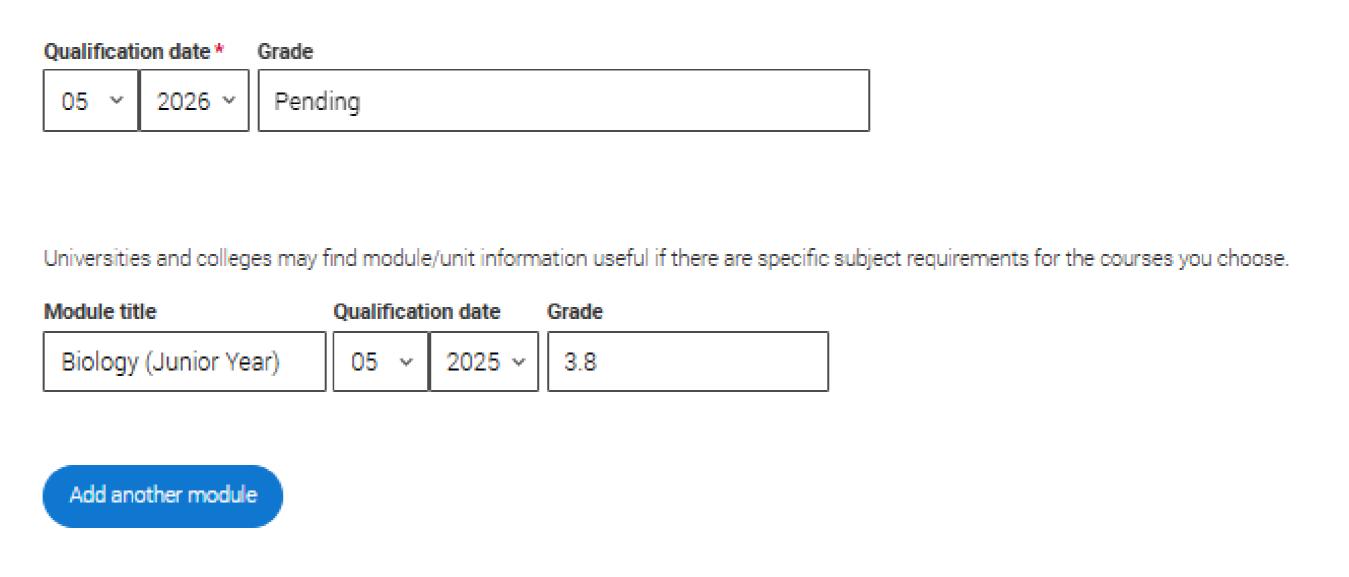
## USA — ADDING THE HIGH SCHOOL DIPLOMA

- Module information cannot be amended after submission.
- Complete all fields marked with a red asterisk.

Public

- 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**



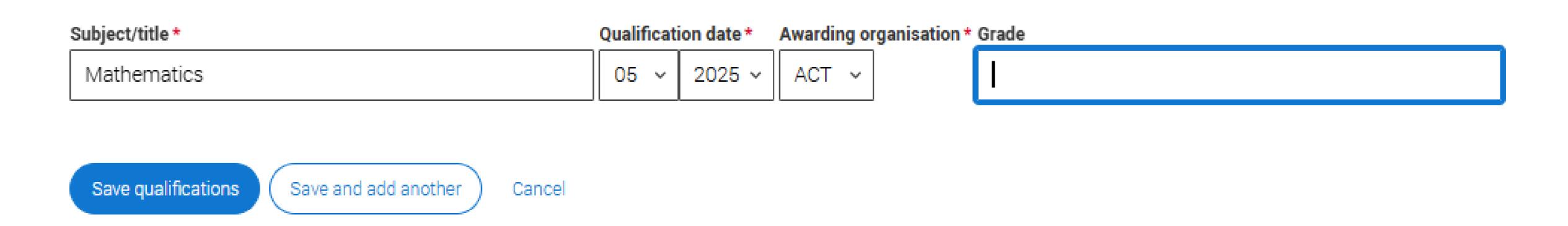




## USA — ADDING THE ACT

- 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)



## 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.

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

How qualification appears once entered

July 2025

#### Qualification entry page

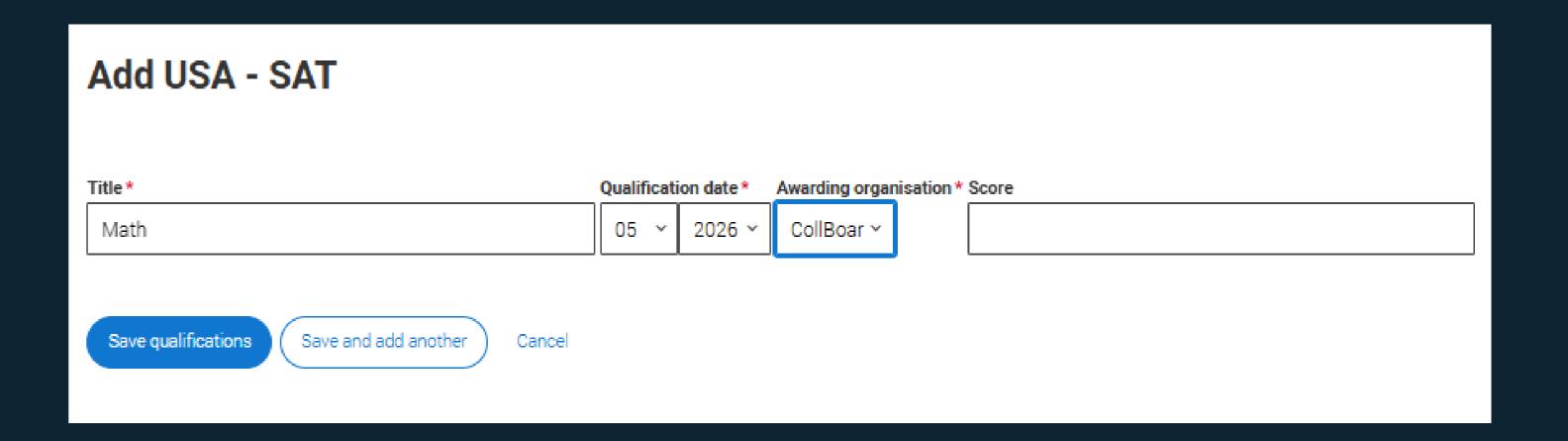
Subject/title *		Qualification date *			Grade *		
World History		07	~	2025 ~	Pending ~		
Save qualifications Save and add another	Cancel						



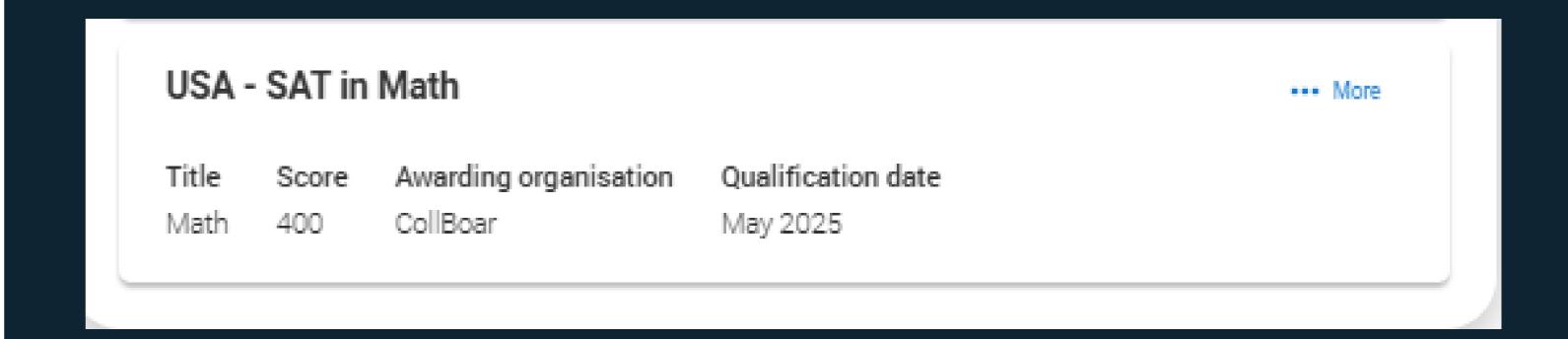
## USA — ADDING THE SAT

- 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



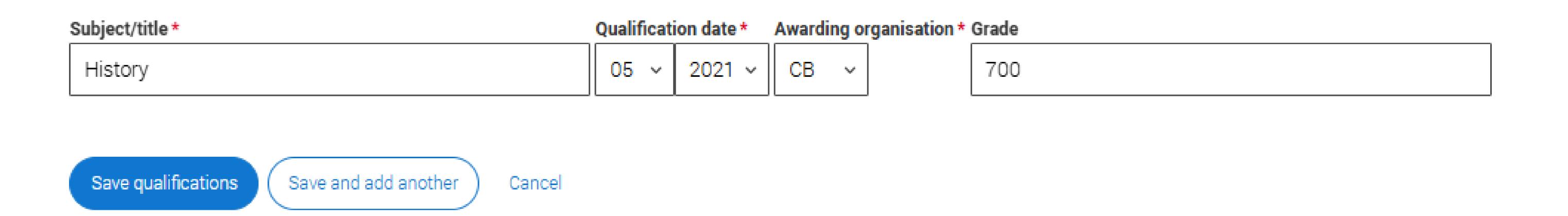
#### How qualification appears once entered





## 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.

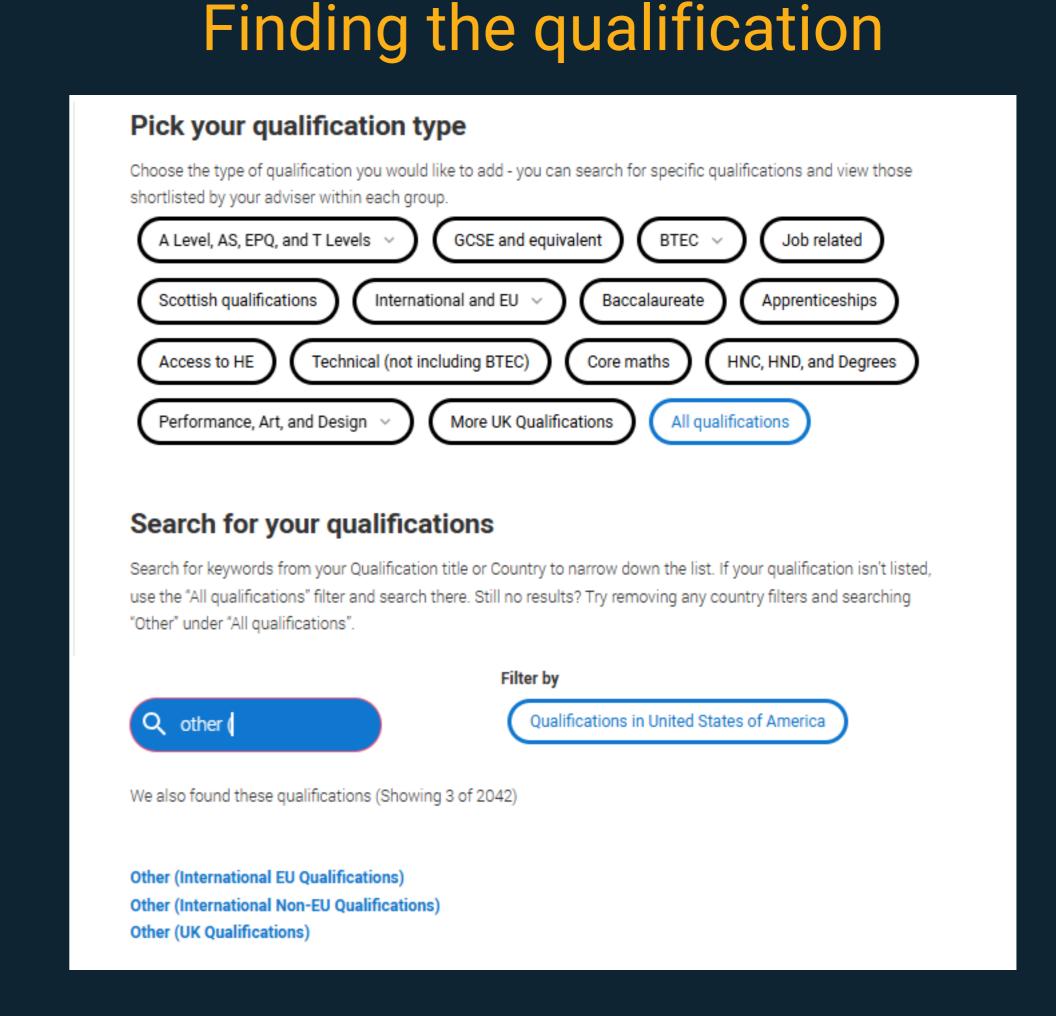






## USA — ADDING COLLEGE CREDITS

- 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.



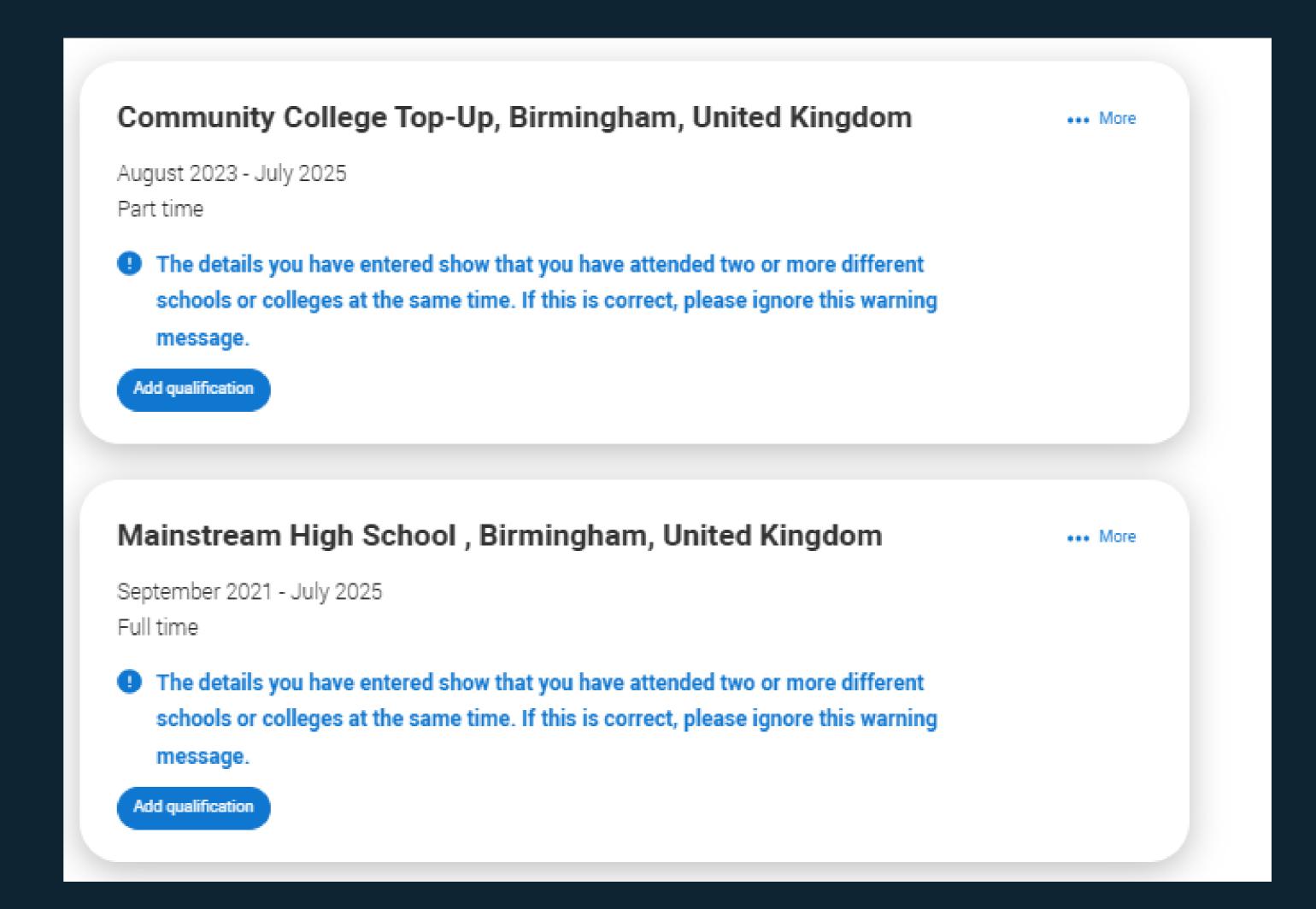
#### Entering the credits

Subject/title *		Qualificat	tion date *	Awarding organisation	*	Level *	Result	
College Credits	College Credits 05 v 202		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	Qualific	ation date	e Grad	le				
Introduction to Statistics	05 \	2024	1 ~ 3.	o				



## 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.



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

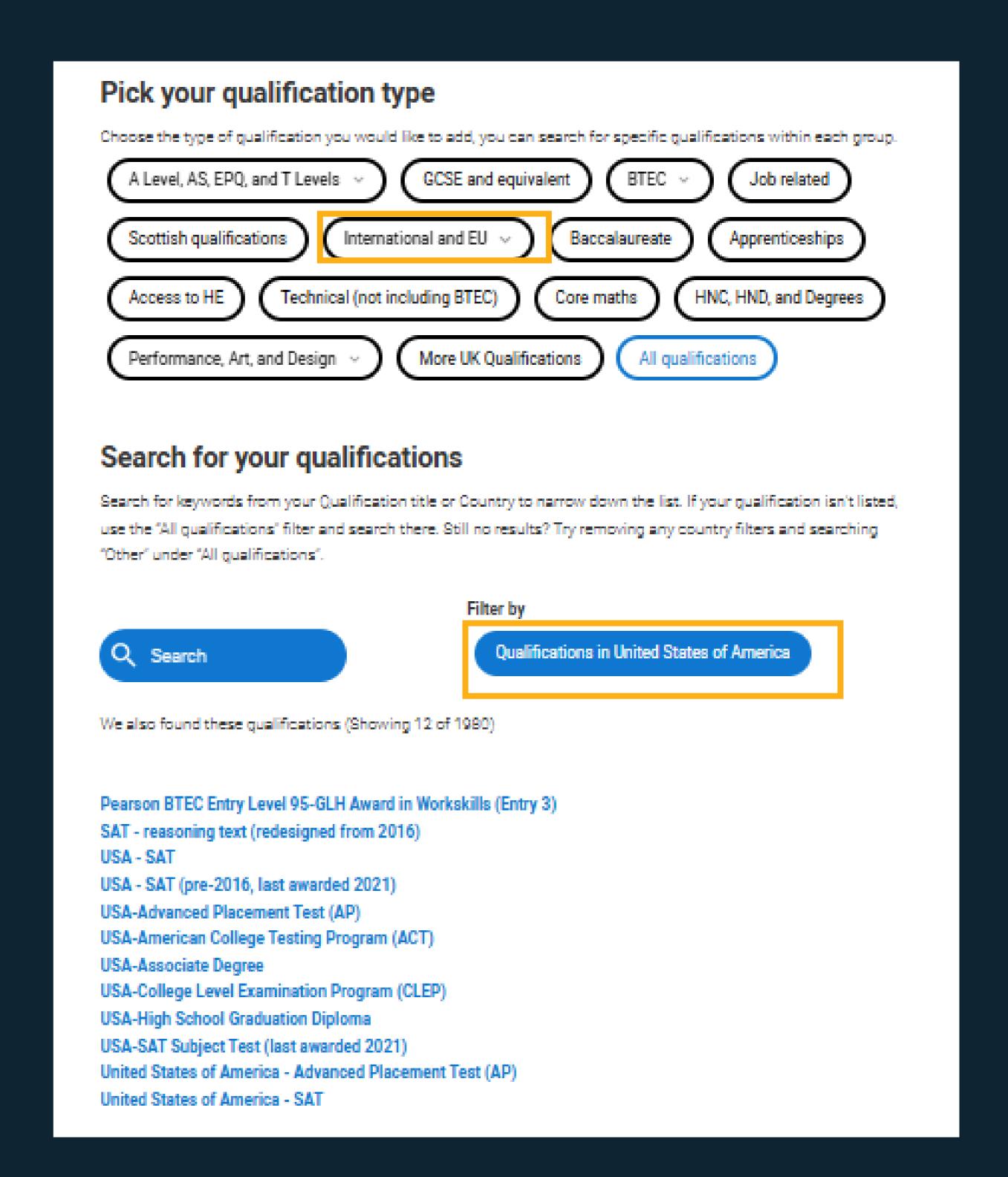




## USA — FINDING AN ASSOCIATE DEGREE

- 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

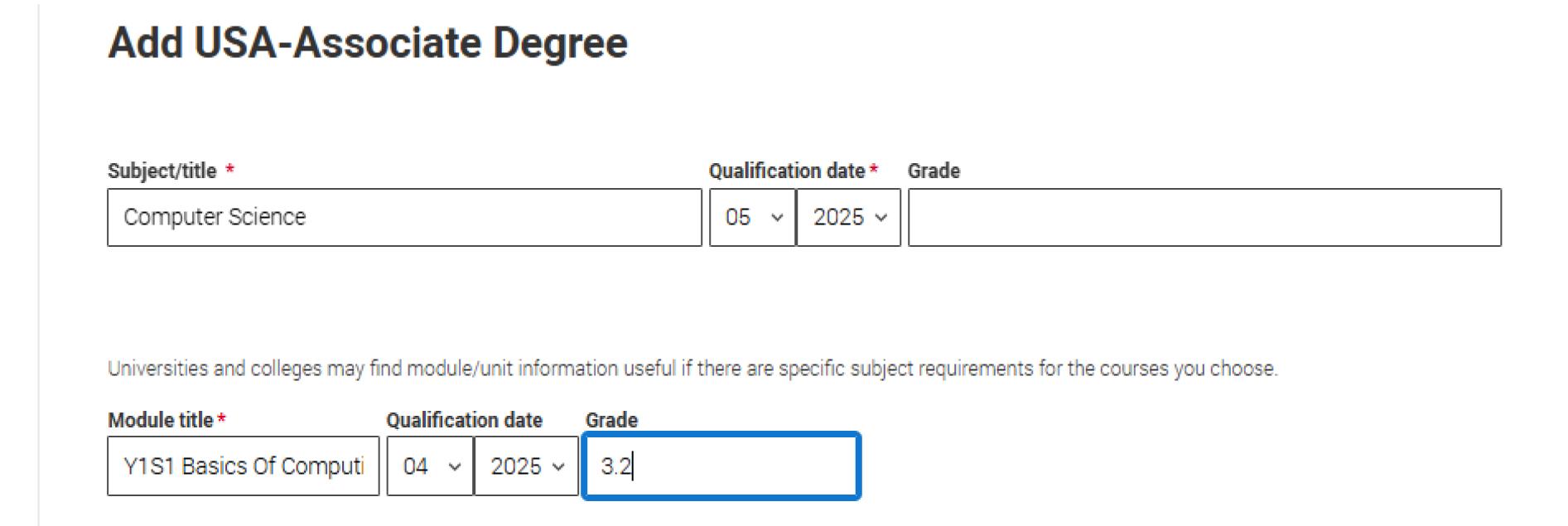
If you've completed a full degree or a few college credits, but not been awarded a qualification, see here for instructions.





## 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).





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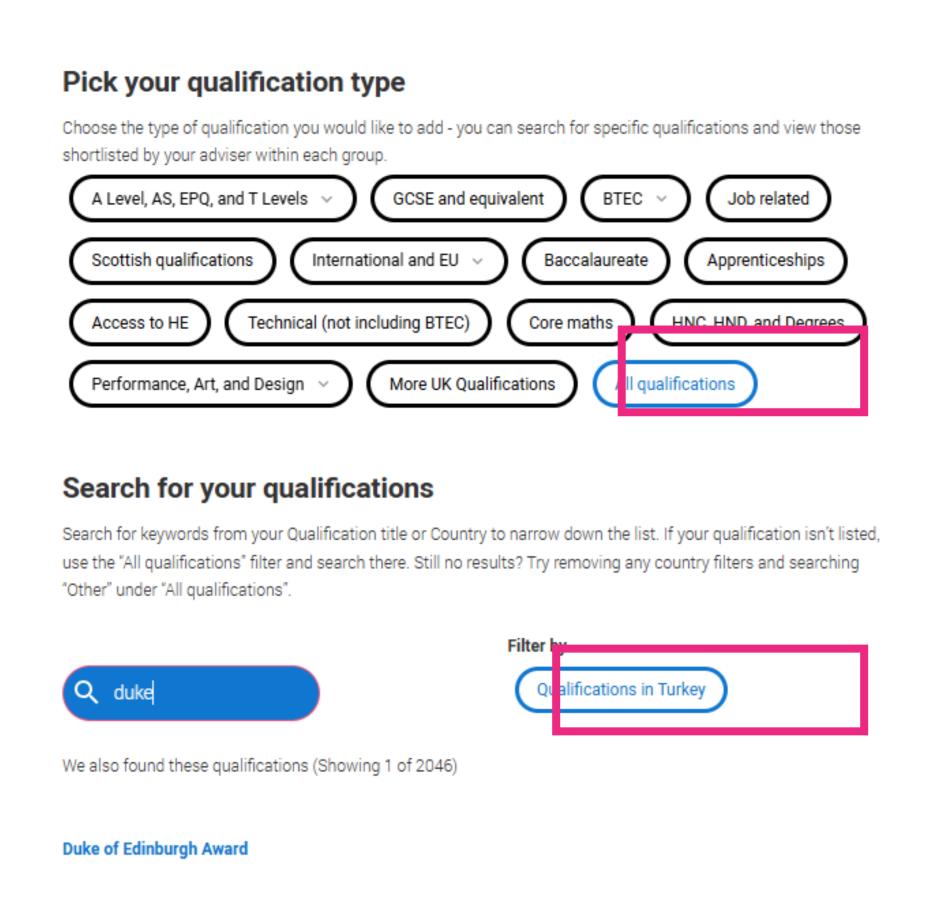
## NON-ACADEMIC OUALIFICATIONS



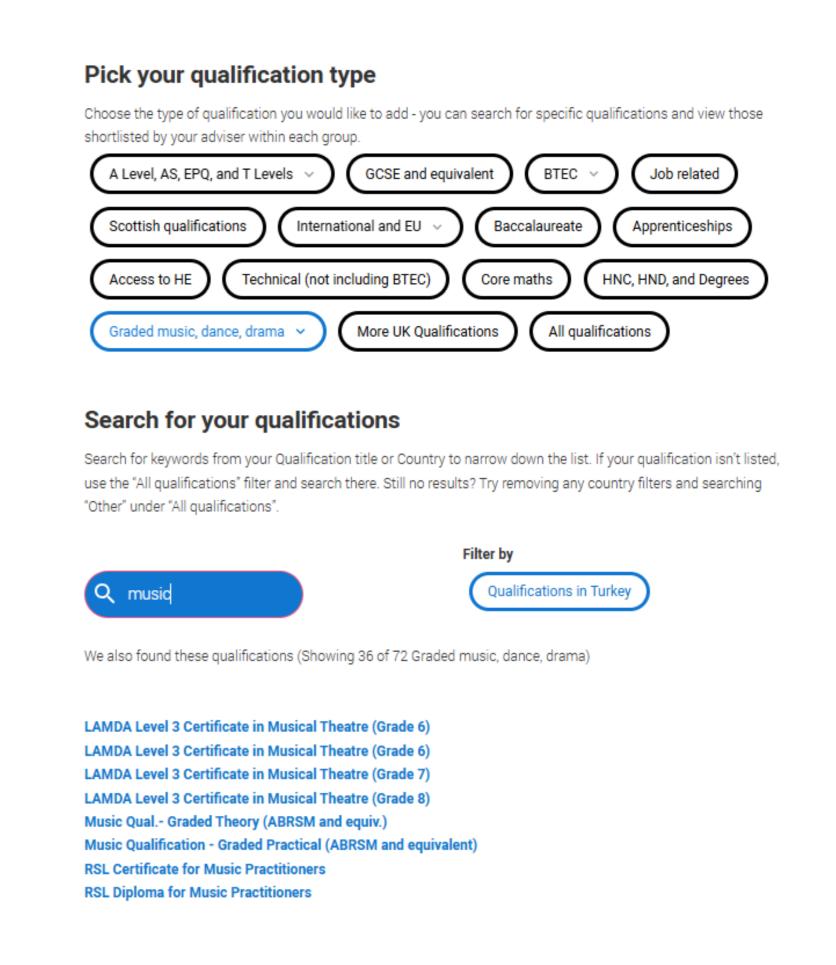


## NON-ACADEMIC — FINDING QUALIFICATIONS

- Qualifications external to an official exam board can be found in two areas:
  - Click all qualifications, remove the filter for the country your school is based in, then search the name of the qualification.
  - Click graded music, dance, drama remove the filter for the country your school is based in, then search
    the name of the qualification or find it from the list/



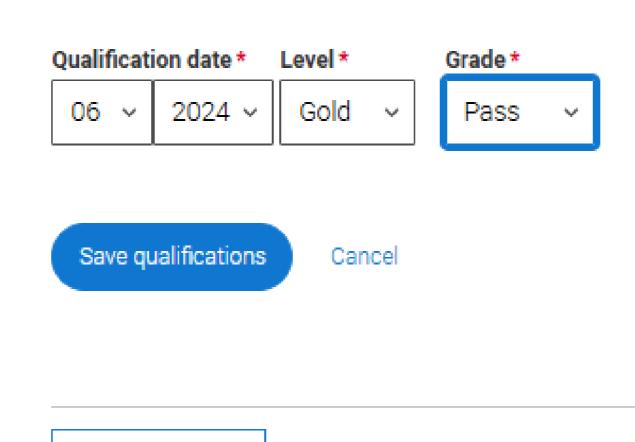
Make sure you select the right exam board if you're taking a formal external qualification in a field such as music.





## NON ACADEMIC QUALIFICATIONS— INPUTTING YOUR

QUALIFICATION Back to search for qualifications



Back to More about you

Add Duke of Edinburgh Award

Next to Employment

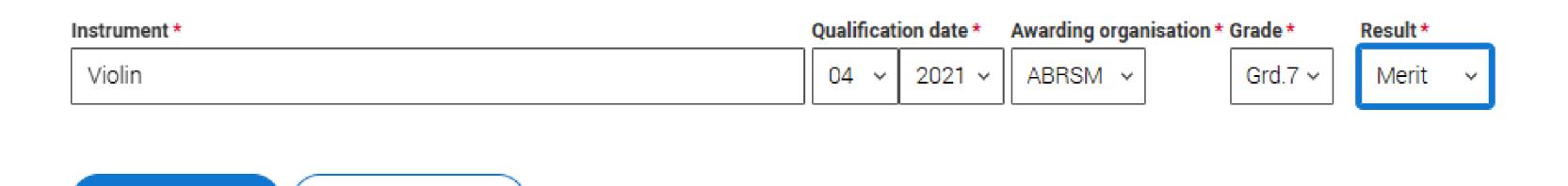
Back to search for qualifications

Save qualifications

Save and add another

Add Music Qualification - Graded Practical (ABRSM and equivalent)

Cancel



- Complete all fields marked with a red asterisk.
- Make sure the qualification date is the 'award completion' date.