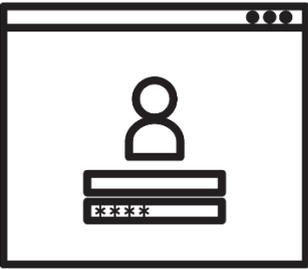# Complete your Qualification Check
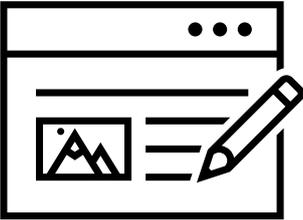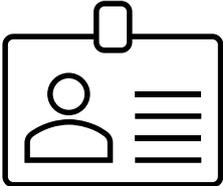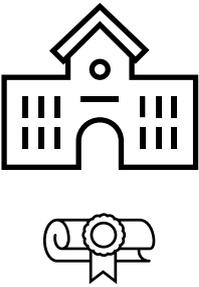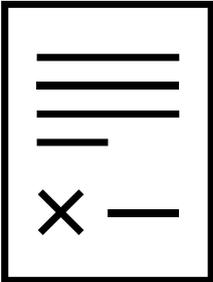
Part 1. There are 10 steps to complete.

To proceed with your application to Teesside University you will need submit your qualifications for verification via our Qualification Check Portal.
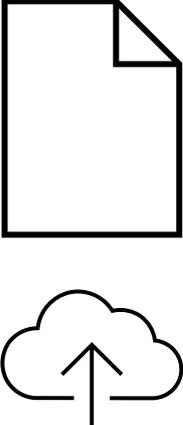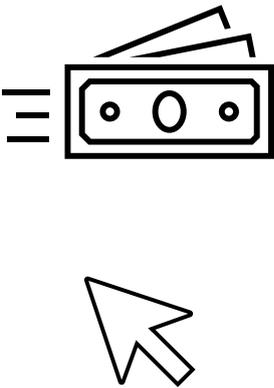
Completing a verification of your qualifications via the qualification check portal will confirm to Teesside University that you have genuine academic qualifications to meet the conditions of your offer
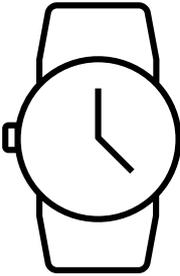
Although there is a small cost to complete this qualification check, once your verification is complete you will automatically receive an ImVerified wallet which digitally stores your academic achievements in one place. Your wallet can be shared (and added to throughout your career) with all future employers or any other Universities that you apply to, speeding up the recruitment process and keeping you one step ahead.

Step 1.	Register	✓
	Please register to verify your qualifications by entering your details at: www.tees.ac.uk/international/qualificationcheck	
Step 2.	**Verify Your E-mail**	✓
	Check your inbox for an e-mail from: do-not-reply@qualificationcheck.com with the subject line: 'Verify your QualificationCheck.com Registration' **Verify Email** **You must click on the red 'Verify Email' button** in the body of this e-mail.	

Step 3.	Complete Registration	✓
	Your web browser will open a new screen asking you to complete registration. You will need to: • enter a password (keep a note of this) • select your country • accept the terms and conditions • click on the 'Submit' button	
Step 4.	Enter Student ID	✓
	Type in your applicant ID number as printed on your Teesside University offer letter. Click on the 'next' button to continue.	
Step 5.	Institute Search	✓
	Type the name of the institution that awarded your qualification. (e.g. the University that issued your last qualification) As you type a list of institutions will appear at the bottom. Click on the name of the institution where you studied.	
Step 6.	Enter Details	✓
	You must enter your individual details (name and date of birth) as they appear on your qualification. You must then enter your qualification details providing as much information as you can. Please enter your:	

	• **Student ID from your previous institution** (if you can remember it – this is not mandatory) • **Course** - This is the course title or subject you studied. • **Qualification** – this is the qualification type (e.g. BSc, BA etc.) • **Classification** – this is your final overall grade (either a degree classification or your final CGPA) • **Enrolment year** - this is the year you started the course at your previous institution_ • **Graduation year** - this is the year your qualification was awarded You can also add comments or additional information.	
Step 7.	**Consent**	✓
	Scroll down to the Documents Section. Below the Institute Consent Form click where it says 'Download & Sign'. This will open a consent form document. Please complete and sign the form then upload it by clicking on the 'Upload' button below where it says Institute Consent Form. Once you have uploaded a completed consent form click on the Consent button: This will change it to yes: 	

Step 8.	**Upload documents**	
	To the right of the consent form, you will need to upload a copy of your degree certificate, transcript and translated transcript: Degree Certificate Transcript Translated Transcript ⬆ Upload ⬆ Upload ⬆ Upload If your transcript is already in English just upload that again to the translated transcript upload button. Once you have done this click on the 'Next' button.	

Step 9.	**Submit & Complete application**	
	A screen will pop-up asking you to confirm you have completed everything: Submit & Complete Application? Have you added all the qualification verifications required for your application to QC - Teesside University? No, Add another verification Yes, Submit & complete application If you have, click on the 'Yes, Submit & complete application' button	

Step 10.	**Complete Payment**	
	You will need to pay a standing cost of £30 plus any surcharge from your previous institution. Enter your Payment Details and then click on the 'Pay' button. Pay > You will receive an e-mail	

Step 11.	Wait	
	Qualification Check will verify your qualification directly with the awarding institution. Please be patient as this can take time as they check their records. Teesside University has no control over the response time and requirements of institutions that are verifying your qualifications In the mean time you can continue to progress your application by completing any other outstanding items listed on your applicant portal at https://e-vision.tees.ac.uk	
Step 11.	Verification Confirmation	
	Once your qualification has been verified you will receive an e-mail notifying you that the International Admissions & Compliance team at Teesside University are reviewing the results. Once your results have been reviewed you will receive a further e-mail with the subject line 'Application Reviewed.' At this stage, please login to your applicant portal at https://e-vision.tees.ac.uk to continue with your application.	

Please note:

If you get stuck you can click on the 'How can we help?' button at the bottom of the right of the screen to chat with a member of our qualification check team:

The above instructions cover the qualification check verification stage. Any other actions that you need to complete will be listed on your applicant portal at https://e-vision.tees.ac.uk