



# APPLICANT USER GUIDE

# WELCOME TO QUALIFICATION CHECK!

Qualification Check is a trusted global service that helps the University of Manchester verify academic credentials quickly and securely.

By using this platform, you can ensure that your qualifications are validated accurately, supporting a smooth application process. Our goal is to make verification simple, transparent, and reliable, so you can focus on your academic journey with confidence.

Follow the simple steps outlined in this guide to submit your verification request and QC will do the rest.

Contact QC via the online chat in the bottom right corner of the portal if you require any assistance along the way.

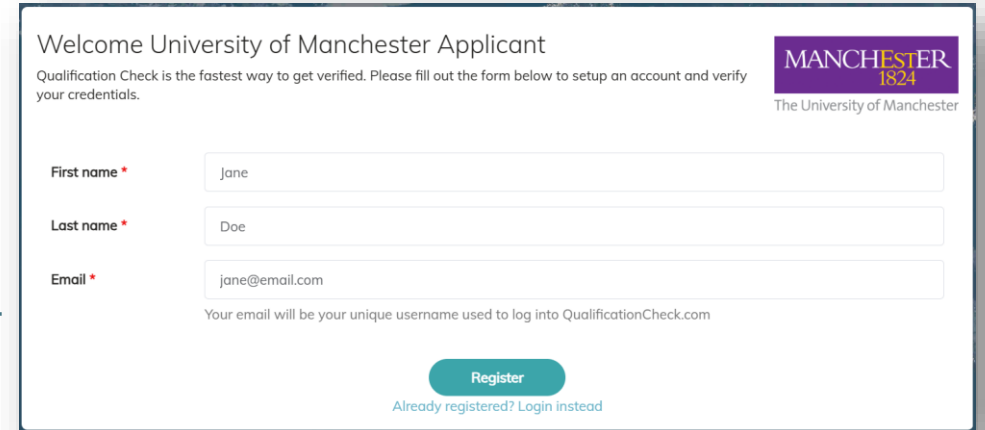


# STEP 1: REGISTER & COMPLETE VERIFICATION

Please register to verify your qualifications by entering your personal details at: <https://manchester-ug.qualificationcheck.com>

Check your inbox for an email from: [do-not-reply-@qualificationcheck.com](mailto:do-not-reply-@qualificationcheck.com) with the subject line: 'Verify your QualificationCheck.com Registration'

Follow the link and create your login. You will be required to select your country of residence upon completing your registration.



Welcome University of Manchester Applicant

Qualification Check is the fastest way to get verified. Please fill out the form below to setup an account and verify your credentials.

**MANCHESTER 1824**  
The University of Manchester

First name \*

Last name \*

Email \*

Your email will be your unique username used to log into QualificationCheck.com

**Register**

[Already registered? Login instead](#)



## STEP 2: APPLICANT DETAILS

Once logged in, complete the application detail fields listed.

### Application Details

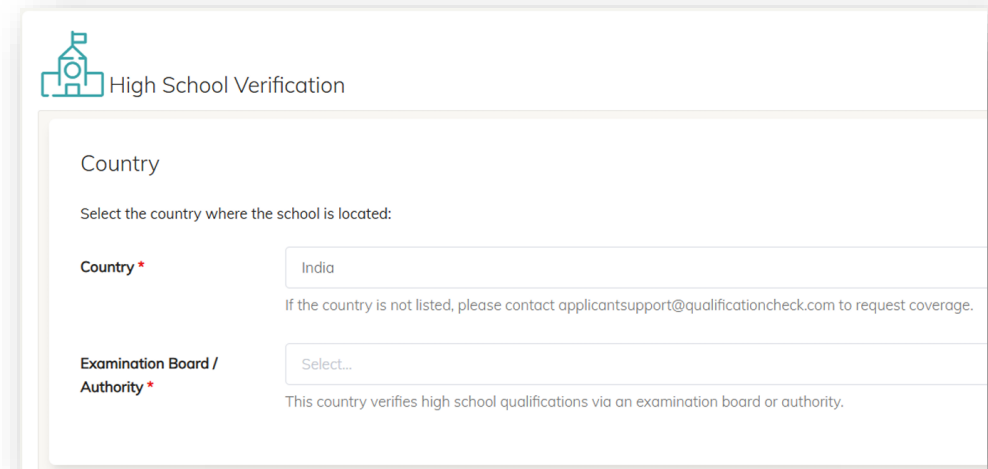
<b>Organisation</b>	University of Manchester <small>This is the organisation your application will be submitted to.</small>
<b>University of Manchester ID Number *</b>	<input type="text" value="12345678"/> <small>This is the 7-8 digit number shown on your verification email or letter</small>
<b>First Name *</b>	<input type="text" value="Jane"/>
<b>Last Name *</b>	<input type="text" value="Doe"/>
<b>Date of Birth *</b>	<input type="text" value="11/11/1990"/> <small>Please ensure you use DD/MM/YYYY format.</small>




## STEP 3: SUBMITTING A HIGH SCHOOL CHECK

You must then select the country where your high school is located. Depending on the country, you may also have to select the name of the relevant board that issued your diploma.

Then, fill in your personal details as they appear on your diploma, and the qualification details as required.



 High School Verification

Country

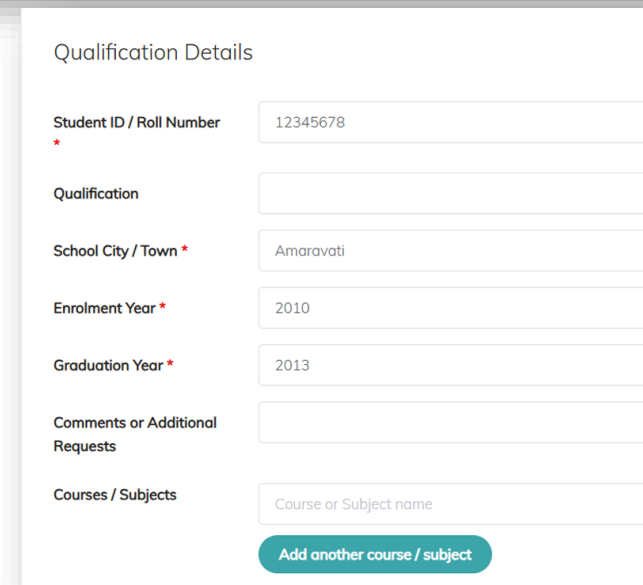
Select the country where the school is located:

Country \*

If the country is not listed, please contact [applicantssupport@qualificationcheck.com](mailto:applicantssupport@qualificationcheck.com) to request coverage.

Examination Board / Authority \*

This country verifies high school qualifications via an examination board or authority.



Qualification Details

Student ID / Roll Number \*

Qualification

School City / Town \*

Enrolment Year \*

Graduation Year \*

Comments or Additional Requests

Courses / Subjects

[Add another course / subject](#)

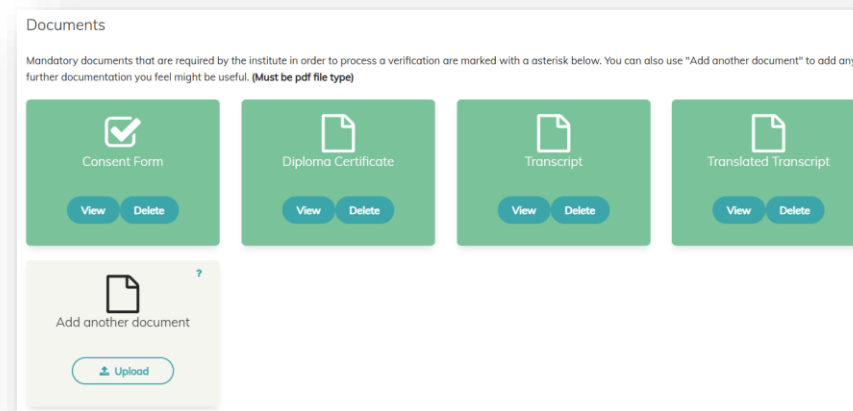


## STEP 4: CONSENT FORM & OTHER DOCUMENTS

Scroll down to the 'Documents' section. Below the Institute Consent Form, click the 'Download & Sign' button. This will open a consent form document.

Complete and sign the form then upload it by clicking on the 'Upload' button underneath the consent form link. E-signatures are accepted by institutions unless otherwise stated.

If the institution requires additional documentation, please upload a PDF version of the document(s) listed.



## STEP 5: COMPLETE APPLICATION

A message will pop up asking you to confirm that you have submitted all relevant qualifications to be verified.

If you have, click on the 'Yes, submit & complete application' button.

Submit & Complete Application?

Have you added all the credential verifications required for your application to University of Manchester?

No, Add another verification

Yes, Submit & complete application



## STEP 6: VERIFICATION IS PROCESSED

Qualification Check will verify your qualification directly with the awarding institution.

Please be patient as this can take time as they check their records.



## STEP 7: VERIFICATION RESULT

Once your qualification has been verified you will receive an email to notify you.

Your verification result will be automatically shared with the University of Manchester.



# NEED SOME HELP?

If you have any questions, click on the speech bubble icon button at the bottom right of the page and type your query in the chat.

Alternatively, you can reach out to the Qualification Check team directly at:  
[applicantssupport@qualificationcheck.com](mailto:applicantssupport@qualificationcheck.com)

