



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-pg.qualificationcheck.com>

Check your inbox for an email from: 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 & INSTITUTE SEARCH

Once logged in, complete the application detail fields.

Next, type the name of the institution that awarded the Higher Education qualification you're requesting to be verified.

As you type, a list of institutions will appear. Click on the name of the institution where you studied.

Application Details


Organisation University of Manchester
This is the organisation your application will be submitted to.

University of Manchester ID Number * 12345678
This is the 7-8 digit number shown on your verification email or letter

First Name * Jane

Last Name * Doe

Date of Birth * 11/11/1990
Please ensure you use DD/MM/YYYY format.

 Education Verification

Institute Search

Select an institute to verify where you studied at:

Institute name

Country

Name	Country
Central University of Punjab	India



STEP 3: ENTER QUALIFICATION DETAILS

Enter your individual details (name and date of birth) as they appear on your qualification.

Then enter the requisite qualification details as instructed on the portal.

Individual's Details

First name *
Must be the name used at the time of study, as shown on the diploma/certificate. Please check to ensure the name has not changed since the time of study, for example due to marriage.

Middle name

Last name *
Must be the name used at the time of study, as shown on the diploma/certificate. Please check to ensure the name has not changed since the time of study, for example due to marriage.

Date of birth *
Please ensure you use DD/MM/YYYY format.

Qualification Details

Enrolment Status Past student Current student

Course *

Qualification

Classification

Enrolment Year *

Graduation Year

Comments or Additional Requests

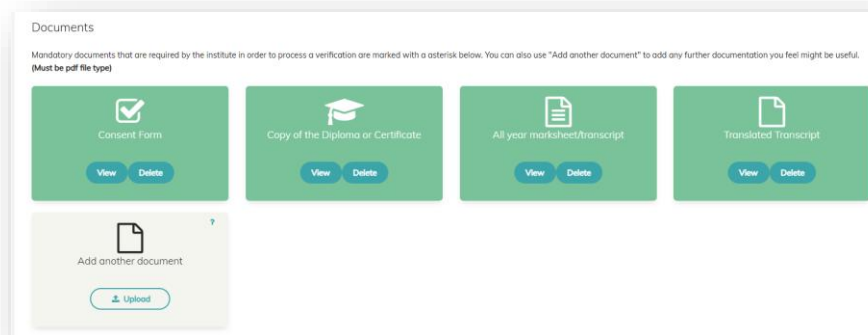


STEP 4: CONSENT FORM & OTHER DOCUMENTS

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

