Step 1	Register and Complete verification
	Please register to verify your qualifications by entering your details at: https://app.qualificationcheck.com/#/login/register?atid=13

Check your inbox for an e-mail from: do-not-reply@qualificationcheck.com with the subject line: 'Verify your QualificationCheck.com Registration'. Follow the link and create your password to complete login. |
Step 2	Applicant Details & Institute Search
	Once logged in, complete the application questions. Once the questions are completed, you will be instructed to 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 3	Enter Qualification Details
	You must enter your individual details (name and date of birth) as they appear on your qualification. You must then enter the requisite qualification details as instructed on the portal.
Step 4	Consent and Other Documents
	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. E-signature accepted by institutions unless otherwise stated.

If the institution requires additional documentation for the verification, please upload a PDF version to the portal to be submitted. |
Step 5	Submit and Complete application & Payment
	A screen will pop-up asking you to confirm whether you have submitted all relevant qualifications to be verified. If you have, click on the 'Yes, Submit & complete application' button and complete the payment.
Step 6	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.
Step 7	Verification Confirmation
	Once your qualification has been verified you will receive an email to notify you.

Your verification result will be automatically shared with University College Dublin. |