QUALIFICATION CHECK

UNIVERSITEIT GENT

APPLICANT USER GUIDE

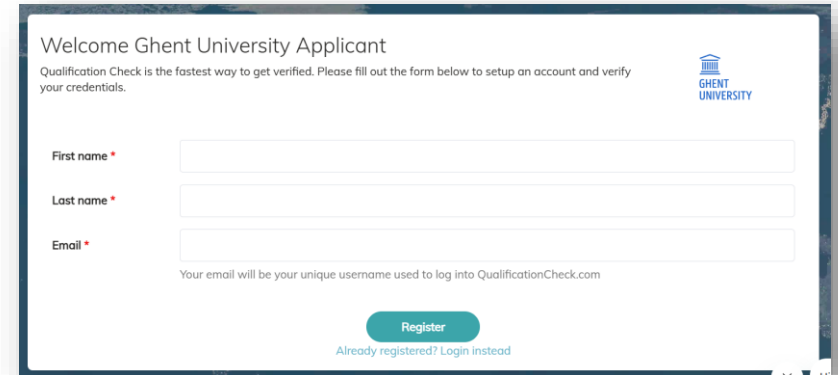# STEP 1: REGISTER & COMPLETE VERIFICATION

Please register to verify your qualifications by entering your personal details at:
https://ghent.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.

STEP 2: APPLICANT DETAILS & INSTITUTE SEARCH

Once logged in, complete the application detail fields.

Once the questions are completed, you will be instructed to type the name of the institution that awarded the 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.

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.
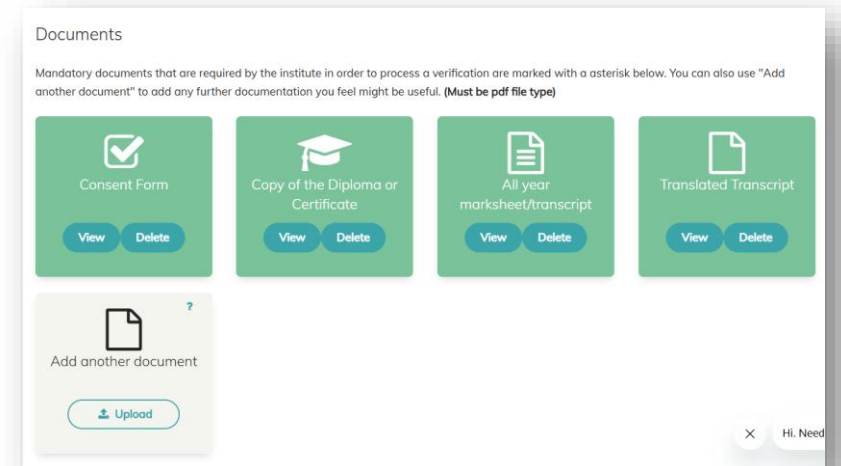
STEP 4: CONSENT FORM & OTHER DOCUMENTS

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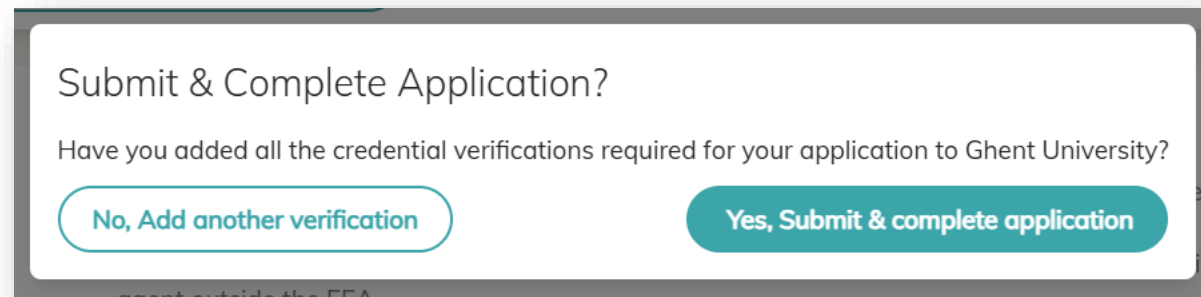
If the institution requires additional applicant documentation, please upload a PDF version of the document(s) listed.

STEP 5: COMPLETE APPLICATION & SUBMIT PAYMENT

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.

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 Universiteit Gent (Ghent University).

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:
applicantsupport@qualificationcheck.com