

APPLICANT USER GUIDE

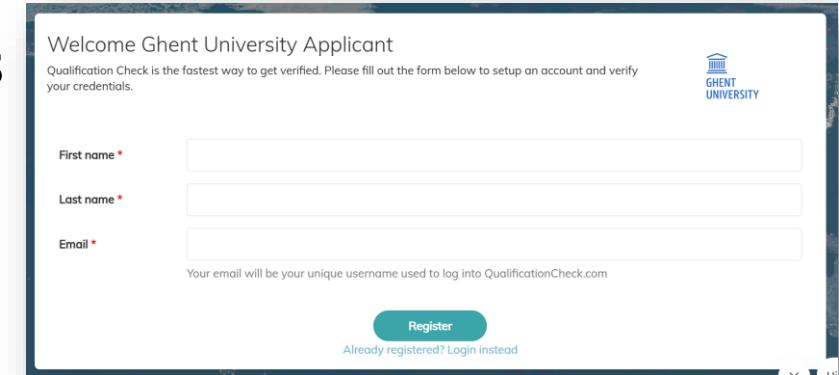
STEP 1: REGISTER & COMPLETE VERIFICATION

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.



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

First name *

Last name *

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

[Register](#)
Already registered? [Login instead](#)



Hi Jane Doe

Your registration for Qualification Check in relation to an application to Ghent University has been started!

Please click below to verify your email address and complete your registration.

[Verify Email](#)

Kind regards,
The Qualification Check team.
www.qualificationcheck.com



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.

Application Details

Organisation	Ghent University
This is the organisation your application will be submitted to.	
Prospect Number *	1234567
7 digits	
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	<input type="text" value="punjab"/>
Country	India

Name	Country	Our Price	Institute Surcharge
Central University of Punjab	India	€59.00	-



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 * Jane
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 * Doe
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 * 11/11/1990
Please ensure you use DD/MM/YYYY format.

Qualification Details

Enrolment Status Past student Current student

Course * Maths

Qualification BSc

Classification 2:1

Enrolment Year * 2010

Graduation Year 2013

Comments or Additional Requests

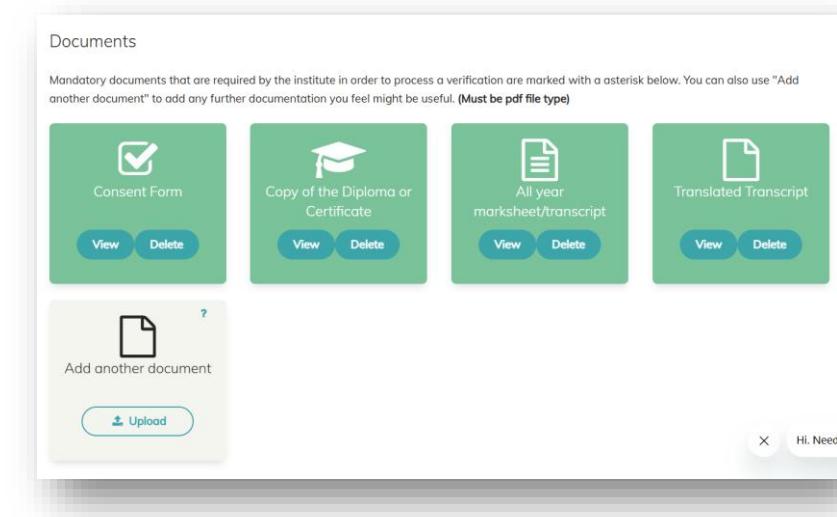


STEP 4: CONSENT FORM & OTHER DOCUMENTS

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.

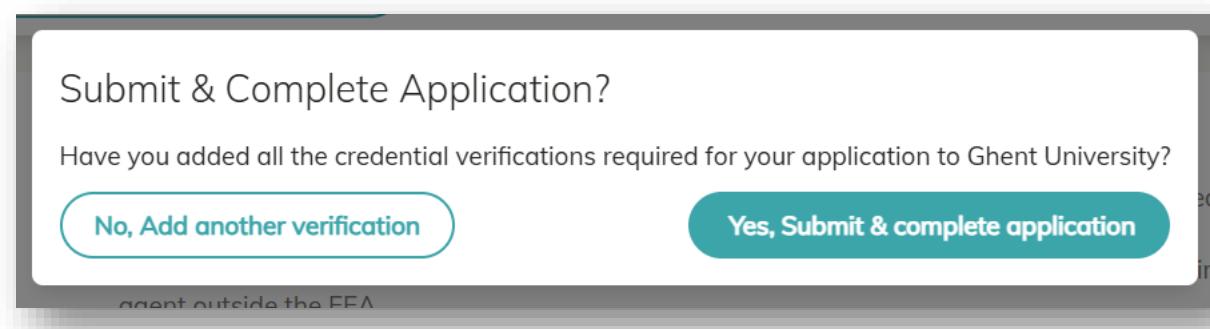
If the institution requires additional applicant documentation, please upload a PDF version of the document(s) listed.



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

