

## How to apply for an academic verification

This service is for third parties needing to verify a current or former student's academic information.

**Current students** who require proof of their student status should apply for a registration status certificate at the Student Services Counter, Level 9, Marjorie & Arnold Ziff Building.

**Former students** who require a document to verify their programme and award information should apply for a former student statement at:

<http://store.leeds.ac.uk/product-catalogue/student-services-centre/statements>

- 1.) To begin you will need to select the correct option in the table, which appears at the bottom of the product page.

|            | Current               | Research              | Taught                |
|------------|-----------------------|-----------------------|-----------------------|
| Within UK  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Outside UK | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

For **VAT purposes** please ensure that you select the correct **location** for your organisation.

Please ensure that you select the **correct programme type**. If you do not select the correct programme type your order may be sent to the wrong department, which will result in delays.

**Taught programmes** are undergraduate and taught postgraduate programmes e.g. Bachelors, Masters etc.

**Research postgraduate programmes** include PhD, MD, EdD, MPhil and Masters by Research

| Location of third party organisation (company requesting verification) | Type of programme/ student                 | Which option to select from the table                           |   |  |  |
|--|--|---|---|--|--|
| Within the UK  | All current students (taught and research) | <div><div></div><div>Within UK</div><div>Outside UK</div></div> | <div>Current</div> <div><input checked="" type="radio"/></div> <div><input type="radio"/></div> | <div>Research</div> <div><input type="radio"/></div> <div><input type="radio"/></div>            | <div>Taught</div> <div><input type="radio"/></div> <div><input type="radio"/></div>            |
| Outside the UK   | All current students (taught and research) | <div><div></div><div>Within UK</div><div>Outside UK</div></div> | <div>Current</div> <div><input type="radio"/></div> <div><input checked="" type="radio"/></div> | <div>Research</div> <div><input type="radio"/></div> <div><input type="radio"/></div>            | <div>Taught</div> <div><input type="radio"/></div> <div><input type="radio"/></div>            |
| Within the UK  | Former research postgraduate               | <div><div></div><div>Within UK</div><div>Outside UK</div></div> | <div>Current</div> <div><input type="radio"/></div> <div><input type="radio"/></div>            | <div>Research</div> <div><input checked="" type="radio"/></div> <div><input type="radio"/></div> | <div>Taught</div> <div><input type="radio"/></div> <div><input type="radio"/></div>            |
| Outside the UK   | Former research postgraduate               | <div><div></div><div>Within UK</div><div>Outside UK</div></div> | <div>Current</div> <div><input type="radio"/></div> <div><input type="radio"/></div>            | <div>Research</div> <div><input type="radio"/></div> <div><input checked="" type="radio"/></div> | <div>Taught</div> <div><input type="radio"/></div> <div><input type="radio"/></div>            |
| Within the UK  | Former taught student                      | <div><div></div><div>Within UK</div><div>Outside UK</div></div> | <div>Current</div> <div><input type="radio"/></div> <div><input type="radio"/></div>            | <div>Research</div> <div><input type="radio"/></div> <div><input type="radio"/></div>            | <div>Taught</div> <div><input checked="" type="radio"/></div> <div><input type="radio"/></div> |
| Outside the UK   | Former taught student                      | <div><div></div><div>Within UK</div><div>Outside UK</div></div> | <div>Current</div> <div><input type="radio"/></div> <div><input type="radio"/></div>            | <div>Research</div> <div><input type="radio"/></div> <div><input type="radio"/></div>            | <div>Taught</div> <div><input type="radio"/></div> <div><input checked="" type="radio"/></div> |

2.) Complete the questionnaire. Please ensure that you accurately complete all of the fields. Fields marked with a \* must be filled out. Missing or incomplete information may result in delays.

3.) If you would like us to verify more than one degree, e.g. Bachelors and Masters, you will need to apply for an academic verification for each programme of study.

If you would like us to verify the degree of more than one student, please place a separate order for each student.

4.) Register (or login if you already have an account) and make a payment.

- 5.) You will receive email confirmation of your order number “LEE.....”
- 6.) Download the consent form for the candidate (student) to complete at: [http://students.leeds.ac.uk/downloads/download/1331/consent\\_form](http://students.leeds.ac.uk/downloads/download/1331/consent_form). We are unable to accept consent forms provided by third parties. The candidate must provide a **hand-signed signature** on the University of Leeds consent form. We are unable to accept electronic signatures.

**Please ensure that the name of the third-party organisation matches the one provided on the order form.**

- 7.) Email the hand-signed consent form to one of the following email addresses, quoting your order number “LEE.....”:

**All current students and former taught\* students:** [verifications@leeds.ac.uk](mailto:verifications@leeds.ac.uk)

**Former research\*\* postgraduates:** [rp\\_examinations@adm.leeds.ac.uk](mailto:rp_examinations@adm.leeds.ac.uk)

- 8.) Providing that you have made a payment online and emailed the candidate's hand-signed consent form to the correct email address we will process your order within the advertised turnaround time of up to 4 weeks.

Please try not to contact us regarding the status of your request before 4 weeks have passed as this may cause delays.