APPLICANT USER GUIDE

WELCOME TO QUALIFICATION CHECK!

Qualification Check is a trusted global service that helps ACEI verify academic credentials quickly and securely.

By using this platform, you can ensure that your qualifications are validated accurately, supporting a smooth evaluation process. Our goal is to make verification simple, transparent, and reliable, so you can focus on your evaluation journey with confidence.

Follow the simple steps outlined in this guide to submit your verification request and QC will do the rest.

Contact QC at ACEIsupport@qualificationcheck.com if you require any assistance along the way.
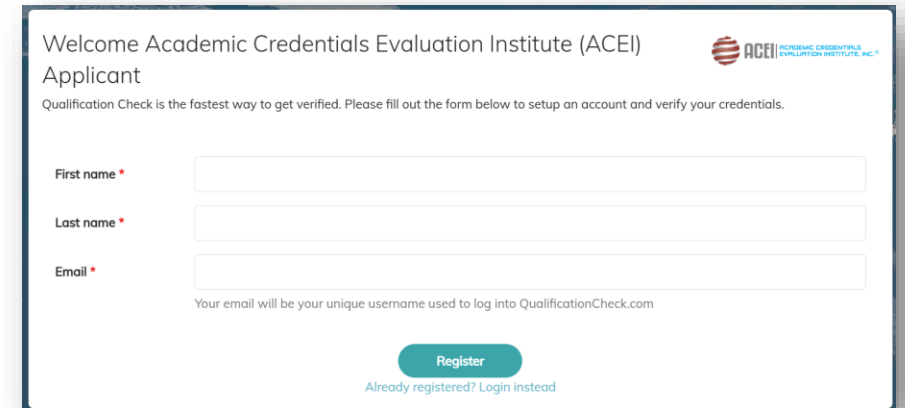
STEP 1: REGISTER & COMPLETE VERIFICATION

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

STEP 2: INDIVIDUAL'S DETAILS & INSTITUTE SEARCH

Once logged in, click Next. You will be instructed to select the qualifications you'd like to verify and input your personal details. Next, 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. Make sure you input your Degree Title (Qualification) and Graduation year, even if they are not flagged as mandatory fields with a red asterisk. ACEI require visibility of these details on your final verification report to complete your evaluation.

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 documentation, please upload a PDF version of the document(s) listed.
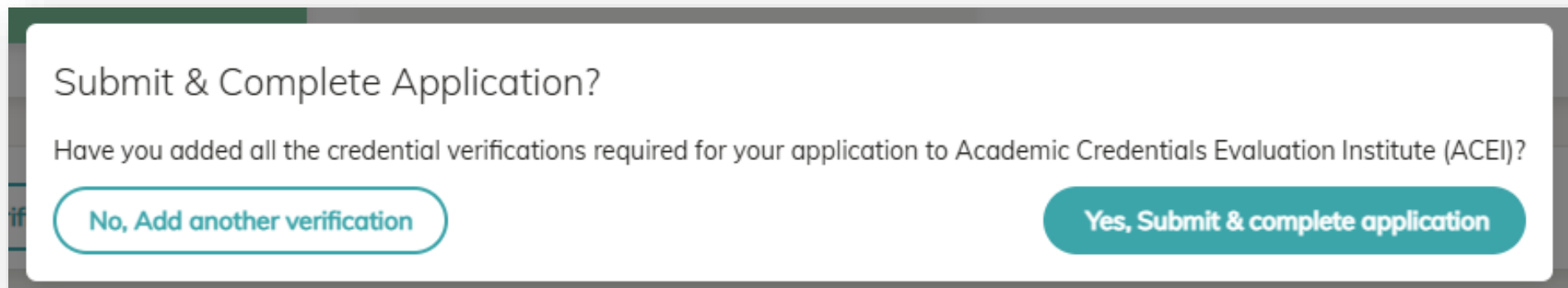
STEP 5: COMPLETE APPLICATION & SUBMIT PAYMENT

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 ACEI.

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:
ACEIsupport@qualificationcheck.com