Upload Certificates of Completed Qualifications Listed in UCAS

The University requires offer holders to upload certificates of all completed academic qualifications that you stated on your UCAS application.

Completed qualifications typically stated on applications include GCSE, IGCSE, SQA Highers, A Levels, AS levels, STEP, SATs, APs, IELTS, TOEFL, etc.

We do not accept statements of results. We need to receive certificates that include the grades you achieved.

Instructions are below:

>1) Print off the relevant section of your UCAS application where you have listed the academic qualifications you have already completed. This will be your 'coversheet'.

>2) Make a copy of all your certificates of the academic qualifications that you listed on your application. Your certificates should include your grades. Completed qualifications typically include GCSE, IGCSE, SQA Highers, A Levels, AS levels, STEP, SATs, APs, IELTS, TOEFL etc. You do not need to provide us with certificates for non-academic sport, music or Duke of Edinburgh qualifications.

>3) Check you are uploading certificates for every single completed qualification you listed on your UCAS application. On your 'coversheet', clearly tick beside each grade to indicate you have provided the relevant certificate(s) that correspond with each grade listed.

>4) Upload your 'coversheet' and your certificates, as a single pdf document, to Churchill College Upload System.

Churchill College Upload System

This can be found here: Churchill College Upload System. Always open the Upload System in a private/incognito browser.

Once you've uploaded your documents, you will only be contacted if we have a query. Do not expect to receive an acknowledgement of your uploads.

We look forward to receiving them from you.

Churchill College Admissions Office, admissions@chu.cam.ac.uk