**Interview Document Checklist for face to face interviews**

Please bring the originals ***and*** photocopies of the following documents to your interview

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| **Documents Required** | **Documents Provided****(Office use only)** |
| Degree certificate/transcript (if graduated)  | original/provisional/copy only/not supplied /other |
| A Level (or equivalent) certificates   | original/provisional/copy only/not supplied /other |
| Marriage Certificate or Change of Name Deed | original/provisional/copy only/not supplied /other |
| GCSE (or equivalent) English Language certificate | original/provisional/copy only/not supplied /other |
| GCSE (or equivalent) Mathematics certificate  | original/provisional/copy only/not supplied /other |
| GCSE (or equivalent) Science certificate (primary applicants only) | original/provisional/copy only/not supplied /other |
| DBS ID Documents (Details of acceptable documents are available at: <https://www.gov.uk/criminal-record-check-documents>) | original/provisional/copy only/not supplied /other |

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| **Additional Comments** |  |

**Unable to locate certificates?**

**Degree certificate/official transcripts** - contact your University to obtain a copy or an official letter confirming your final conferred degree classification and date of award.

**GCSE or A Level certificates** - contact the relevant exam board to obtain a verifying or certifying statement of results. Alternatively contact your previous school/College and ask them to provide to you an original letter on headed paper which states the following details

⚫ Name and date of birth ⚫ Subjects taken

⚫ Grades achieved ⚫ Exam board/Awarding body ⚫ Date of Award

As we are required by the Department for Education to see original documentation we are unable to accept any of the above downloaded from a website or sent as an attachment or within the body of an e-mail.