



Faculty of Health, Social Care and Education Interview and selection days Documents you must bring with you

There are a number of documents you **MUST** bring with you to the interview and selection days. We don't like to turn candidates away from an interview but if you haven't brought the required documents, you will be offered an alternative interview date, as the University needs these documents to consider your application for the course.

For each of the required documents listed below, please bring:

- The **ORIGINAL** document
- ONE PHOTOCOPY of the document.

1. Evidence of your identity (photographic ID)

Please bring ONE of the following forms of photographic ID:

- Passport, or EU/national identity card, or travel/immigration document or Home Office letter (please see Note 1 below)
- Photocard driving licence
- Photographic student travelcard
- Photographic student identification from your school or college.

Note 1:

Candidates with a visitor, resident or student visa or candidates born outside of the UK **MUST** bring their passport, EU photographic ID card, travel or immigration document, or a letter from Office if the Home Office is currently in possession of your passport, birth certificate etc.

Note 2:

If you don't have photographic ID

If you don't have photographic ID, you'll need to have your passport-sized photograph (as above) verified by a recognised professional (such as a doctor, teacher or someone of similar standing in the community, who has known you for at least two years). The person who is verifying your identity must:

- write the following on the back of the photograph: "I certify that this is a true likeness of [Mr, Mrs, Miss, Ms or other title, followed by your full name]."
- provide a written statement on headed paper confirming how long they have known you and in what capacity.

Acceptable professionals:

Accountant	Civil servant (permanent)	Optician
Bank/building society official	Dentist	Personal licensee holders
Barrister	Fire service official	Police officer
Chairman/director/manager/personnel officer of a limited and/or VAT registered company	Justice of the Peace	Post Office official
Chemist	Local government officer	Person with honours (eg. OBE, MBE)
Chiroprapist	Director/manager of a VAT registered charity	President/secretary of a recognised organisation
Commissioner of oaths	Member of Parliament	Social worker
Councillor (local or county)	Minister of a recognised religion	Solicitor
	Nurse (SRN or SEN)	Teacher, lecturer
	Officer of the armed services	

2. Faculty / Schools Self-Declaration of Criminal Records Form

Please **complete the Self Declaration Form** and bring it to the interview and selection day. If you are offered and accept a place on the course, the University will organise an Enhanced Disclosure and Barring Service (DBS) check. Failure to disclose anything that appears on your DBS check may result in your withdrawal from the course. Please include all incidents relating to the police where your details have been taken by them as this will appear on your DBS check.

3. Proof of your educational qualifications

If you listed educational qualifications on your application form, you should bring proof of these to the interview and selection day. If you're unable to bring them on the day of the interview, you'll be expected to provide them within six weeks of being offered, and accepting, a place on the course. If you're currently studying for a qualification, you'll be required to send a copy of your results as soon as you receive them.

Note: Candidates who are offered a place on the basis of West African Exams Council (WAEC) qualifications will need to have their qualifications verified before starting the course.

You can also find a quick summary of the documents you need to bring with you in our 'Interview and selection day checklist'.