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Resource Guide to support University and Career Counselors (UCCs)

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I. Introduction

The University Careers Counsellor (UCC) is an important role within IB World Schools acting as the bridge between students and institutes. This guide is designed to support UCCs by providing information on resources which can assist you in your role and therefore your students.

The guide includes:

1. How you can add one UCC's contact information to your school's page on the IB website.
2. How you can allow universities to contact you, in a secure way, through the IB website.
3. How you can create a School Profile for universities
4. How you can link your "School Profile for Universities" from your school's website to the IBWS website
5. How you can access IBIS in order to request transcripts to be sent to universities
6. Legalization

The IB plans to develop more resources for UCCs over time and these will be added to this guide.

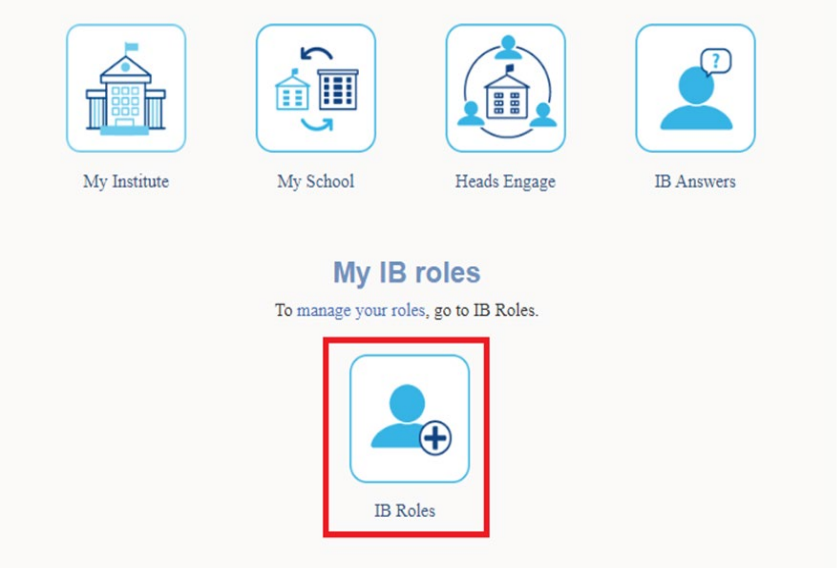
II. Create an account via My IB

In order to gain access to many of the functionalities within this manual you will require a My IB account. You can learn more on how to quickly create a My IB account. There are multiple roles within My IB, as a UCC for a variety of reasons you should apply for the "University Career Counselor" role.

If you already have a UCC role on My IB you can go to the next section: Adding details to your school page on the IBO website.

1. Apply for the UCC role

Log on to My IB Portal -> Click on IB Roles.



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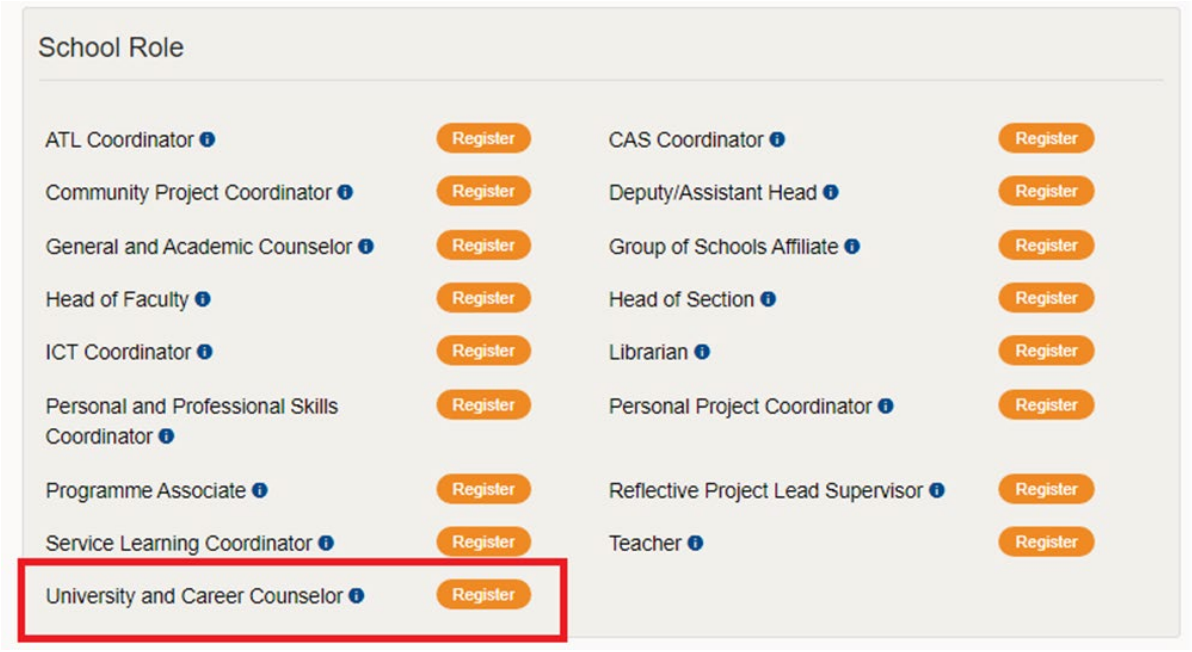
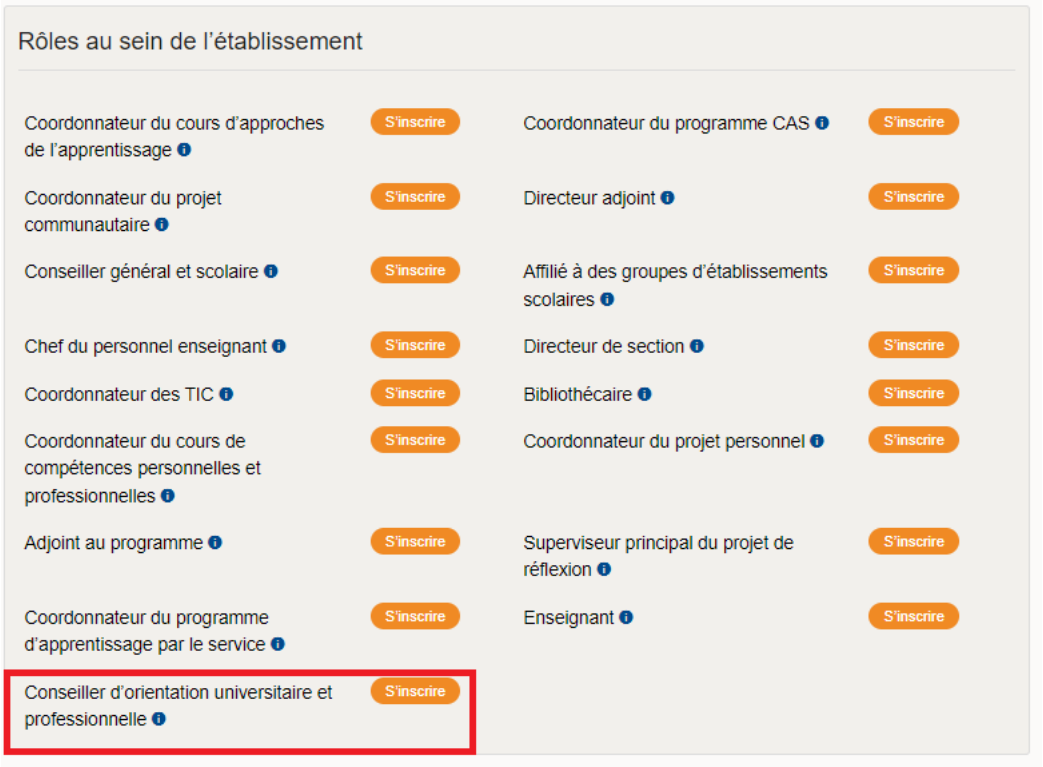
You will see an overview of all currently available roles for your school, including "University and Career Counsellor" -> click **Register** next to the role.



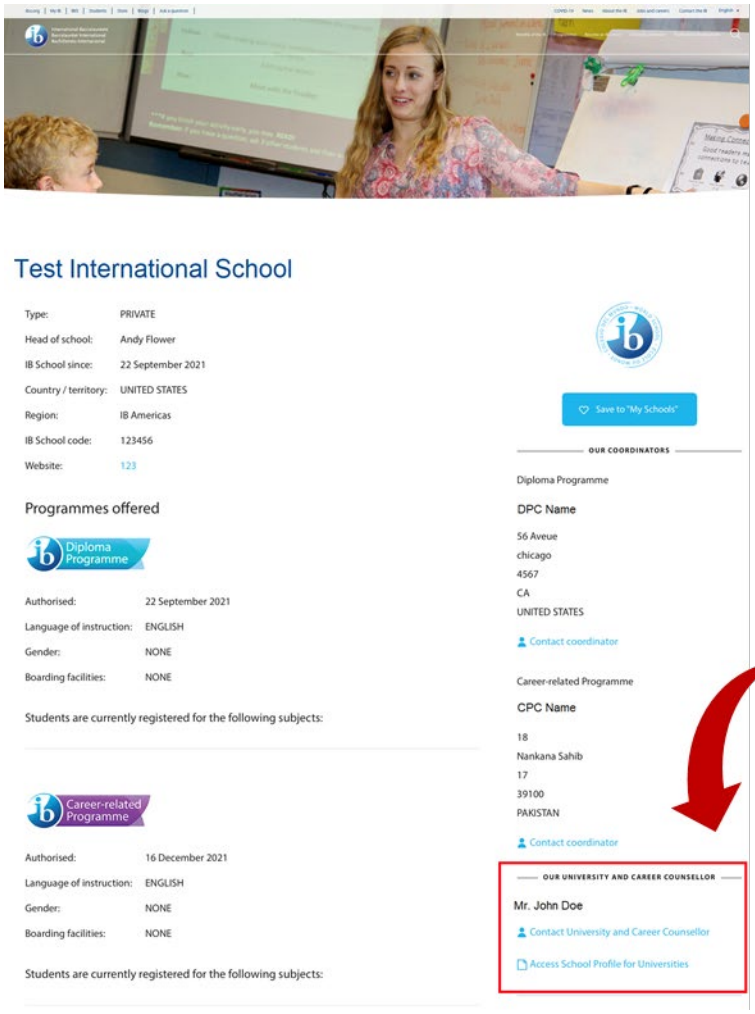


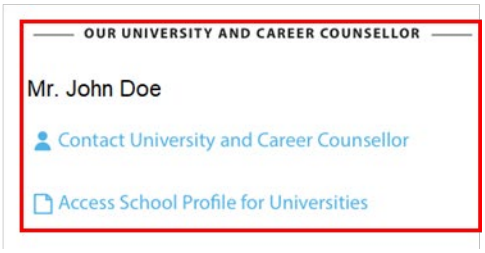
III. Adding details to your school page on the IBO website

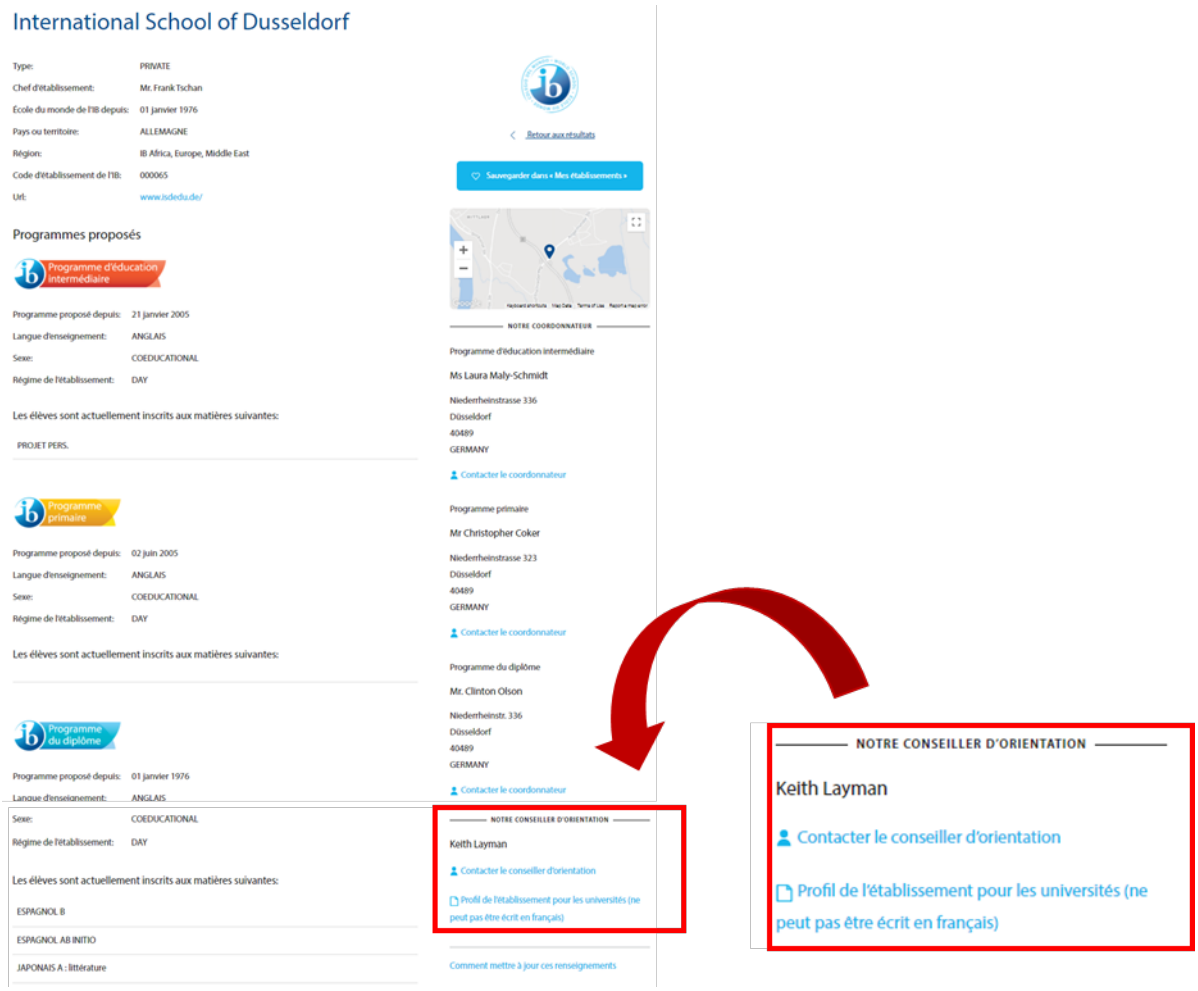
Each IB World School has always had a page on the IB website containing information about the school. We have recently added some additional functionality to help better connect universities with you.

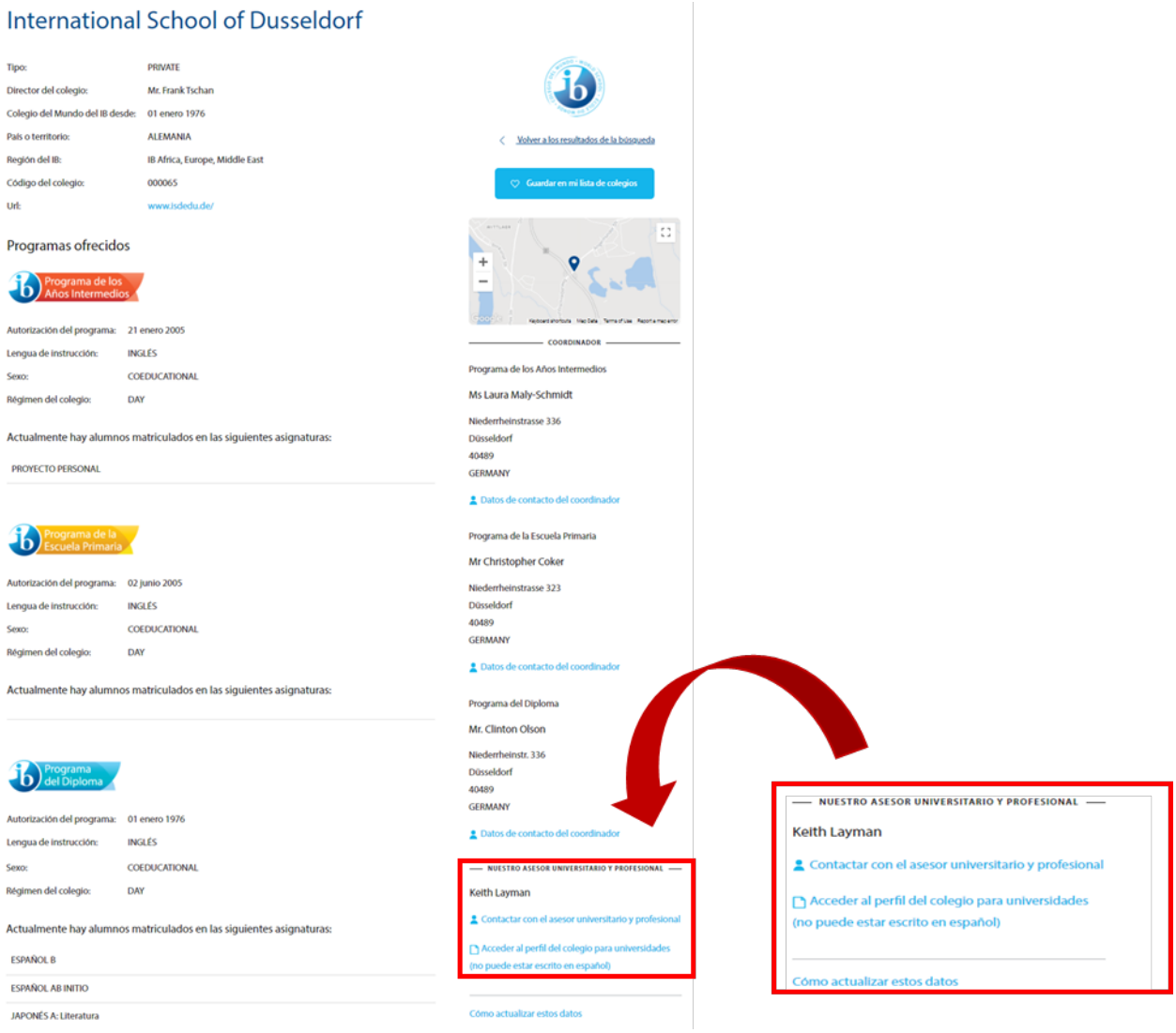
1. **One** of the UCCs from your school can have their name added to the page and functionality whereby the UCC can be contacted securely.

2. You can add a link to where your School Profile for Universities is located on your school's own website.





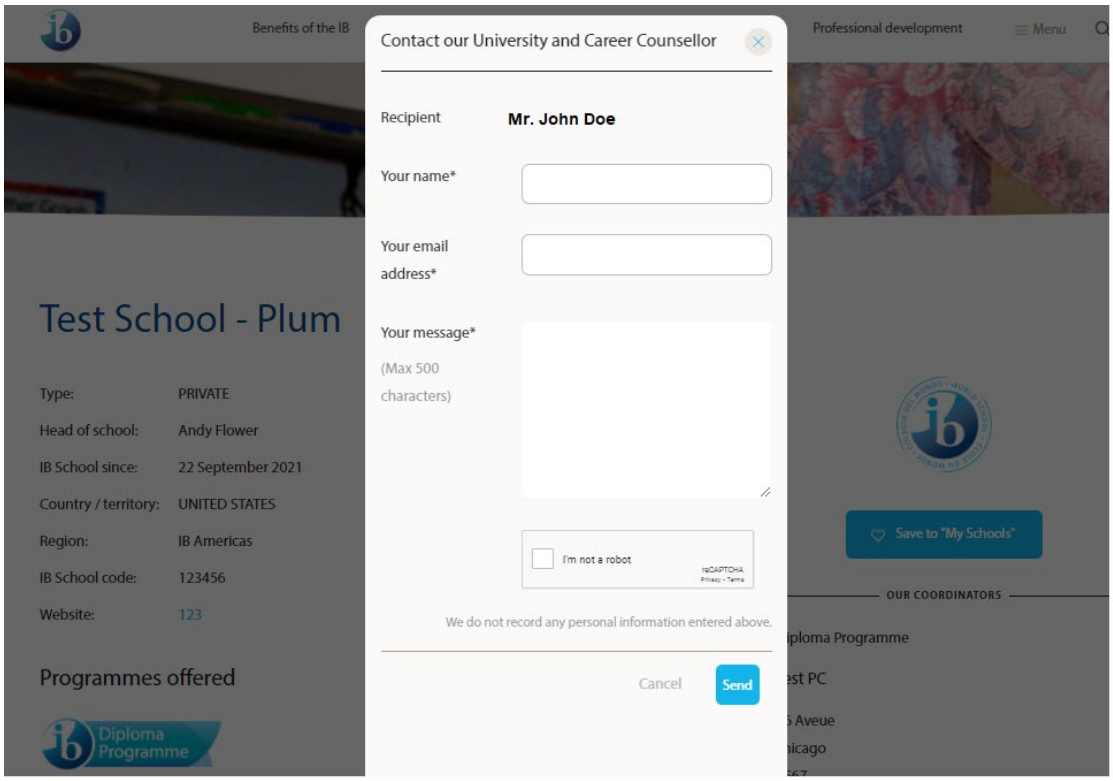

International School of Dusseldorf
Type: PRIVATE
Chef d'établissement: Mr. Frank Tschan
École du monde de l'IB depuis: 01 janvier 1976
Pays ou territoire: ALLEMAGNE
Région: IB Africa, Europe, Middle East
Code d'établissement de l'IB: 000065
Url: www.isdedu.de/
Programmes proposés
Programme d'éducation intermédiaire
Programme proposé depuis: 21 janvier 2005
Langue d'enseignement: ANGLAIS
Sexe: COEDUCATIONAL
Régime de l'établissement: DAY
Les élèves sont actuellement inscrits aux matières suivantes:
PROJET PERS.
Programme primaire
Programme proposé depuis: 02 juin 2005
Langue d'enseignement: ANGLAIS
Sexe: COEDUCATIONAL
Régime de l'établissement: DAY
Les élèves sont actuellement inscrits aux matières suivantes:
Programme du diplôme
Programme proposé depuis: 01 janvier 1976
Langue d'enseignement: ANGLAIS
Sexe: COEDUCATIONAL
Régime de l'établissement: DAY
Les élèves sont actuellement inscrits aux matières suivantes:
ESPAGNOL B
ESPAGNOL AB INITIO
JAPONAIS A : littérature
Retour aux résultats
Sauvegarder dans « Mes établissements »
NOTRE COORDONNATEUR
Programme d'éducation intermédiaire
Ms Laura Maly-Schmidt
Niederrheinstrasse 336
Düsseldorf
40489
GERMANY
Contacter le coordonnateur
Programme primaire
Mr Christopher Coker
Niederrheinstrasse 323
Düsseldorf
40489
GERMANY
Contacter le coordonnateur
Programme du diplôme
Mr. Clinton Olson
Niederrheinstr. 336
Düsseldorf
40489
GERMANY
Contacter le coordonnateur
NOTRE CONSEILLER D'ORIENTATION
Keith Layman
Contacter le conseiller d'orientation
Profil de l'établissement pour les universités (ne peut pas être écrit en français)
Comment mettre à jour ces renseignements
NOTRE CONSEILLER D'ORIENTATION
Keith Layman
Contacter le conseiller d'orientation
Profil de l'établissement pour les universités (ne peut pas être écrit en français)

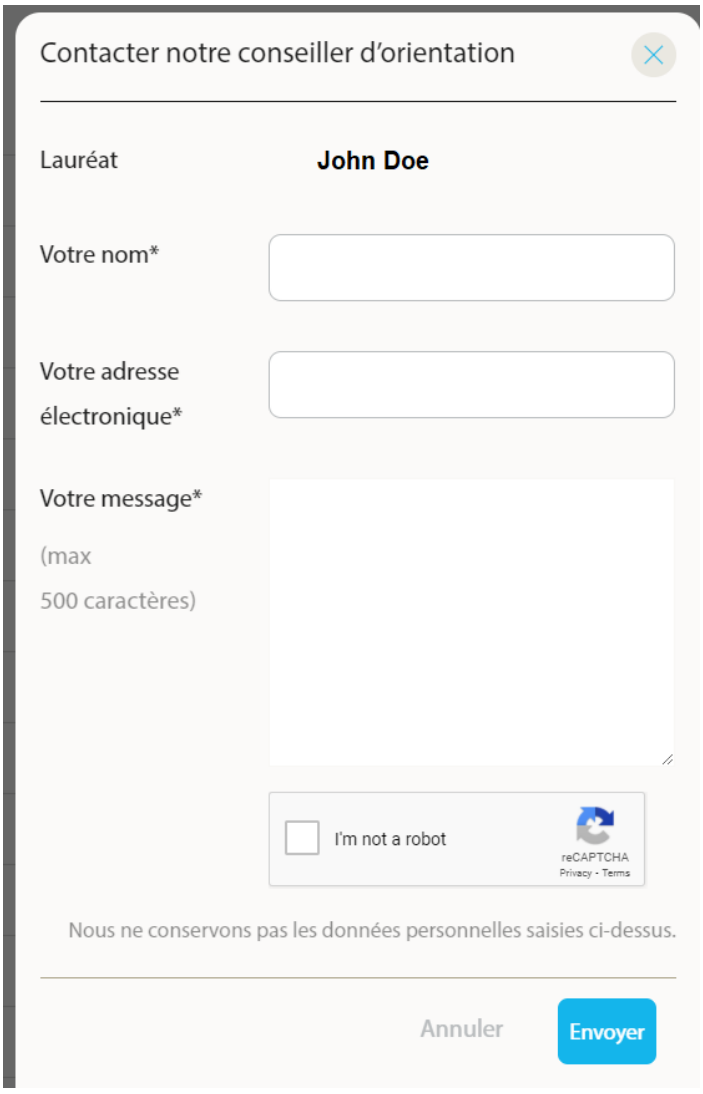


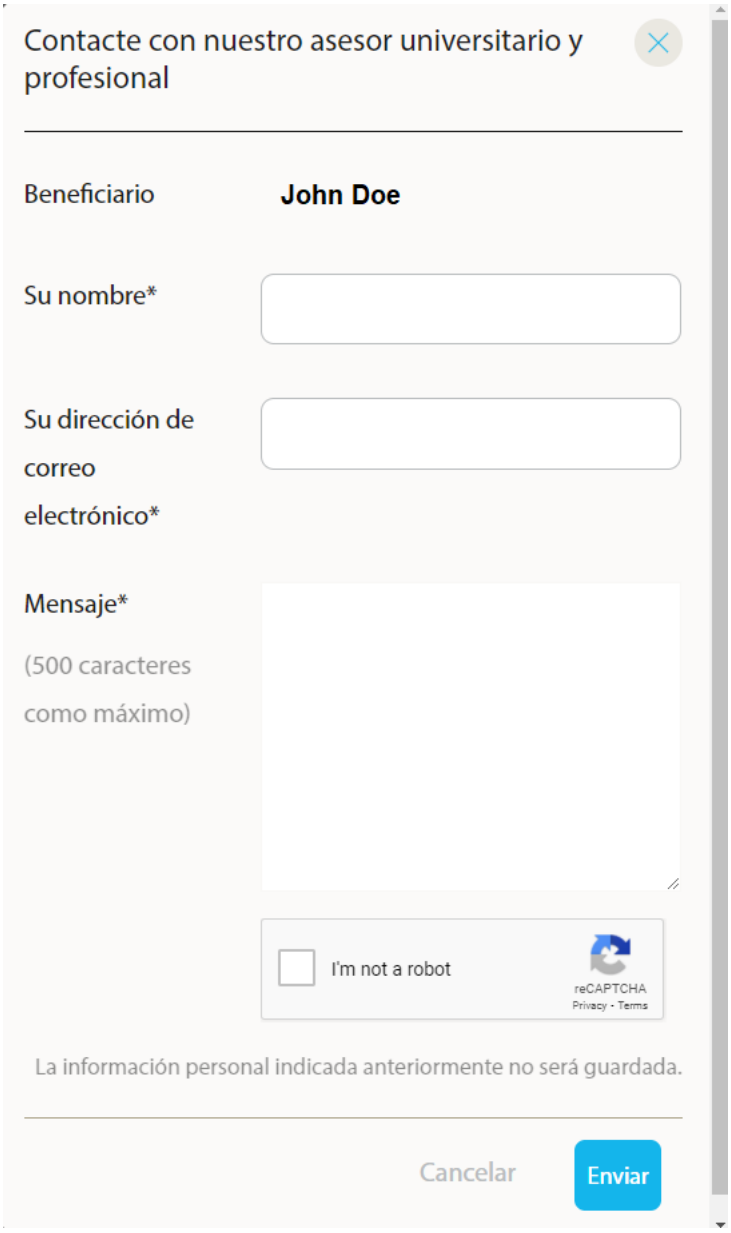
We recognise that some schools might have more than one UCC, but we are only able to list **one** on the website. We took this decision after careful reflection, as we need to consider the overall user experience of the page, many school roles don't have a presence on this page at all. We will also explain this nuance to the university community.

It would be for a school internally to choose who it would be most appropriate to have listed. The first UCC to agree to share contact details will be the one the system highlights.

The "**Contact the UCC button"** launches a contact form, which **will not** share your email address. If a university representative completes the form, then an email will be sent to the address which you registered on My IB with. Therefore, we recommend it is your individual work email address.


Benefits of the IB
Professional development
Menu
Test School - Plum
Type: PRIVATE
Head of school: Andy Flower
IB School since: 22 September 2021
Country / territory: UNITED STATES
Region: IB Americas
IB School code: 123456
Website: 123
Programmes offered
Diploma Programme
Contact our University and Career Counsellor
Recipient Mr. John Doe
Your name*
Your email address*
Your message*
(Max 500 characters)
I'm not a robot
reCAPTCHA
Privacy - Terms
We do not record any personal information entered above.
Cancel
Send
Save to "My Schools"
OUR COORDINATORS


Contacter notre conseiller d'orientation
Lauréat John Doe
Votre nom*
Votre adresse électronique*
Votre message*
(max 500 caractères)
I'm not a robot
reCAPTCHA
Privacy - Terms
Nous ne conservons pas les données personnelles saisies ci-dessus.
Annuler
Envoyer



We will be monitoring this service to make sure universities do not abuse this. If you feel a university is misusing this resource, you can always report this to us.

Additionally, a school can now host a link to their School Profile for Universities on this page. We will be promoting this functionality to universities, so if they ever need to find an IB school profile they know they can go to the same place for each school. A School Profile for Universities is different from a School Profile or School Prospectus, with the latter used for promoting the school to prospective students and parents.

The School Profile for Universities is aimed specifically at university admissions and recruitment offices who want to learn more about the school – specifically high school, graduation rates, curriculum taught, grade point average, and any other relevant information. For this reason, it will be referred to as the "School Profile for Universities" on the IB website to avoid confusion, as prospective parents also visit these pages where using the Find an IB School function.

If you do not have a "School Profile for Universities", you can also find a basic guide and examples of what you can create.

Below you can find simple step-by-step instructions on how to add contact information and add a link to your School Profile for universities.

Please note: It takes the system 24 hours to transfer your updates (consent, details, school profile URL to the website) – please check back a day later to ensure it shows correctly.

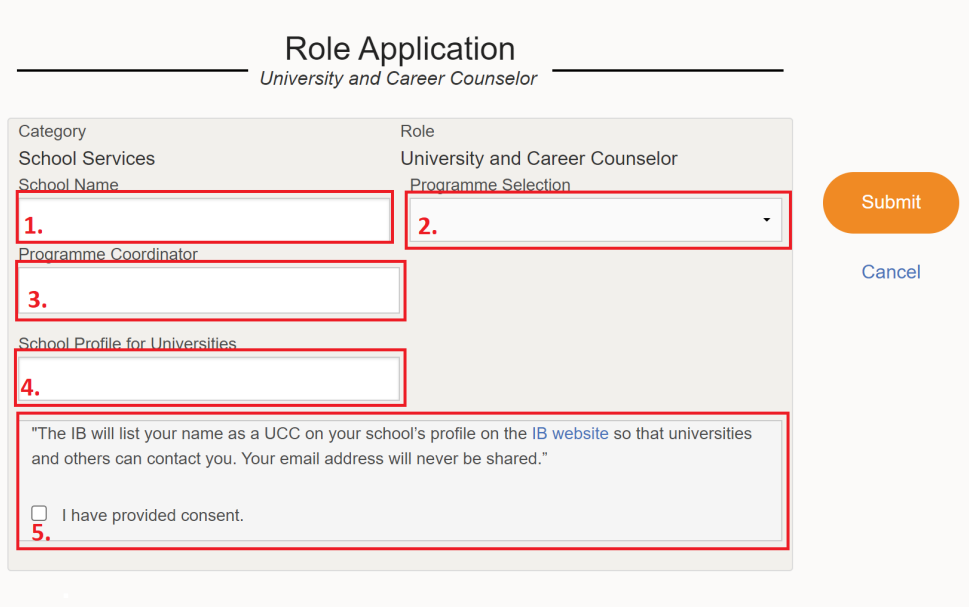
1. Add consent for contact/School Profile for Universities

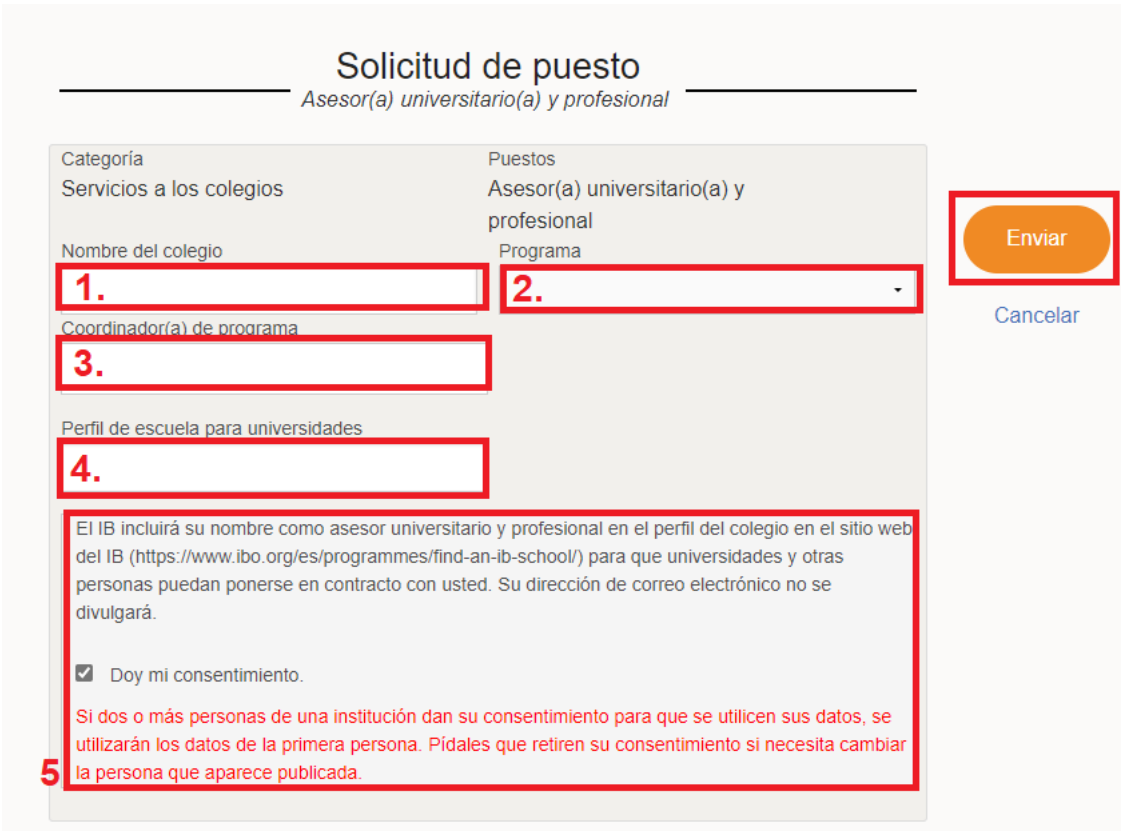
As mentioned, **only one** UCC staff is able to consent to be contacted. Once you have registered for the UCC role, you can give consent. If another member of your team has already given consent, there is no need for you to tick this box. Only this person will be visible on the website.

1. You will only see the authorized school in the Search of School Name Field.
2. Select the Programme (DP or CP).
3. Programme Coordinator field will be auto-populated.
4. **Add the URL** to your School University Profile: This **must** be the URL you have on your school's website where it is held.

Please note: we recommend adding this to your processes regarding yearly updates involving profiles, memberships and other online resources. If your URL does not change, there is no need to update this link.

5. **give your consent** by ticking the box
6. Click on the **Submit** button.





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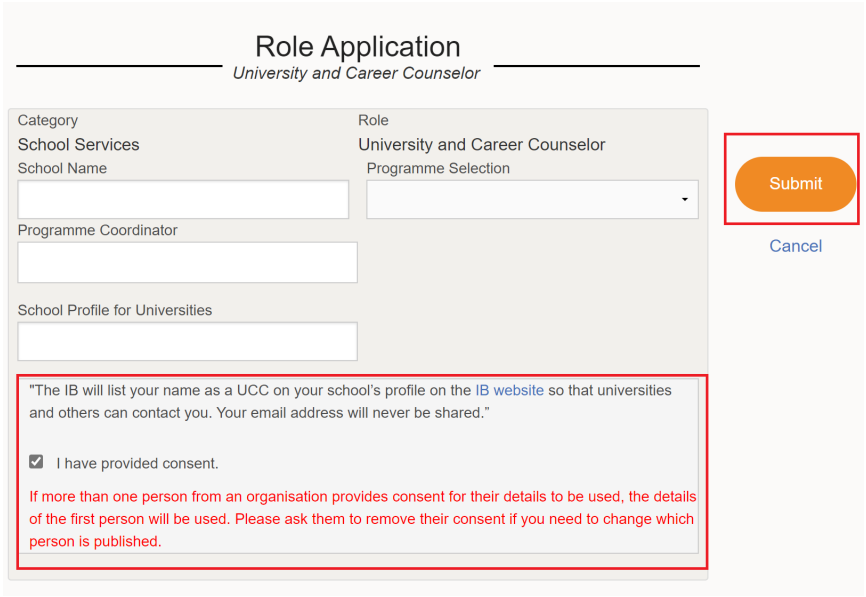

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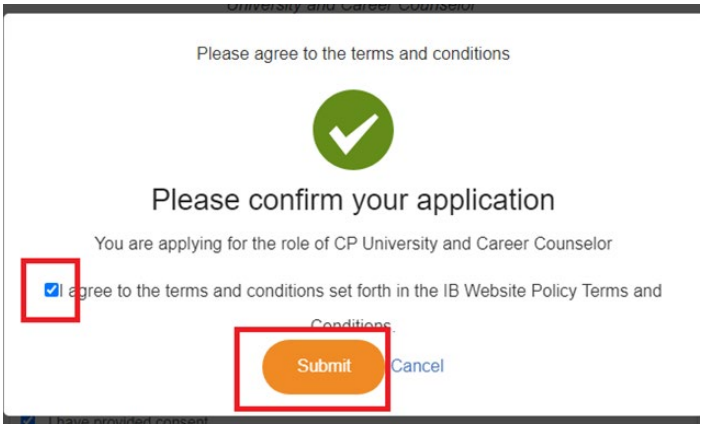
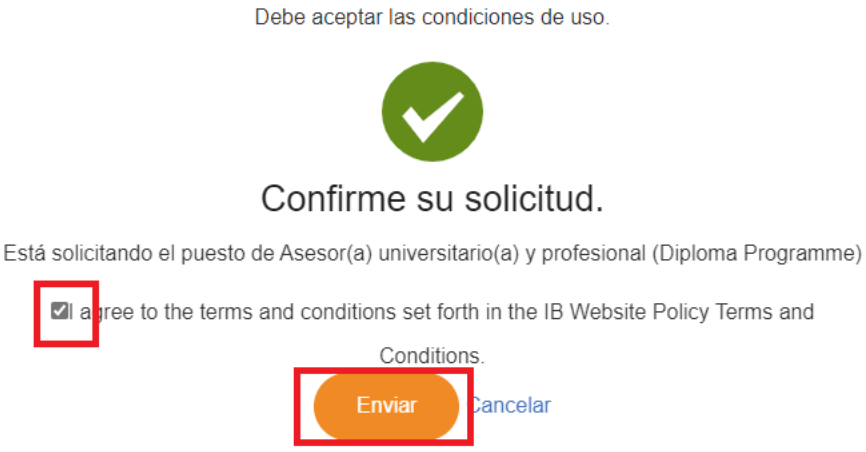
Confirmation window will pop up. **Agree with the term & conditions** -> press **Submit**





Next you will be sent an email, please ensure you click the Verify E-mail button. Once you have done this, your DP Coordinator will receive an email and they will need to approve the application.

Please note: It takes the system 24 hours to transfer your updates (consent, details, school profile URL to the website) – please check back a day later to ensure it shows correctly.

2. Edit UCC Role/Update School Profile for Universities

If you have already been approved on My IB for a UCC role and want to add/edit your School profile for Universities, or give/remove consent for your details to be shared onto your school's page on the IBO website, you can edit your current role.

In My IB you have an overview of all your current role, or roles if you have more than one. If you would like to make a change in the UCC role click **Edit** next to the role.

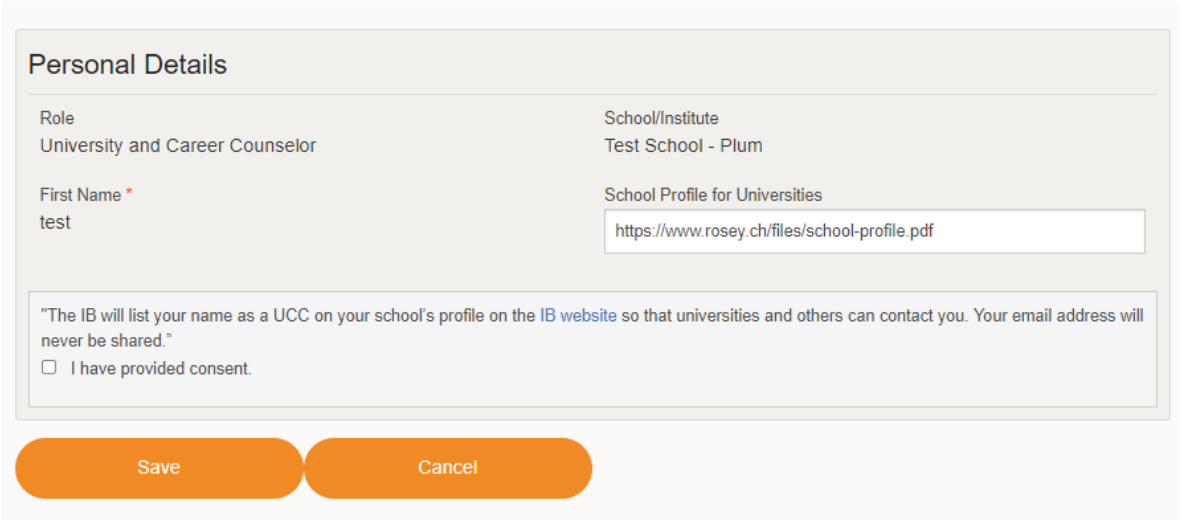
Role	Programme	Application Status	School/Institute	Subjects	Start Date	End Date	Action
Workshop Leader		Applicant		View	09-09-2021		
CAS Coordinator	DP	Applicant	Test School - AFA		11-09-2021		Remove
University and Career Counselor	DP	Applicant	Test School - AFA		12-09-2021		Edit Remove

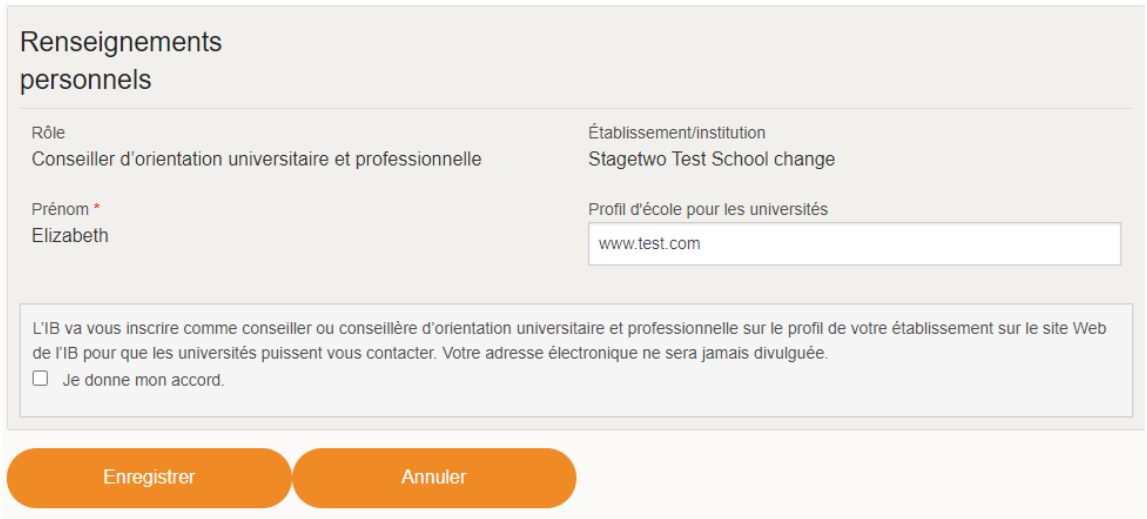
Rôle	Programme	Statut de la candidature	Établissement/institution	Matières	Date de début	Date de fin	Action
Conseiller d'orientation universitaire et professionnelle	Programme du diplôme	Candidat	Stagetwo Test School change		03-10-2022		Éditer Supprim
Conseiller d'orientation universitaire et professionnelle	Programme du diplôme	Annulé	Universal Test		10-13-2021	10-13-2021	

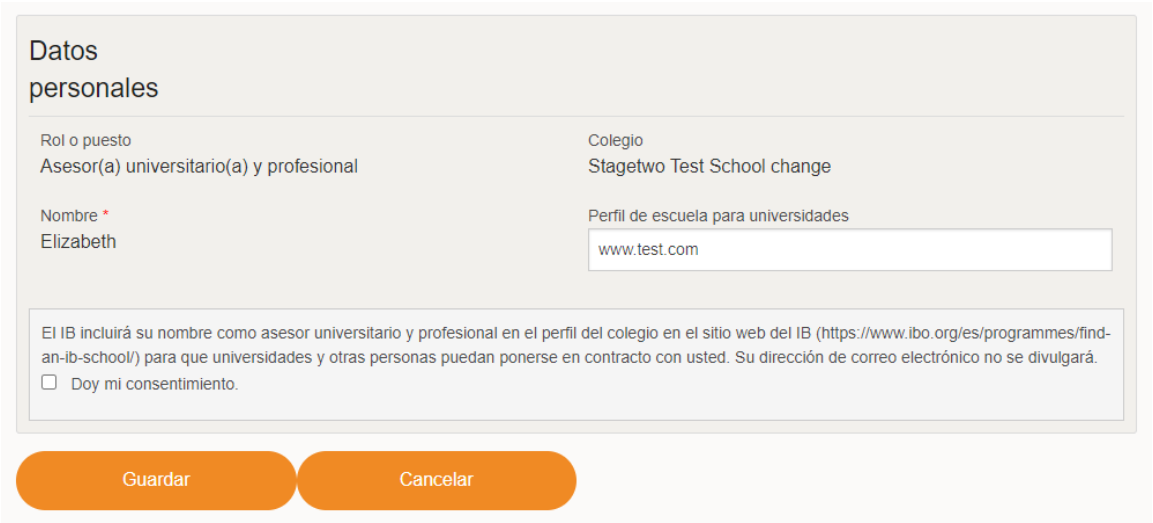
Rol o puesto	Programa	Estado de la solicitud	Colegio	Asignaturas	Fecha de inicio	Fecha de finalización	Acción
Asesor(a) universitario(a) y profesional	PD	Solicitante	Stagetwo Test School change		03-10-2022		Editar Eliminar
Asesor(a) universitario(a) y profesional	PD	Retirado	Universal Test		10-13-2021	10-13-2021	

A page will appear where you can edit your School Profile for Universities link, and/or remove/add your consent to share contact details. After completing the change press **Save.** Please note, if the location of the School Profile for Universities (URL) changes each year (for example the link contains the year of the profile), then you will need to change the link on My IB each year, so it might be worth considering having a static address for the document.

You **do not** need to update the School Profile for Universities link if the URL remains the same on your school's website.



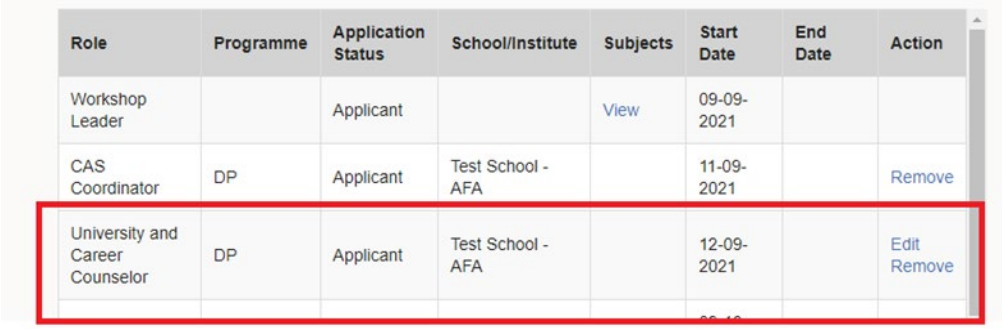




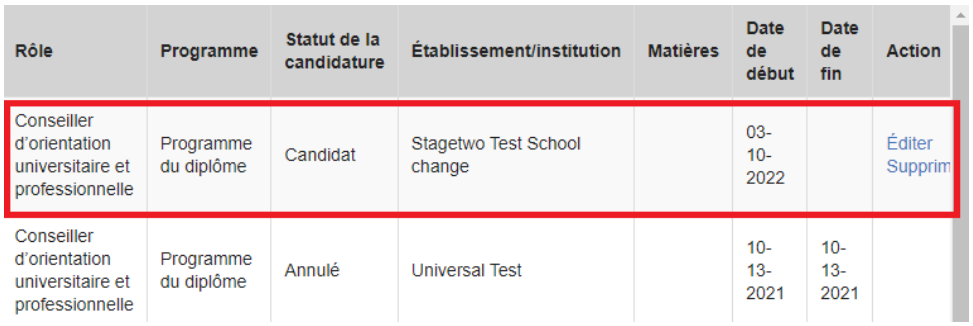
Please note: It takes the system 24 hours to transfer your updates (consent, details, school profile URL to the website) – please check back a day later to ensure it shows correctly.

3. Remove UCC Role

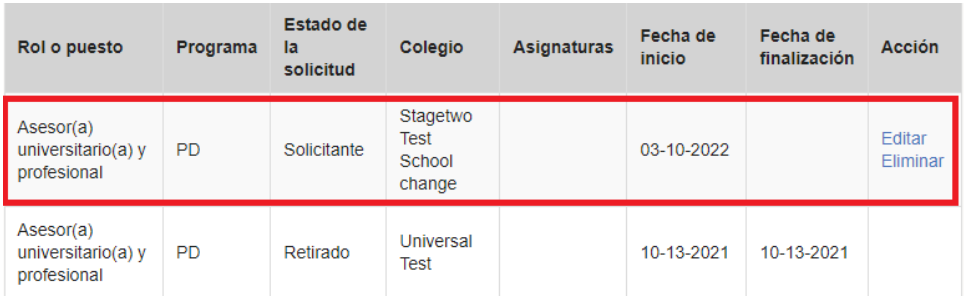
If you are leaving your UCC role at your current school, you will need to remove your role. In your My IB portal you have an overview of all your current roles. If you would like to remove the UCC role click **Remove** next to the role.



Role	Programme	Application Status	School/Institute	Subjects	Start Date	End Date	Action
Workshop Leader		Applicant		View	09-09-2021		
CAS Coordinator	DP	Applicant	Test School - AFA		11-09-2021		Remove
University and Career Counselor	DP	Applicant	Test School - AFA		12-09-2021		Edit Remove



Rôle	Programme	Statut de la candidature	Établissement/institution	Matières	Date de début	Date de fin	Action
Conseiller d'orientation universitaire et professionnelle	Programme du diplôme	Candidat	Stagetwo Test School change		03-10-2022		Éditer Supprim
Conseiller d'orientation universitaire et professionnelle	Programme du diplôme	Annulé	Universal Test		10-13-2021	10-13-2021	



Rol o puesto	Programa	Estado de la solicitud	Colegio	Asignaturas	Fecha de inicio	Fecha de finalización	Acción
Asesor(a) universitario(a) y profesional	PD	Solicitante	Stagetwo Test School change		03-10-2022		Editar Eliminar
Asesor(a) universitario(a) y profesional	PD	Retirado	Universal Test		10-13-2021	10-13-2021	

Role Removal Request Page opens. To remove the click on **Yes, Remove**

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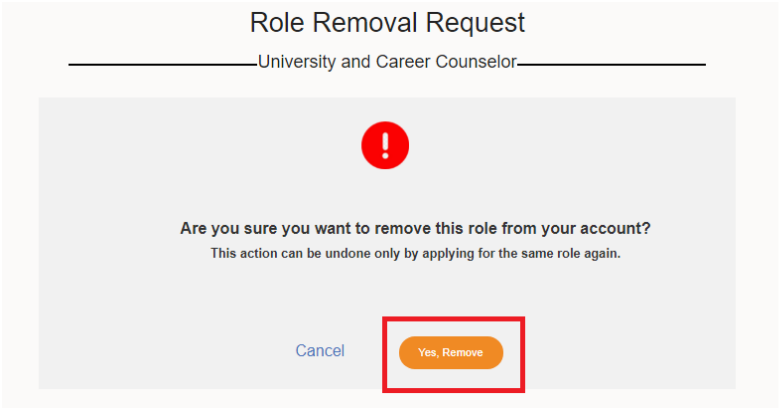
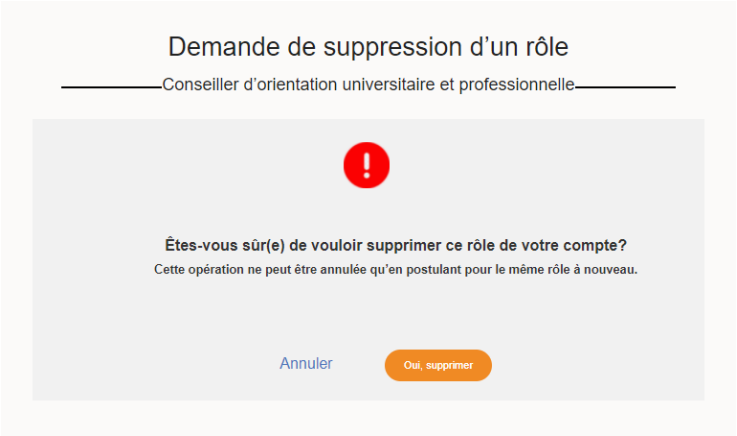
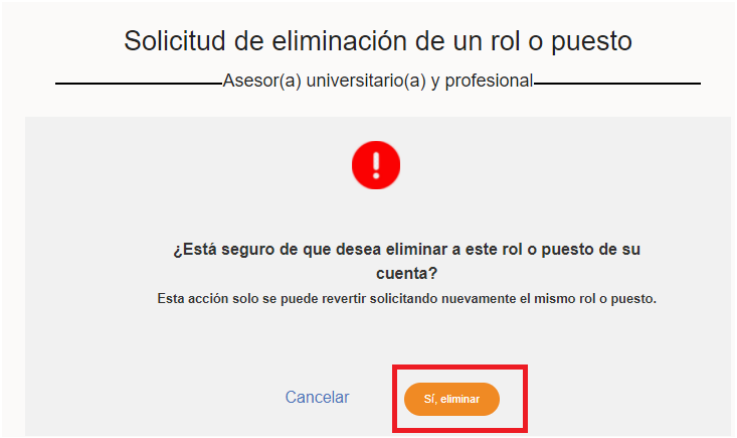
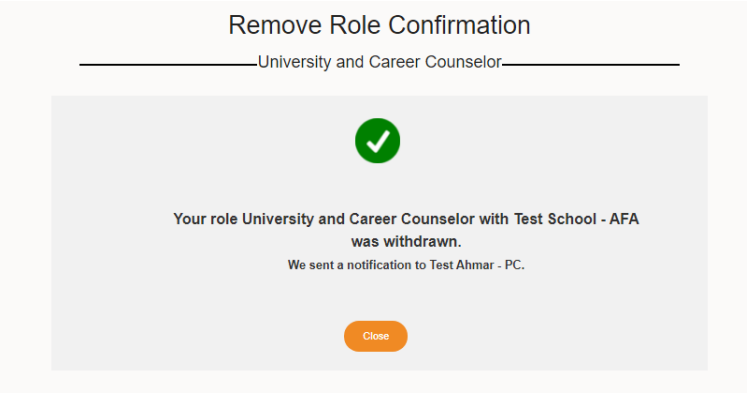






Remove Role Confirmation page appears. To go back to IB Role page click **Close.**



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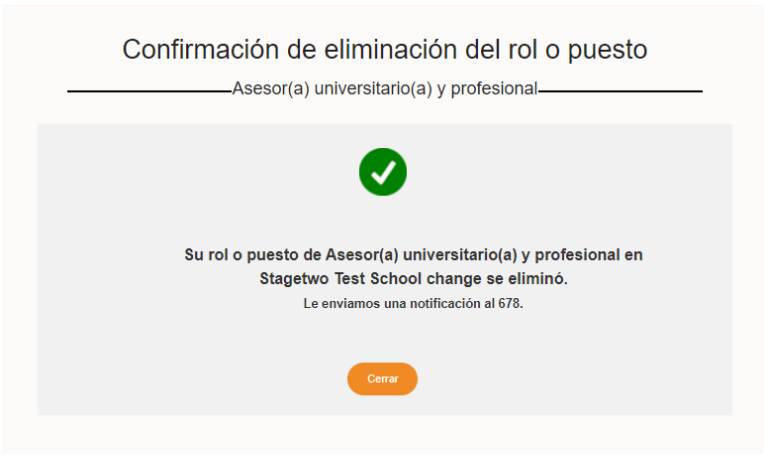


4. What to do if your counselling office has more than one UCC?

Some schools will have career and college counselling offices with more than one UCC. We also understand that new staff come and go quite frequently. In this case, it is important to keep the following in mind.

1. Ensure all new UCC's have a My IB account and register for the right role "University and Career Counselor"
2. Discuss amongst the team which UCC is best appropriate to be listed on the IB website for contact
3. Incorporate in your handover/training materials the necessary steps to either change individual providing consent to be contacted and School Profile for Universities
4. If an individual has left this role at the school but is still listed as a UCC on My IB, you will need to ask your DP Coordinator to withdraw them

5. What is a "School Profile for universities"?

Many schools have a document/profile that is mostly aimed at informing universities about their school, their graduating class, and additional information that may be pertinent to a university admissions officer. This is usually called a School Profile for Universities. Below are some suggestions of how to build one if your school does not currently have one. This can support your school and students to help universities further understand the school's profile.

You should highlight the uniqueness of your school. Here are some elements you may want to consider adding to your school profile, based on what universities are looking to understand.

Specific IB information

- Since when has the IB been taught at the school?
- How many IB students are in the school/grade 12?
- What IB programmes does your school offer?
- Proportion/number of full diploma students/ CP students etc?
- Historical pass rate/average score?
- IB grade distribution for previous cohort?
- Which subjects are offered?
- Which subjects are offered at HL?

Other curriculum information

- What other programmes are available? Honours classes, other curriculums, dual enrolment
- Grading system in school
- Does the IB add value to GPA/rank?
- How will courses be listed on a transcript? Help universities understand what to expect from your students/applicants
- Language of instruction

University enrolment history

- Percentage of students attending university directly after graduation
- Percentage of students taking a gap-year or other pathway
- Which universities have your students applied to? Some profiles also bold the universities their previous cohort has decided to enrol in.

Contact Information

- General school and contact information: phone, URL, email addresses.
- Main contact information for principal, University and Career Counsellors
- Directions to the school, preferred visiting times and days for university representatives (online/offline)

Below you can find examples of School Profiles aimed at universities from different IB schools across various regions (with grateful permission to use and share from the schools).

Bethesda-Chevy Chase High – Maryland, USA (Class of 2021)

Leysin American School - Switzerland (Class of 2021)

United World College South East Asia – Dove Campus - Singapore (2021/2022)

IV. How to acquire the Administrative Assistant role on IBIS

Currently, in most schools the IB DP/CP Coordinator (DPC/CPC) is responsible for requesting the IBDP transcripts (final results) to be sent to institutes on IBIS. However, it is possible for this responsibility to be delegated to another member of staff in a school, including the UCC, who may have this information more readily accessible.

The IB doesn't have a view as to how this is best organized, it is whatever works best for your school, but we wanted to make UCCs aware of this is possibility.

In order for you to be able to complete this process you must have an IBIS account **AND** you must have an Administrative Assistant role in IBIS (besides your UCC role). You can acquire this role by asking your school's DPC/CPC, who can find step-by-step instructions in the Library Section of IBIS: "School Person Maintenance & Teacher Subject Maintenance User Guide". Each school is allowed to have a maximum of three Administrative Assistant roles at any one time.

If the DPC/CPC needs any support add this role to your IBIS account, they can reach out to support@ibo.org, with the subject line, "Creating Administrative Assistant role in IBIS".

V. Request for results/transcripts

IBDP/CP transcripts can be sent to institutes (this includes universities, government bodies or other application centres) through two different routes depending on the circumstances.

A UCC/DPC can request transcripts for IB candidates to be sent to six different institutes (**note**: only one can be for the United States and three for Canada) **through IBIS** at no cost to the school or student**.** These requests need to be submitted by the UCC/DPC before 5 July (for May examination sessions) or 2 January (for November examination sessions).

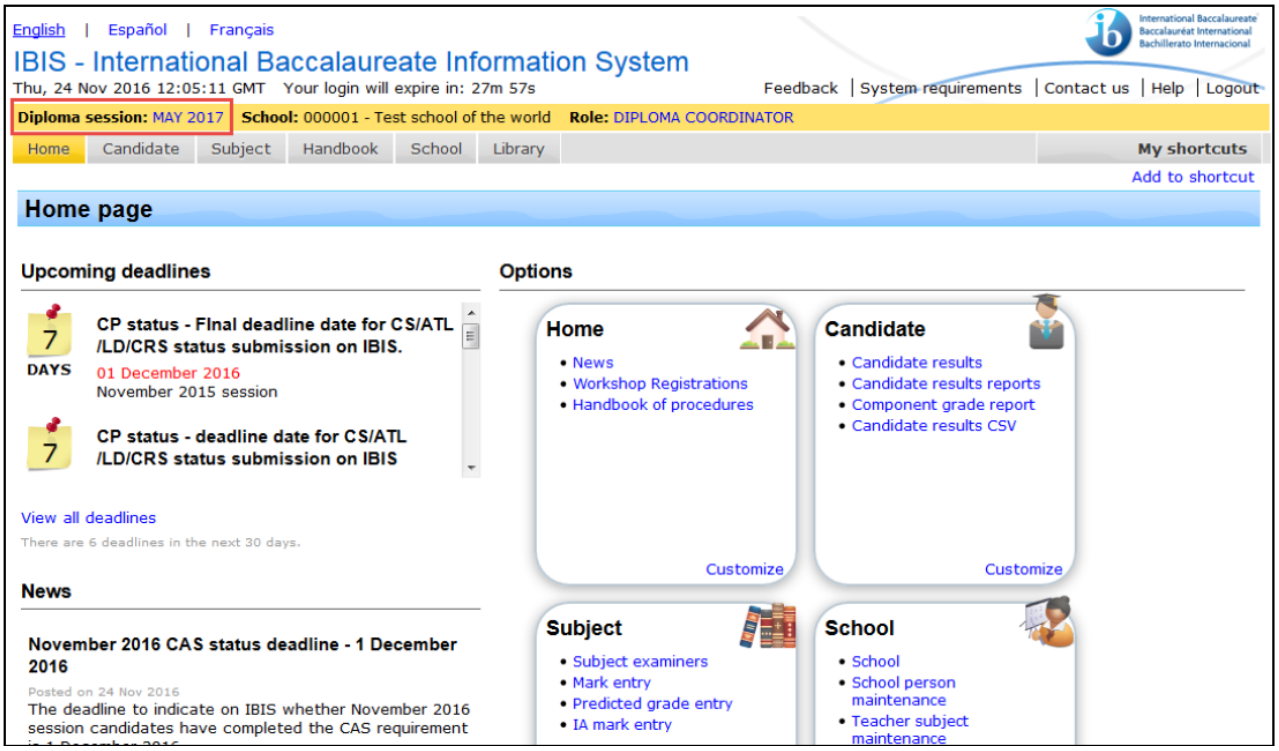
An institute can access the results after the afore mentioned dates once they are released. If they accept electronic transcripts, they will be able to either view the results online, view a PDF (it will look like the paper transcript), or export all results to an excel file. If an institute only accepts paper transcripts, the results may be received by the institute up to **four weeks** after the release of results *assuming* they were requested by the deadlines.

If an IB student wishes to send results to more than six institutes **and/or** did not put in a request via the UCC/DPC before the afore mentioned dates, **the student** will have to request this through the Request for Results Service (RRS) themselves. A fee will be charged for each additional request that is submitted, regardless of how many requests have been previously submitted.

The following steps will allow a DPC/UCC to request transcripts to be sent to institutes through **IBIS**. You can make requests either by individual candidate or by the institute you wish to send multiple candidate's transcripts to. You can also find information on how you can make corrections in requests by institute.

Please log-in to IBIS here: https://ibis.ibo.org/index.cfm

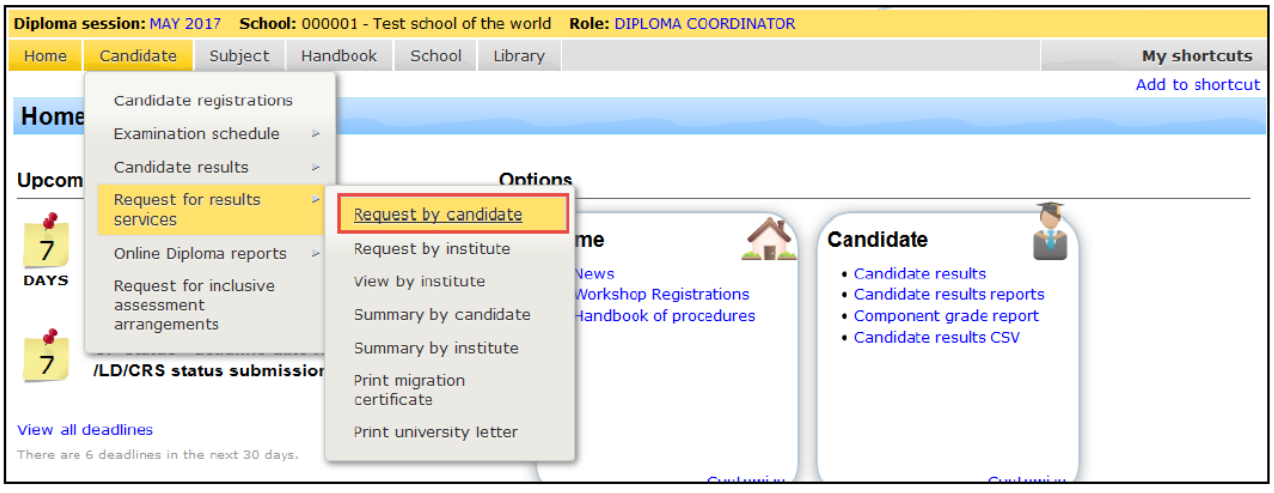
Please ensure you are in the correct exam session. To change the session, please click on the Session tab at the top of the screen, highlighted by the red box in the image below. (*Please note the screen views below show* the DPC role, but *Administrative Assistant view is the same).*



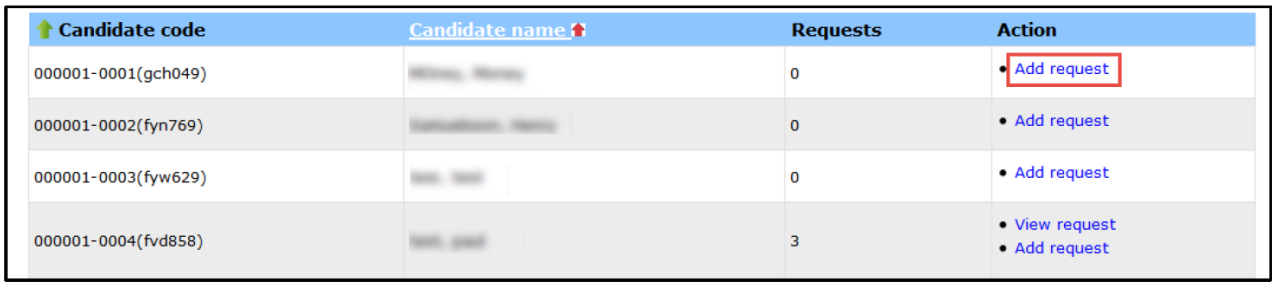
1. Request by candidate

This option allows you to request transcripts to be sent for an individual candidate, potentially to multiple institutes.

From the top ribbon, go to **Candidate -> Request for results service ->** click on **Request by candidate**.

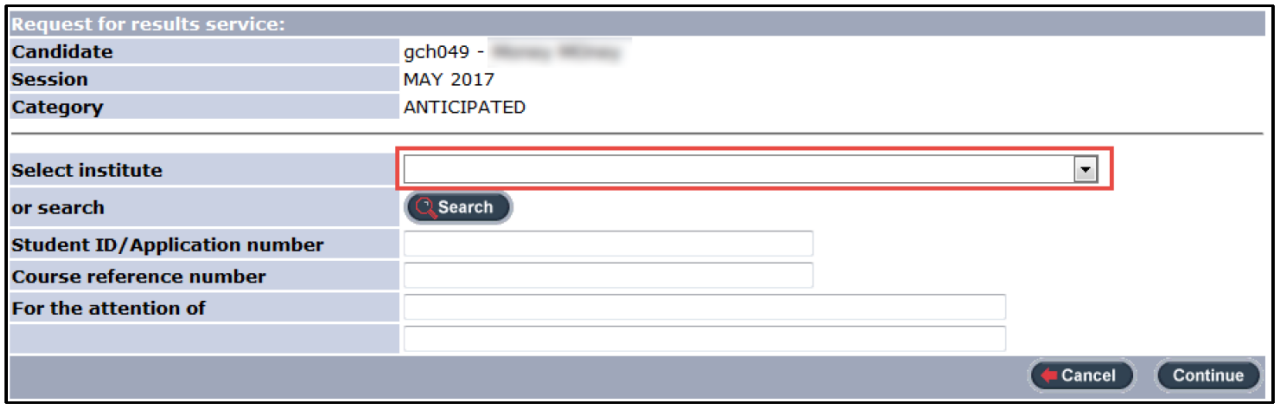


A list of your candidates for this exam session will be displayed. To add an institute for a candidate, click on the **Add request** link.

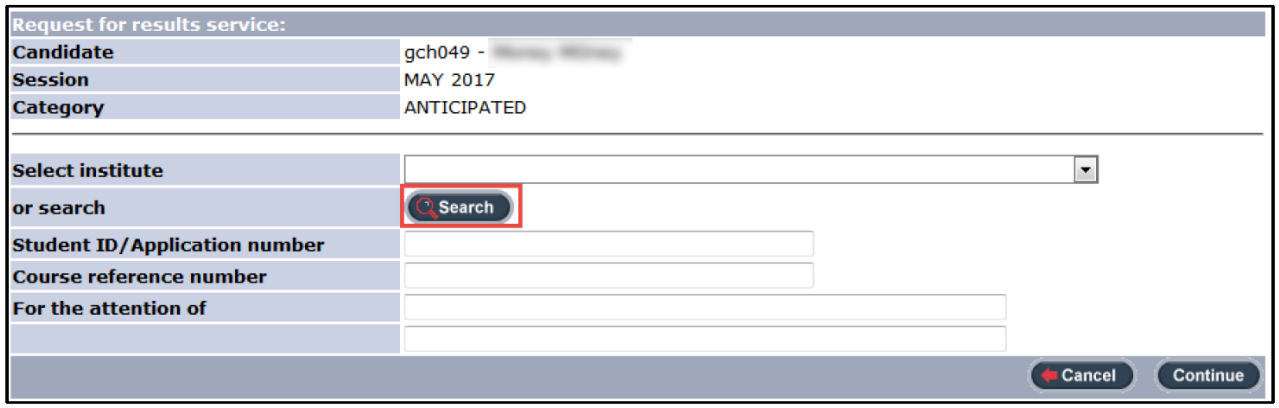


1.1. Search an institute

Search an institute from the drop-down list provided, this is pre-populated with institutes you have selected in previous sessions.



If the institute you are looking for does **not** appear in the drop-down list, click on **Search**.



Enter part of the institute name into the **Institute name** field, select the appropriate **Country** and then click on **Continue**.

Please note that entering part of the name, such as "London" or "Institute" will return all the institutes listed on IBIS with London in the title, within that country. Therefore, we recommend that you search for words in the name of the institute which are likely to be identifiable. We would also recommend searching for the name in English, as well as the language of the country where the institute is situated.

Alternatively, you can leave the institute name field blank and search by just country. However, this could display an extremely long list of institutes, particularly for the most popular countries.

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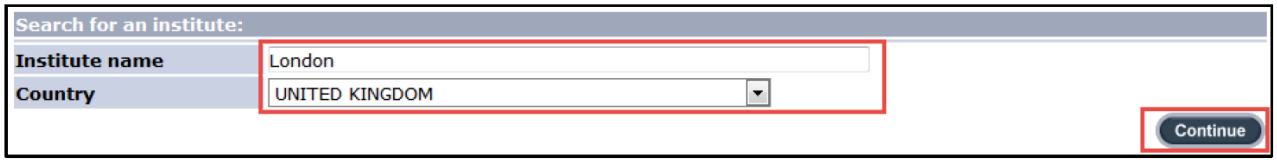
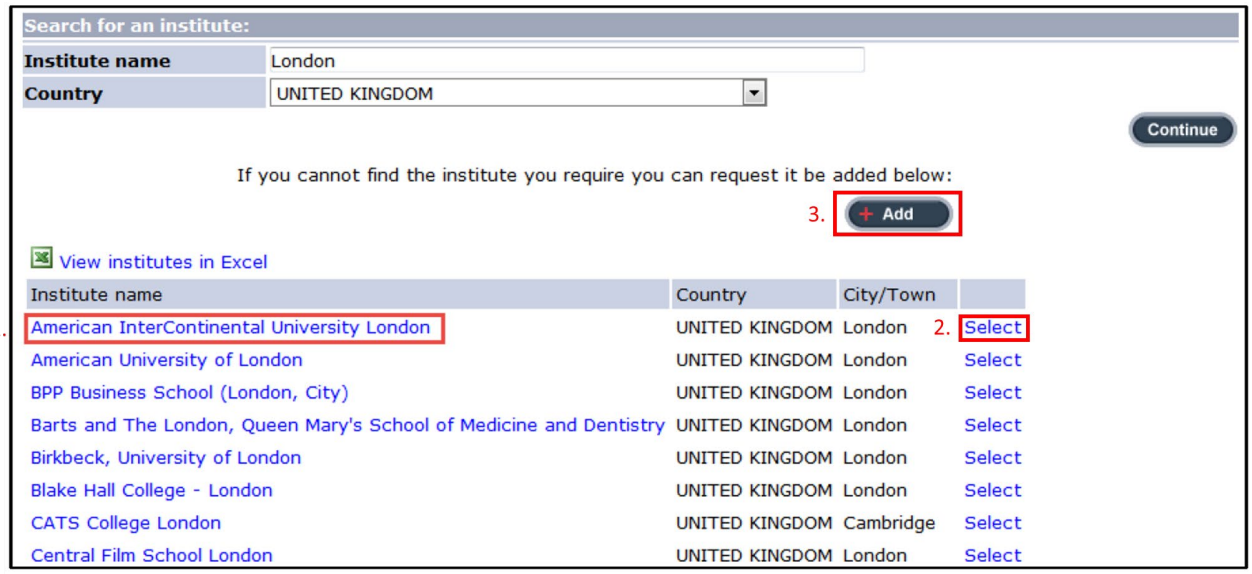


You will now be presented with a list of institutes which match the criteria, you can now view institute details, select the required institute or submit a request to add a missing institute.



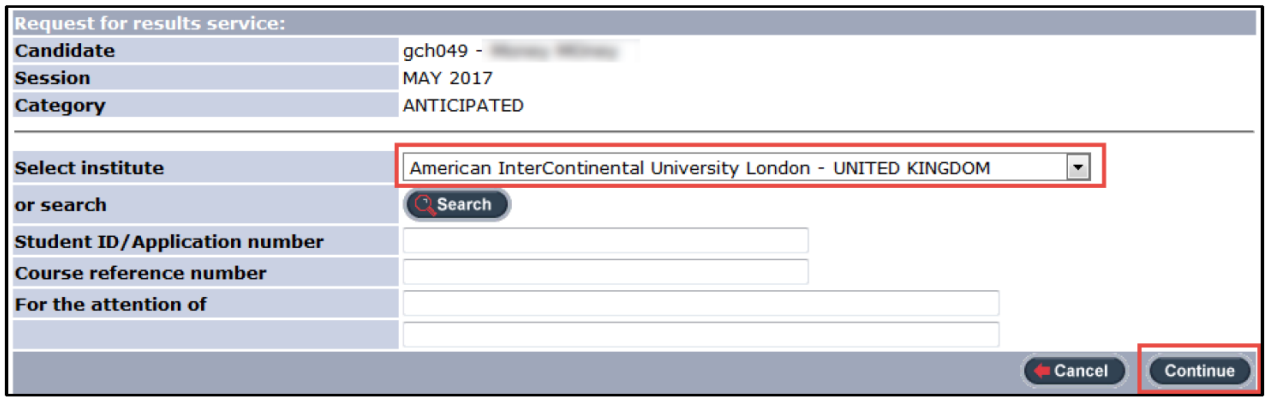
1.2. View institute details

To view institute details, e.g. postal address and website address, **click on the institute name highlighted in blue.**

1.3. Select an institute

To select the required institute click **Select** next to the institute name. Once it is selected it will appear in the drop-down list, then click on **Continue**

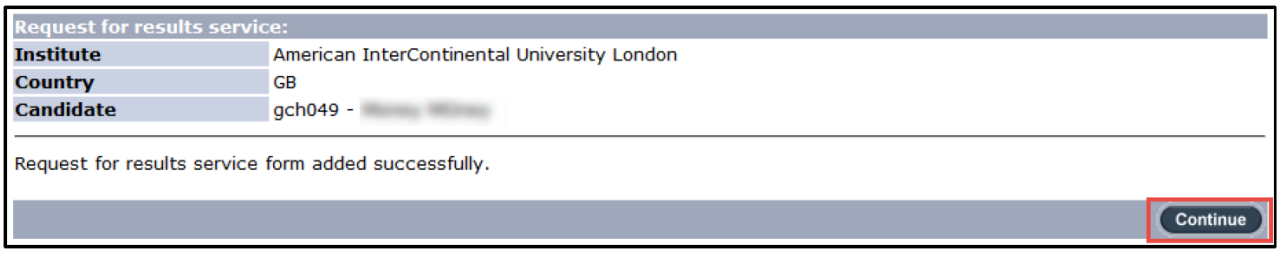
Note: If a transcript destination is an application processing centre, rather than an individual university, please refer to the Exceptions section of this document to see what the instructions are.



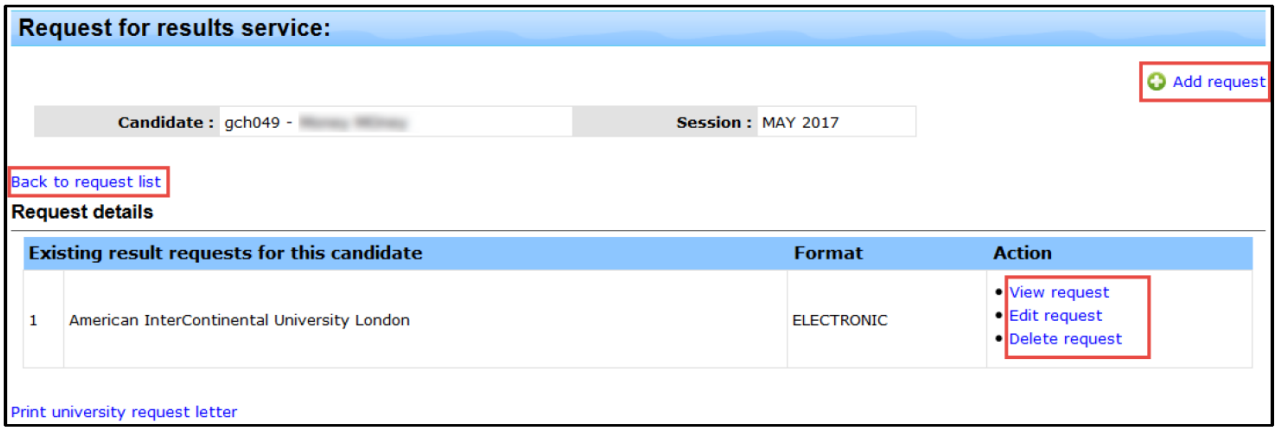
The fields "Student ID / Application number", "Course reference number" and "For the attention of" are **not mandatory fields** and can be left empty. You should include the "Student ID / Application number" for transcripts to UCAS in The United Kingdom and the Tertiary Admissions Centres in

Australia. For more information on this refer to the provided details in Exceptions section of this document.

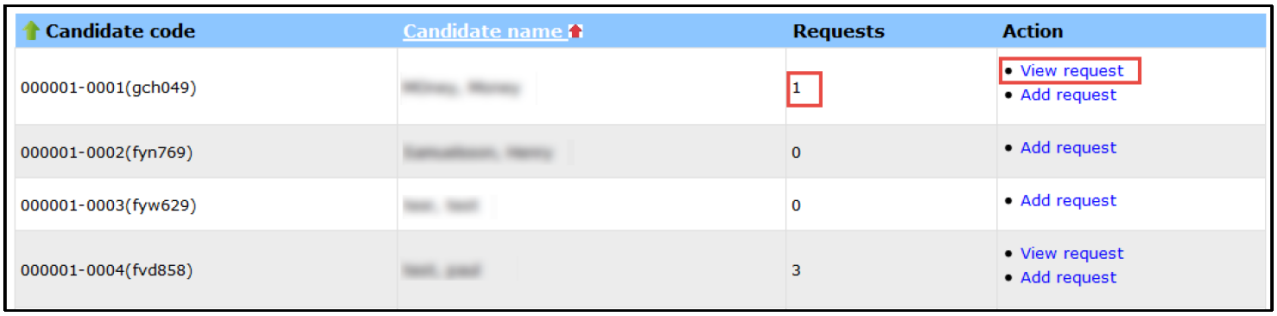
A confirmation message will appear. Click on **Continue** to proceed.



The candidate's request for results view page will be displayed. Options to add an additional request and view, edit or delete existing requests will be displayed. To return to the candidate list click on the **Back to request** list link.



The candidate list will be updated to show that a request has been made for the candidate. A View request link will also be displayed which all allow you to return to the candidate's request for results view page



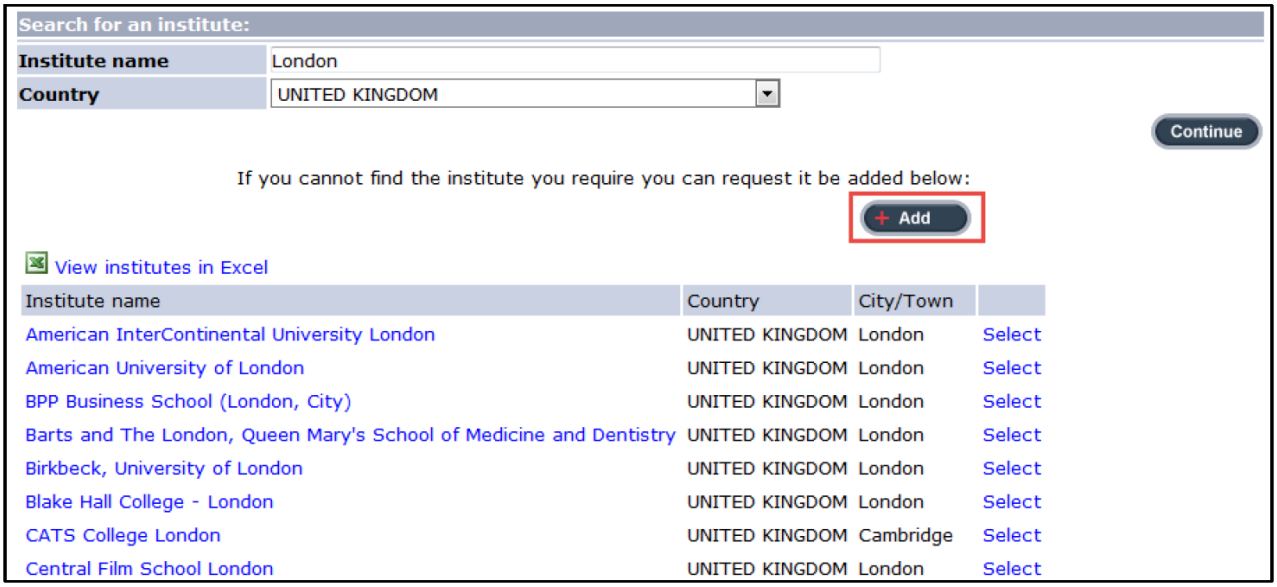
1.4. Add a potentially missing institute

Before requesting adding an institute please check the following:

1. Please check if the institute is in one of the countries listed in the Exceptions section of this document. Each year a large number of requests to add an institute are 'rejected' as the transcripts actually need to be sent to somewhere other than the individual institute.

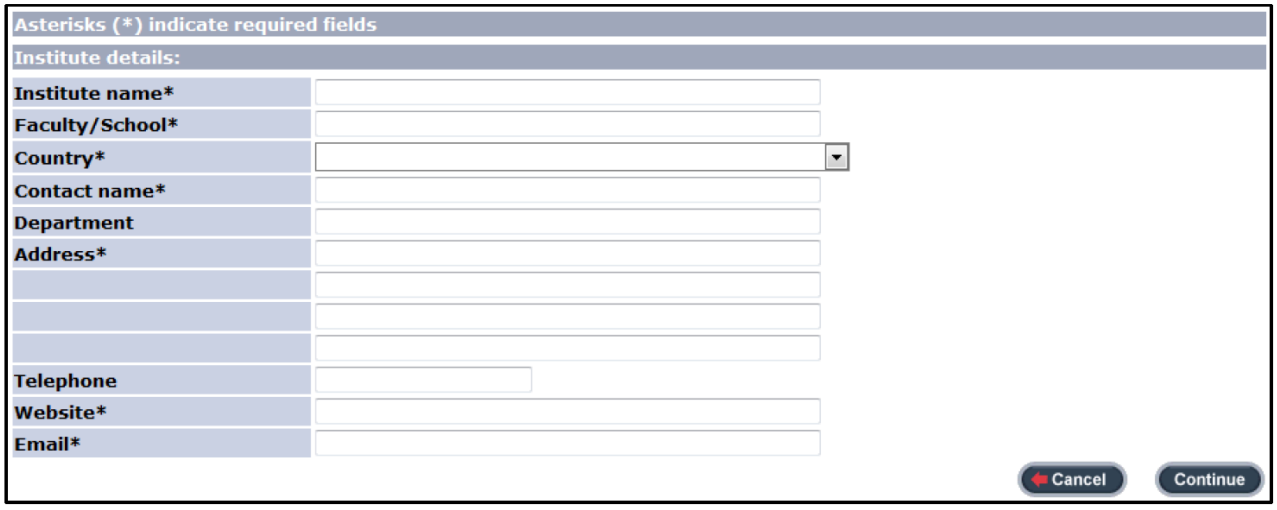
2. Please note some institutes have multiple campuses, faculties and departments, where only one campus is set to receive the transcripts for all parts of the institute. Therefore, please check on the institute's website for any specific instructions on where transcripts are to be sent.

If you feel that the institute you are looking for is still missing, then you should submit a request to have it added to IBIS. Click on the **Add** button on the search screen.



Enter the institute details into the boxes provided, ensuring to add as much information as possible and click **Continue** to submit a request to have the institute added to IBIS.

Please note that this request is sent to the appropriate IB team to process. Once the institute has been added to IBIS you will be notified by e-mail.



2. Request by institute

This option should be used for requests where a larger number of candidates need to send their transcript to the same institute, often this might be a ministry of education. To submit a request by institute, go to **Candidate -> Request for results service ->** click on **Request by institute**

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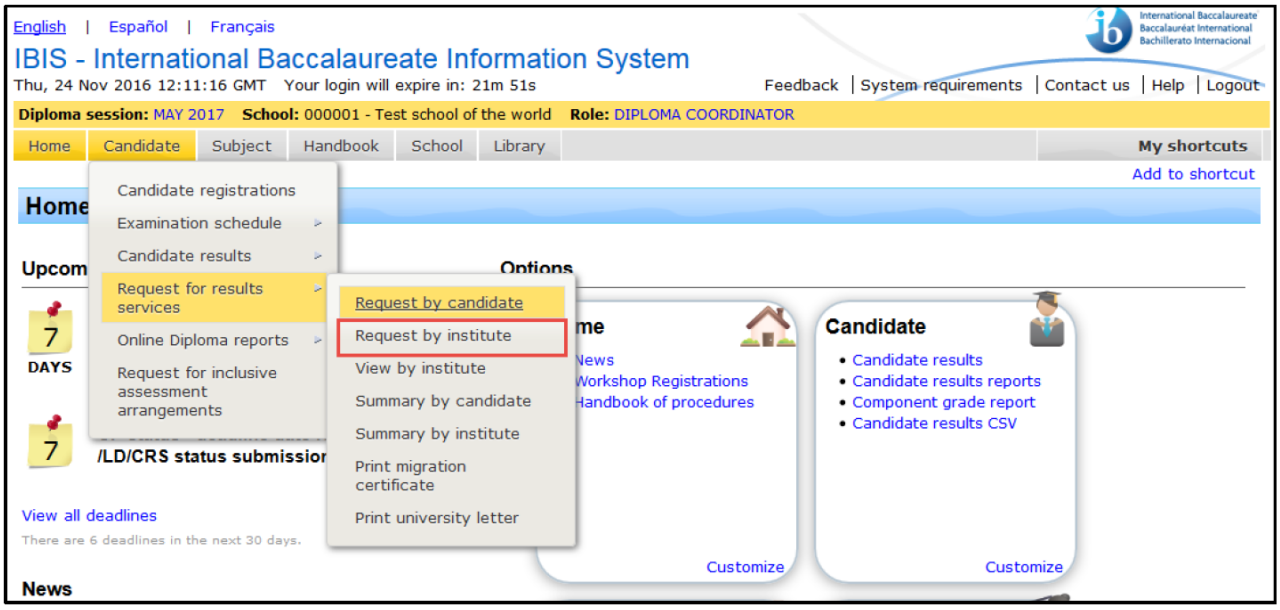
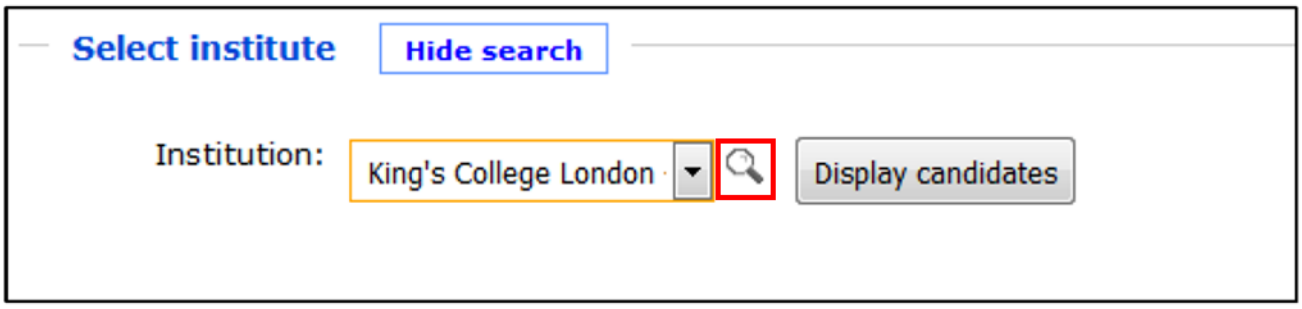
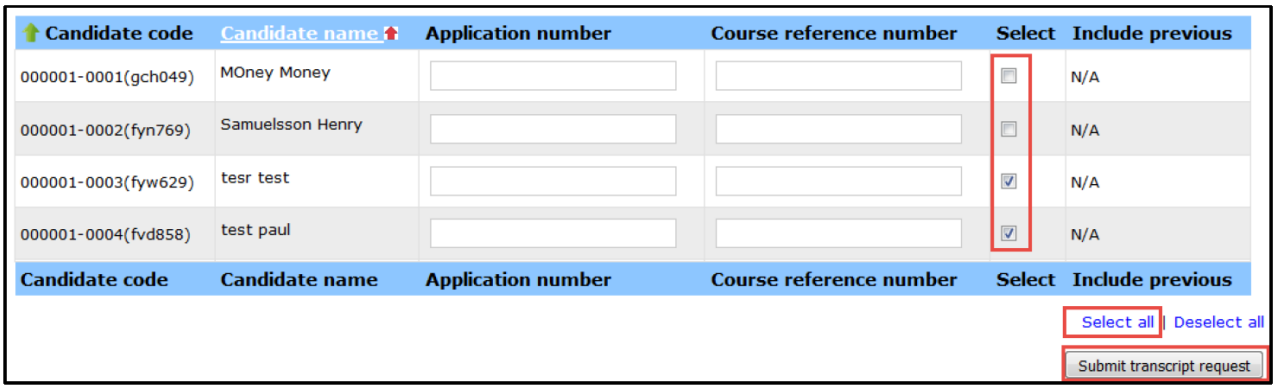


Select an institute from the drop-down list provided and click on **Display candidates**. The drop-down list is pre-populated with institutes your school have selected in previous sessions.



If the institute you are looking for does not appear in the drop-down box, click on the magnifying glass and follow the instructions on how to use the Search in the Request by candidate section.

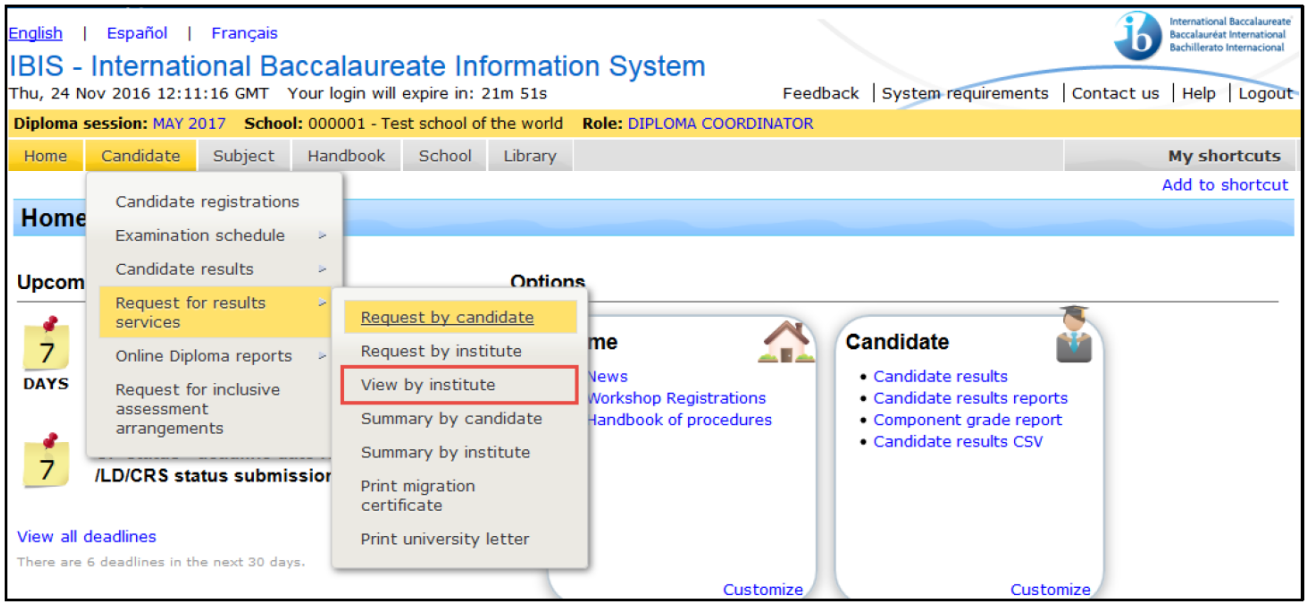
Select the candidates from the list provided by ticking the box next to the candidate's name. Alternatively, if all candidates are required to send their transcript to the same institute, click on the **Select all** link. Click on **Submit transcript request** to complete the requests.



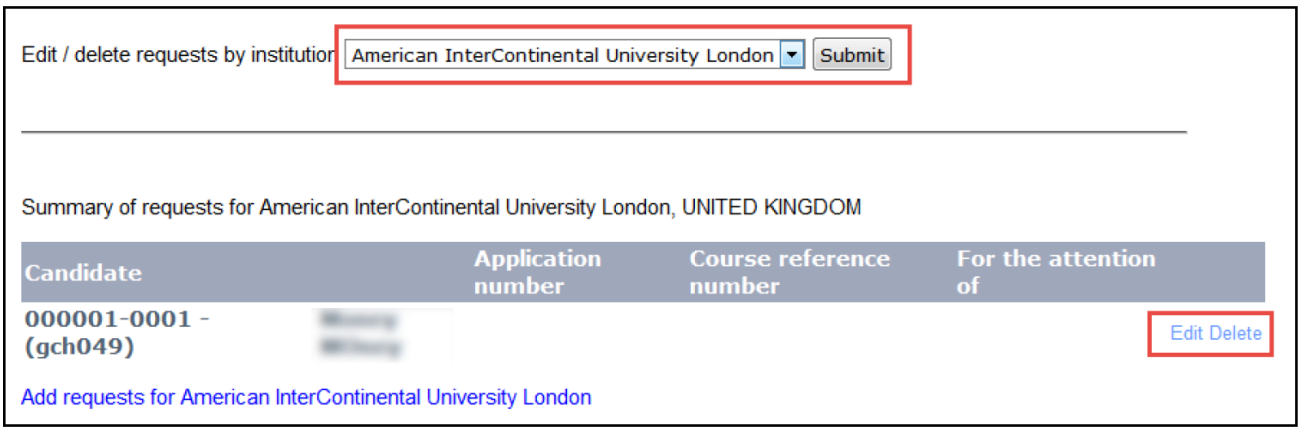
3. View by institute

This option should be used to view, edit or delete requests by institute. For example, if a large number of candidate requests have been submitted for an institute in error, you would use this option to delete them.

Click on **View by institute** under the **Request for results service** option.



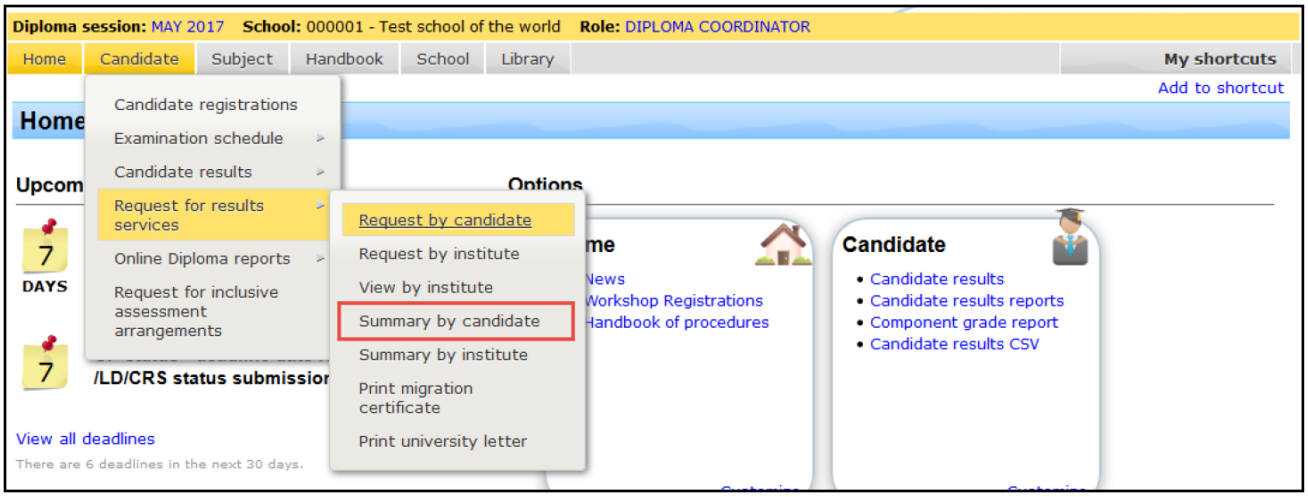
Select the appropriate institute from the drop-down menu and click **Submit**. Then click on the appropriate **Edit** or **Delete** link next to the candidate's name to make changes.



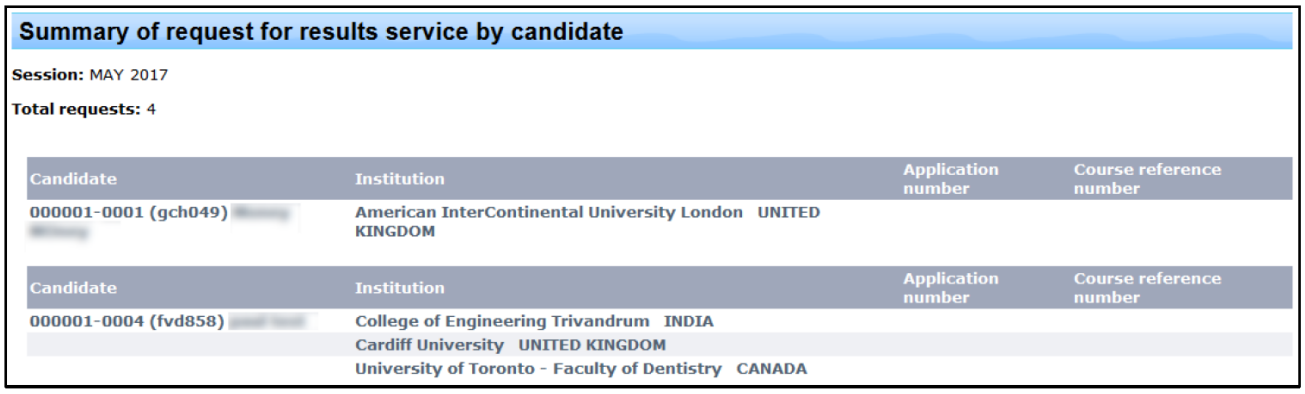
4. Summary by candidate

This option displays a summary of all requests that have already been submitted, by candidate.

To view the summary of requests, click on **Summary by candidate** under the **Request for results service** option.



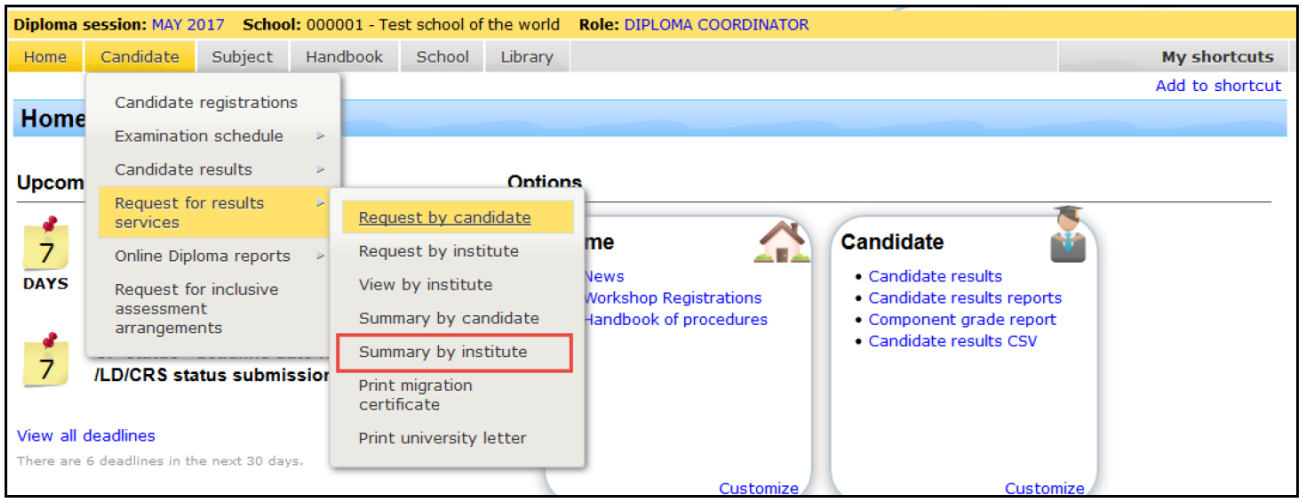
The summary will display the session and the total number of requests. It will also list the candidates in session number order and display the institute requests alongside the candidate's name.



5. Summary by institute

This option displays a summary of all requests that have already been submitted, listed by institute.

To view the summary of requests, click on **Summary by institute** under the **Request for results service** option.



The summary will display the session and the total number of requests. It will also list the institutes in alphabetical order and display the candidate requests below the institute's name.

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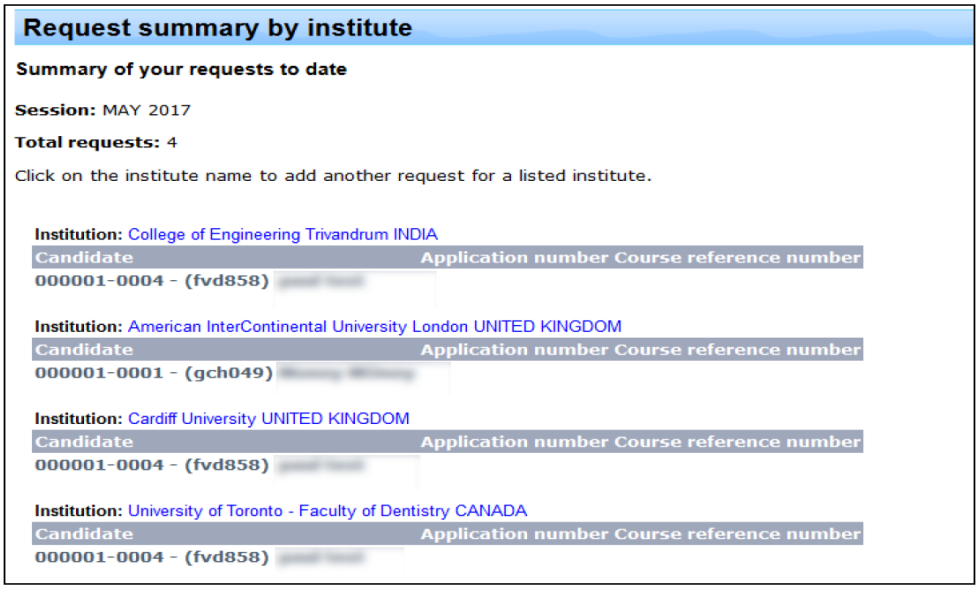
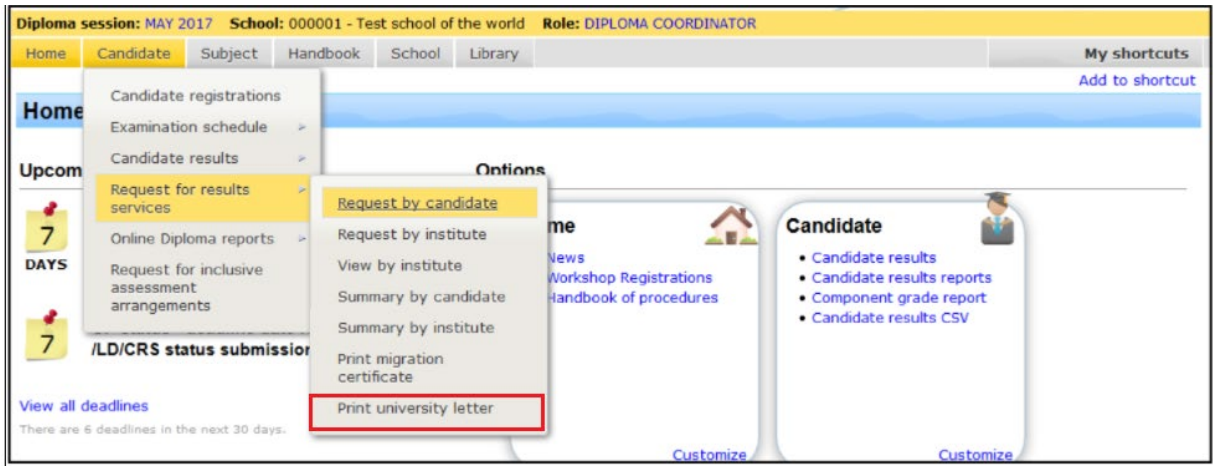


You can also **"Print a University Letter"** a letter that lists what requests the school has submitted for the candidate. This letter contains the examination session, and which transcript requests have been submitted by the student to the UCC/DPC before the transcript request deadline.



6. Exceptions

For some countries, the IB has been informed, often by government bodies, that transcripts are to be sent to a central body/processing centre and not only to an individual institute. In this section you will find an overview of some of the most common exceptions to the standard process.

Please note that this is **not** an exhaustive list, therefore before making transcripts requests please double check the website of the individual institutes for further information on where transcripts should be sent.

As application processing centres receive large numbers of transcripts from the IB, it can be helpful if the Student ID or application number issued to a student **by the processing centre** is mentioned when requesting the transcript.

6.1. Australia

Australian citizens (including living abroad/permanent residents): Students intending to study at a university in Australia need to send their transcripts to a Tertiary Admission Centre (TAC). Each state/territory has a TAC that receives and processes domestic students' transcripts.

It is preferred the student indicates an application/ID number in the field provided. This can be entered at a later date using the edit function within the "View by institute" option.

State/Territory	Application Number provided by TAC
Queensland Tertiary Admissions Centre (QTAC) for Queensland	Nine-digit QTAC reference number
South Australian Tertiary Admissions Centre (SATAC) for South Australia and Northern Territory	Nine-digit SATAC reference number
Victorian Tertiary Admissions Centre (VTAC) for Victoria	Nine-digit VTAC number
Universities Admissions Centre (UAC,) for New South Wales and Australian Capital Territory	Nine-digit application UAC number
Tertiary Institutions Service Centre (TISC) for Western Australia	**Eight**-digit TISC user ID number
University of Tasmania (direct) – there is no TAC for Tasmania	N/A

International Students/Non-Australian citizens: Students need to send their transcripts directly to the university. However, some universities may require them to be sent to the TAC. Students must check individual institute/university websites for specific instructions.

6.2. Germany

Students intending to study at a German university need to send their IBDP transcripts to different institutes, depending on the university they apply to, **and** the "Applicant Group" determined by their institute. An applicant group is defined as applicants that share a similar background such as a similar educational background or the same citizenship (domestic or international). Each institute defines its own applicant groups. Therefore, it is important to check which transcript destination the university and programme of choice require for each student and their specific situation.

Before graduation: A UCC or DPC needs to send transcripts to the appropriate institute depending on the applicant group.

After graduation: Students need to submit a copy of their IB diploma **certificate** and final results **certificate**, by post, to the final destination (this could be any of the various destinations mentioned below) which is indicated in their application.

Transcript destination
Uni-Assist: is the central point of contact for applicants with international qualifications for approximately 170 German universities. On this page you can find all universities for which Uni-assist process transcripts. **Important**: Uni-Assist do not automatically verify all results which IBO makes available to them. Therefore, it is necessary for the applicant to contact them as soon as results have been released and upload IB results (unofficial) to their "My assist" account. Regardless of the verification of IB

<table>
<tr><td colspan="2">results, Uni-Assist still needs the reports from the last two school years. For most universities, these are required as officially certified copies</td></tr>
<tr><td colspan="2">Individual Institutes: over 400 universities accept transcripts directly. Please check the institute's instructions clearly of where transcripts need to be submitted.

Tip on IBIS search for institute name: Search for both the English and German name in the search box.</td></tr>
<tr><td colspan="2">Hochschulstart.de: Central body that processes applications for over 700 local Numerus Clausus (NC) courses and medical related national NC courses (i.e. medicine, veterinary medicine, dentistry and pharmacy).</td></tr>
<tr><td rowspan="3">State Education Boards: Some universities are not covered under Uni-Assist, and transcripts need to be sent to the state boards. However, most state boards require the transcripts for verification purposes. You might be instructed by the institute to send the transcript both to Uni-Assist and to a state education board.

These are some of the state boards most transcripts are sent to (not an exhaustive list)</td><td>Bezirksregierung Düsseldorf</td></tr>
<tr><td>Niedersächsisches Kultusministerium (Lower Saxony)</td></tr>
<tr><td>Zeugnisanerkennungsstelle Für Den Freistaat Bayern (Bavaria)</td></tr>
</table>

6.3. India

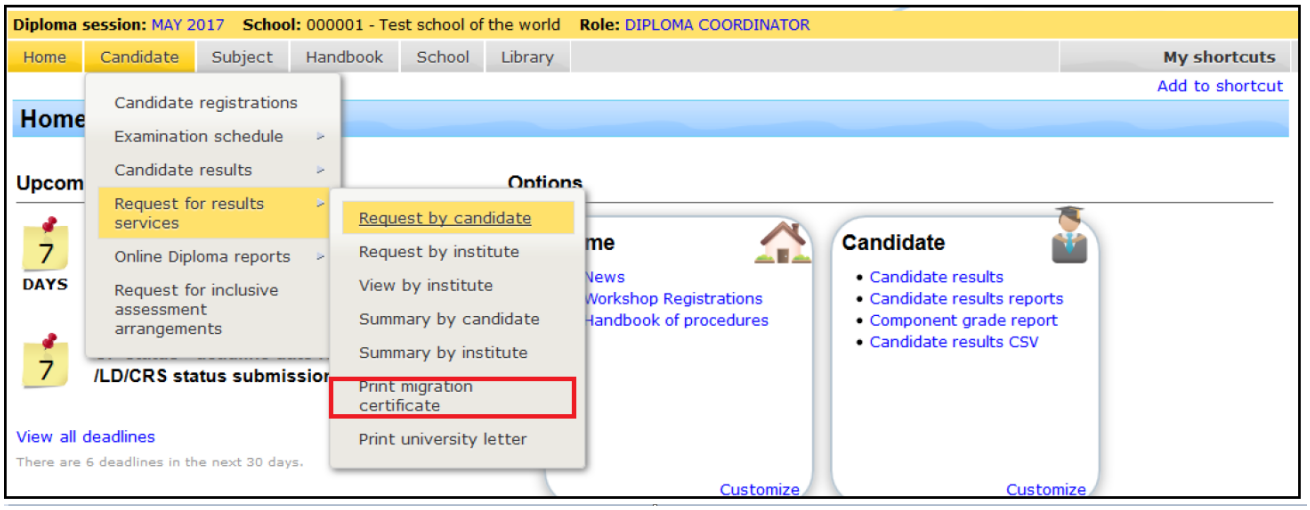
All students (in India and abroad) intending to study at an institute in India must send their transcript to the Association of Indian Universities (AIU).

Additionally, students should also enquire with their institute whether their transcript should also be sent directly to the individual institute.

Students that submit a transcript request via IBIS for an Indian institute will also receive a paper transcript that they can then submit to the universities themselves. These paper transcripts will also include the percentage equivalence of the grades, as these are required by the Indian universities.

On IBIS you can also download a "Migration Certificate". When a transcript request is submitted for an institute in India, regardless of location of student, IBIS will allow the school to generate a migration certificate. This will be available to download after the request to send transcripts has been submitted. This is a letter, confirming that the candidate sat the IB at that school. This is sometimes required by certain institutes in India.

Post-results you can request this through RRS.



6.4. Ireland

Students intending to study in Ireland need to send their transcripts to the institute they applied through.

Applied via/ Transcript destination	Institute
CAO – when they applied through the Central Application Office – send transcripts here.	
Individual Institutions: when they apply directly to the institute, search for institute name. Some of the destinations with most transcripts sent in the last few years include: Please search IBIS for other institutes	Trinity College Dublin
	University College Dublin
	Royal College of Surgeons in Ireland (RCSI)
	University College Cork

6.5. Lithuania

All students intending to study in Lithuania need to send their transcript to the Centre for Quality Assessment in Higher Education (SKVC). You do not need to send it to the individual universities, nor request for them to be added to IBIS.

6.6. Norway

Students who have not yet graduated/received diploma: IB transcripts need to be sent to Samordna Opptak - The Norwegian Universities and Colleges Admission Service. Students will have a Samordna Opptak application number which can be added in the Student ID field on IBIS.

Students who have already graduated: A student will need to upload their IB diploma **certificate** and final results **certificate** onto Samordna Opptak. You do not need to send any transcripts through IBIS to any institution.

6.7. Pakistan

All students intending to study at any institute in Pakistan need to send their transcripts to The Inter Board Committee of Chairmen (IBCC). You do not need to send it to the individual universities, nor request for them to be added to IBIS.

6.8. Spain

All DP students intending to study at a Spanish university (**public and private**) need to send their transcript to the Universidad Nacional de Educacion a Distancia (UNED). Additionally, **private** universities may ask for transcripts to be sent to them directly, please check the individual websites.

All CP students intending to study at a **private** Spanish university need to send their transcripts directly to the institute. You can find a basic list of public/private universities here.

<table>
<tr><th>Applied via/ Transcript destination</th><th>Institute</th></tr>
<tr><td colspan="2">Public universities: all students applying to public universities need to send transcripts to UNED– There is no need to send it to an individual institution. All students will be required to submit a transcript here, to get a credential.

Do not request for a public university to be added to IBIS, this is not necessary.</td></tr>
<tr><td rowspan="4">Private Spanish universities and international universities: students need to send to individual institutions directly. Students may be required to submit to the UNED AND an individual institution as well. They will need to check the requirements once they have applied.

Some of the destinations with most transcripts sent in the last few years include (and is not limited to).

Please search IBIS for other institutes</td><td>IE Universidad (IE Business School) - All campuses</td></tr>
<tr><td>Ramon Llul University: ESADE (Escola Superior d'Administració i Direcció d'Empreses)</td></tr>
<tr><td>Universidad Europea de Madrid</td></tr>
<tr><td>Universidad CEU San Pablo</td></tr>
</table>

6.9. Sweden

Students who have not yet graduated/received diploma: All students intending to study at a Swedish university need to send their transcript to the Swedish Council for Higher Education (UHR). **Note:** You will find Swedish institutes listed on IBIS, however the final transcript **needs to** be sent to UHR regardless. You **do not need** to send the transcript to an individual university unless they advise to send to them directly.

Students who have already graduated: Students need to upload their transcript directly to University Admissions (UHR) and not use the IB results service.

6.10. United Arab Emirates

All students need to submit their transcripts to the Ministry of Education - United Arab Emirates. In addition, results may also need to be sent to individual institutes, therefore, please double check on the website of the institute for specific instructions.

6.11. United Kingdom

All students intending to apply to undergraduate programmes will normally have applied through the Universities and Colleges Admissions Service (UCAS) are strongly advised to send their transcript to UCAS on IBIS. This has two main advantages; data will be uploaded directly into institute student record system, rather than them having to download it from IBIS; if the student needs to use Clearing, then the data will be available to those institutes too.

Please note if you are submitting transcript requests for UCAS the candidates **10-digit** UCAS (please don't include any hyphens in the account number) reference number should be entered into the **application number** field provided. Students may also wish to send their transcript to their firm and insurance choices institute in IBIS systems, **in addition to UCAS**.

All students who are intending to study foundation programmes, or who applied directly to the institute for undergraduate programmes, must send their transcripts to the individual institutes.

VI. Legalization

For most students, legalization is unnecessary. However, in certain countries legalization will be required for a few reasons including university enrolment, legal requirement for the school, and to prevent fraud.

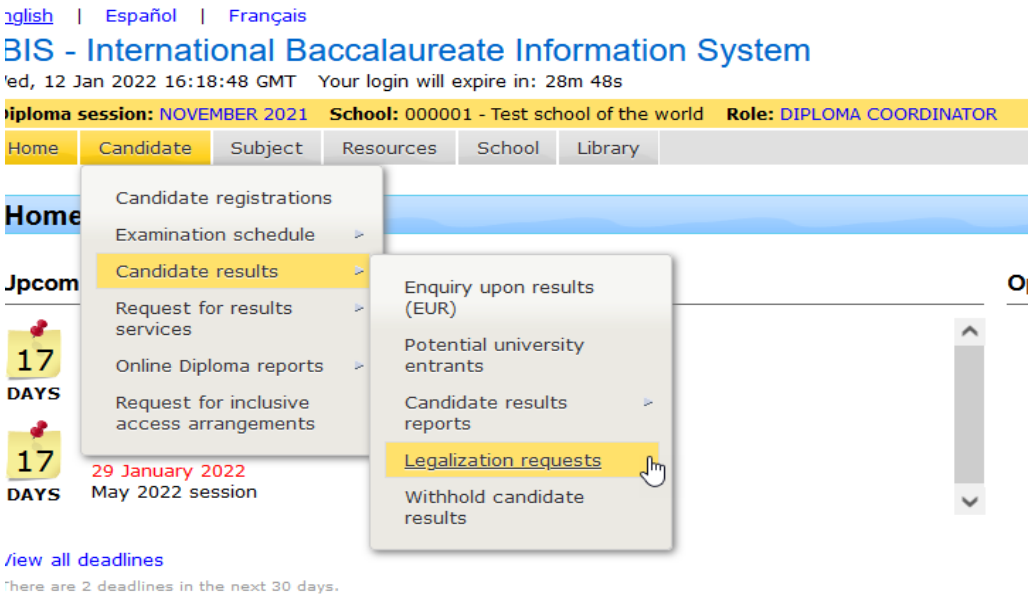
Where legalization is required, the results document or, in some cases, both the results document and the certificate will need to be legalized. Students wishing to study in some countries may be required to submit legalized IB documents.

Legalization is the process of authenticating or certifying a legal document so another country's legal system will recognize it with full legal effect.

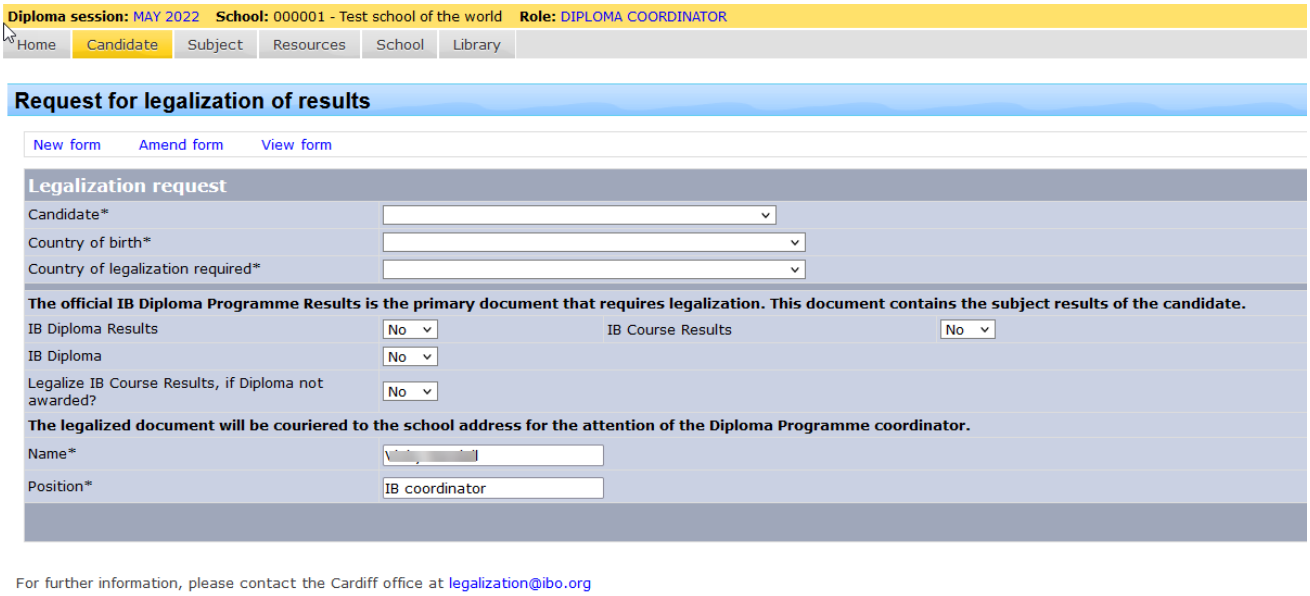
- Legalization **pre-results** must be requested via IBIS.
- Legalization **post-results**, but within the 6-month period after the issue of results (must be made by the UCC/DPC via email to legalization@ibo.org
- Legalization **post-results**, and **not within 6 months of results** being issued, can be done through RRS.

There is a charge for the legalisation service and when requested via IBIS these fees will be invoiced to the school via the IBIS finance department.

The legalization request form can be found on IBIS. Go to **Candidate -> Candidate results -> Legalization requests**



You will then have to fill out the information required for the candidate and by the country where the legalization is being requested.



You can find all the countries where legalization may be required on the University Admission page. For more detailed information on legalization, and how to support your students in this process, please check the DP Assessment Procedures 2022 (section C8.5 Legalization of results documents, page 153 of the pdf document) in our PRC area (you will need to be logged in to the PRC to access these documents.

Revision History

Date	Version	Description	Author
18 Jan 2022	1.0	n/a	Elizabeth Zeller
01 Mar 2022	2.0	Added sections: I. Create an account via My IB II. Adding details to your school page on the IBO website	Elizabeth Zeller

Date for review: January 2023

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