

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.

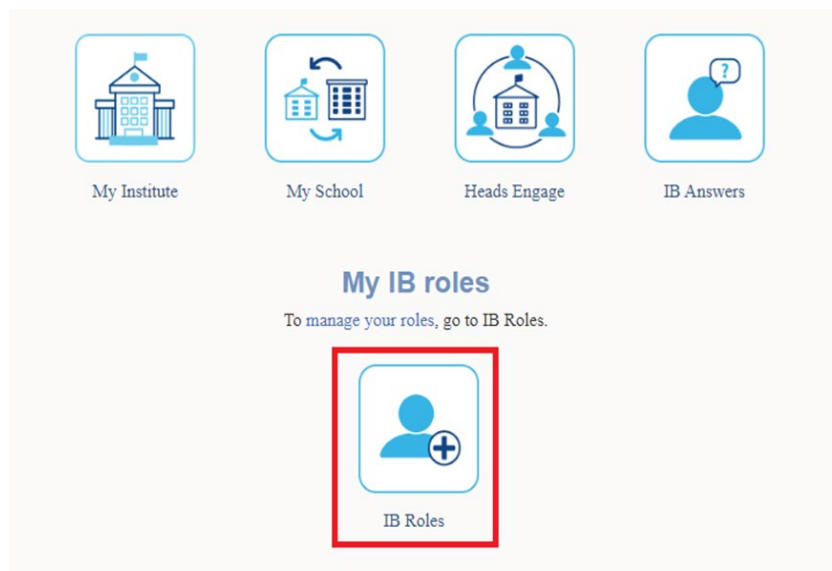
II. Create an account via My IB

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.



Bienvenue sur Mon IB, Francis

Pour maintenir vos renseignements personnels à jour, visitez de votre profil.

Espace programmes

Centre de ressources pédagogiques

L'IB vous répond

Mes rôles de l'IB

Pour Pour gérer vos rôles, cliquez sur Rôles de l'IB.

Rôles de l'IB

Bienvenido a Mi IB, Francis

Mantener sus datos personales actualizados Ingrese a su perfil para.

Programas en acción

Centro de recursos para los programas

El IB responde

Roles y puestos en Mi IB

Para Para administrar sus roles, haga clic en Roles y puestos del IB.

Roles y puestos del

Welcome to My IB, your secure gateway to IB resources, applications and communities



IB Roles

Just registered with My IB?



Next, click on the "IB Roles" icon below and register your role at your current school (for example, a teacher or librarian). Your programme coordinator will receive an alert to confirm your role. When your role is confirmed, you can login to see that new icons have been added to your My IB homepage, enabling you to access a variety of IB resources, applications and communities that are relevant to your role.

More IB roles?



If you have more than one IB role (for example, you are a teacher and an MYP personal project coordinator), or you are interested in applying to join the IB Educator Network (IBEN), then please click on the "IB Roles" icon to register each of your other IB roles.

Do you have a query?



Once your role has been confirmed, you will see an "IB Answers" icon is now visible. You will find thousands of help articles and be able to contact our IB Answers team. If your role hasn't yet been confirmed, simply email us at support@ibo.org and we will be happy to help.

Mes rôles de l'IB

Pour gérer vos rôles, cliquez sur Rôles de l'IB.



Rôles de l'IB

Vous venez de vous inscrire à Mon IB ?



Cliquez sur l'icône Rôles de l'IB ci-dessus et inscrivez-vous pour le rôle que vous exercez (par exemple, enseignant ou bibliothécaire) au sein de votre établissement scolaire actuel. Le coordonnateur du programme de votre établissement recevra une notification lui demandant de confirmer votre rôle. Une fois votre rôle confirmé, vous verrez que de nouvelles icônes ont été ajoutées sur votre page d'accueil de Mon IB. Ces icônes vous permettront d'accéder aux diverses ressources, plateformes et communautés de l'IB qui sont pertinentes pour votre rôle.

Vous exercez plusieurs rôles au sein de l'IB ?



Si vous exercez plus d'un rôle au sein de l'IB (par exemple, vous occupez les fonctions d'enseignant et de coordonnateur du projet personnel du PEI) ou si vous souhaitez postuler pour faire partie du réseau de collaborateurs de l'IB (IBEN), cliquez sur l'icône Rôles de l'IB et inscrivez-vous à d'autres rôles au sein de l'IB.

Vous avez une question ?



Une fois votre rôle confirmé, vous pourrez voir l'icône L'IB vous répond. Elle vous permettra d'accéder à des milliers d'articles utiles et de contacter l'équipe de L'IB vous répond. Si votre rôle n'a pas encore été confirmé, n'hésitez pas à nous écrire à support@ibo.org et nous nous ferons un plaisir de vous aider.

Roles y puestos en Mi IB

Para Para administrar sus roles, haga clic en Roles y puestos del IB.



Roles y puestos del IB

¿Se acaba de registrar en Mi IB?



Haga clic en el icono "Roles y puestos del IB" de arriba e introduzca el puesto que desempeña en su colegio (por ejemplo, profesor o bibliotecario). El coordinador del programa recibirá una alerta para que confirme su rol. Cuando el rol haya sido confirmado, podrá iniciar sesión y verá que aparecen nuevos iconos en su página de inicio de Mi IB, los cuales le permitirán acceder a diferentes recursos, aplicaciones y comunidades de la organización pertinentes para su función.

¿Desempeña más de un rol o puesto?



Si desempeña más de un rol (por ejemplo, es profesor y coordinador del Proyecto Personal del PAI) o le gustaría unirse a la Red de educadores del IB (IBEN), haga clic en Roles y puestos del IB, y podrá añadir otros roles.

¿Tiene alguna consulta?



Cuando su rol haya sido confirmado, verá el icono de "El IB responde". Allí tiene a su disposición miles de artículos de ayuda y también puede ponerse en contacto con el equipo del departamento "El IB responde". Si su rol todavía no ha sido confirmado, no tiene más que escribirnos un mensaje a support@ibo.org y estaremos encantados de ayudarle.

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

School Role

ATL Coordinator ⓘ	Register	CAS Coordinator ⓘ	Register
Community Project Coordinator ⓘ	Register	Deputy/Assistant Head ⓘ	Register
General and Academic Counselor ⓘ	Register	Group of Schools Affiliate ⓘ	Register
Head of Faculty ⓘ	Register	Head of Section ⓘ	Register
ICT Coordinator ⓘ	Register	Librarian ⓘ	Register
Personal and Professional Skills Coordinator ⓘ	Register	Personal Project Coordinator ⓘ	Register
Programme Associate ⓘ	Register	Reflective Project Lead Supervisor ⓘ	Register
Service Learning Coordinator ⓘ	Register	Teacher ⓘ	Register
University and Career Counsellor ⓘ	Register		

Rôles au sein de l'établissement			
Coordonnateur du cours d'approches de l'apprentissage ⓘ	S'inscrire	Coordonnateur du programme CAS ⓘ	S'inscrire
Coordonnateur du projet communautaire ⓘ	S'inscrire	Directeur adjoint ⓘ	S'inscrire
Conseiller général et scolaire ⓘ	S'inscrire	Affilié à des groupes d'établissements scolaires ⓘ	S'inscrire
Chef du personnel enseignant ⓘ	S'inscrire	Directeur de section ⓘ	S'inscrire
Coordonnateur des TIC ⓘ	S'inscrire	Bibliothécaire ⓘ	S'inscrire
Coordonnateur du cours de compétences personnelles et professionnelles ⓘ	S'inscrire	Coordonnateur du projet personnel ⓘ	S'inscrire
Adjoint au programme ⓘ	S'inscrire	Superviseur principal du projet de réflexion ⓘ	S'inscrire
Coordonnateur du programme d'apprentissage par le service ⓘ	S'inscrire	Enseignant ⓘ	S'inscrire
Conseiller d'orientation universitaire et professionnelle ⓘ	S'inscrire		

Función en el colegio			
Coordinador(a) de enfoques del aprendizaje ⓘ	Registrarse	Coordinador(a) de CAS ⓘ	Registrarse
Coordinador(a) del Proyecto Comunitario ⓘ	Registrarse	Subdirector de colegio ⓘ	Registrarse
Asesor(a) general y académico(a) ⓘ	Registrarse	Miembro de un grupo de colegios ⓘ	Registrarse
Jefe(a) del personal docente ⓘ	Registrarse	Jefe(a) de sección ⓘ	Registrarse
Coordinador(a) de TIC ⓘ	Registrarse	Bibliotecario(a) ⓘ	Registrarse
Coordinador(a) de Habilidades Personales y Profesionales ⓘ	Registrarse	Coordinador(a) del Proyecto Personal ⓘ	Registrarse
Asistente administrativo(a) del programa ⓘ	Registrarse	Supervisor(a) principal del Proyecto de Reflexión ⓘ	Registrarse
Coordinador(a) de Aprendizaje-servicio ⓘ	Registrarse	Profesor(a) ⓘ	Registrarse
Asesor(a) universitario(a) y profesional ⓘ	Registrarse		

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.

Version 2.0

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.

Test International School

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
Authorised: 22 September 2021
Language of instruction: ENGLISH
Gender: NONE
Boarding facilities: NONE
Students are currently registered for the following subjects:

Career-related Programme
Authorised: 16 December 2021
Language of instruction: ENGLISH
Gender: NONE
Boarding facilities: NONE
Students are currently registered for the following subjects:

OUR COORDINATORS

Diploma Programme
DPC Name
56 Aveue
chicago
4567
CA
UNITED STATES
[Contact coordinator](#)

Career-related Programme
CPC Name
18
Nankana Sahib
17
39100
PAKISTAN
[Contact coordinator](#)

OUR UNIVERSITY AND CAREER COUNSELLOR
Mr. John Doe
[Contact University and Career Counsellor](#)
[Access School Profile for Universities](#)

OUR UNIVERSITY AND CAREER COUNSELLOR

Mr. John Doe

[Contact University and Career Counsellor](#)

[Access School Profile for Universities](#)

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.isdedsu.de/

Programmes proposés



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 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 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

Niederheinstrasse 336
 Düsseldorf
 40489
 GERMANY

[Contacter le coordonnateur](#)

Programme primaire

Mr Christopher Coker

Niederheinstrasse 323
 Düsseldorf
 40489
 GERMANY

[Contacter le coordonnateur](#)

Programme du diplôme

Mr. Clinton Olson

Niederheinstr. 336
 Düsseldorf
 40489
 GERMANY

[Contacter le coordonnateur](#)

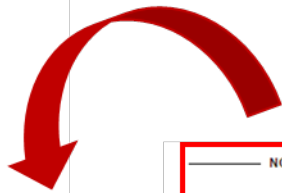
NOTRE CONSEILLER D'ORIENTATION

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 \(ne peut pas être écrit en français\)](#)

International School of Dusseldorf

Tipo: PRIVATE
 Director del colegio: Mr. Frank Tschan
 Colegio del Mundo del IB desde: 01 enero 1976
 País o territorio: ALEMANIA
 Región del IB: IB Africa, Europe, Middle East
 Código del colegio: 000065
 Url: www.isdedu.de/

Programas ofrecidos



Autorización del programa: 21 enero 2005
 Lengua de instrucción: INGLÉS
 Sexo: COEDUCACIONAL
 Régimen del colegio: DAY

Actualmente hay alumnos matriculados en las siguientes asignaturas:

PROYECTO PERSONAL



Autorización del programa: 02 junio 2005
 Lengua de instrucción: INGLÉS
 Sexo: COEDUCACIONAL
 Régimen del colegio: DAY

Actualmente hay alumnos matriculados en las siguientes asignaturas:



Autorización del programa: 01 enero 1976
 Lengua de instrucción: INGLÉS
 Sexo: COEDUCACIONAL
 Régimen del colegio: DAY

Actualmente hay alumnos matriculados en las siguientes asignaturas:

ESPAÑOL B

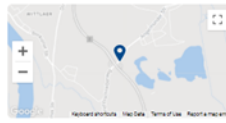
ESPAÑOL AB INITIO

JAPONÉS A: Literatura



[Volver a los resultados de la búsqueda](#)

[Guardar en mi lista de colegios](#)



COORDINADOR

Programa de los Años Intermedios

Ms Laura Maly-Schmidt
 Niederheinstrasse 336
 Düsseldorf
 40489
 GERMANY

[Datos de contacto del coordinador](#)

Programa de la Escuela Primaria

Mr Christopher Coker
 Niederheinstrasse 323
 Düsseldorf
 40489
 GERMANY

[Datos de contacto del coordinador](#)

Programa del Diploma

Mr. Clinton Olson
 Niederheinstr. 336
 Düsseldorf
 40489
 GERMANY

[Datos de contacto del coordinador](#)

— NUESTRO ASESOR UNIVERSITARIO Y PROFESIONAL —
 Keith Layman
[Contactar con el asesor universitario y profesional](#)
[Acceder al perfil del colegio para universidades \(no puede estar escrito en español\)](#)

[Cómo actualizar estos datos](#)



— NUESTRO ASESOR UNIVERSITARIO Y PROFESIONAL —

Keith Layman

[Contactar con el asesor universitario y profesional](#)

[Acceder al perfil del colegio para universidades \(no puede estar escrito en español\)](#)

[Cómo actualizar estos datos](#)

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.

The screenshot shows a web page for 'Test School - Plum' with a modal form titled 'Contact our University and Career Counsellor'. The recipient is 'Mr. John Doe'. The form includes fields for 'Your name*', 'Your email address*', and 'Your message*' (with a 500-character limit). A reCAPTCHA 'I'm not a robot' checkbox is present. A 'Send' button is at the bottom right, and a 'Cancel' button is at the bottom left. A disclaimer states: 'We do not record any personal information entered above.' The background shows school details like 'Type: PRIVATE', 'Head of school: Andy Flower', and 'Country / territory: UNITED STATES'.

The screenshot shows the French version of the contact form titled 'Contacter notre conseiller d'orientation'. The recipient is 'John Doe'. The form includes fields for 'Votre nom*', 'Votre adresse électronique*', and 'Votre message*' (with a 500-character limit). A reCAPTCHA 'I'm not a robot' checkbox is present. A disclaimer states: 'Nous ne conservons pas les données personnelles saisies ci-dessus.' The form has 'Annuler' and 'Envoyer' buttons at the bottom.

Contacte con nuestro asesor universitario y profesional
✕


Beneficiario **John Doe**

Su nombre*

Su dirección de correo electrónico*

Mensaje*
(500 caracteres como máximo)

I'm not a robot



reCAPTCHA
Privacy - Terms

La información personal indicada anteriormente no será guardada.

Cancelar
Enviar

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.

Version 2.0

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.

Role Application

University and Career Counselor

Category School Services	Role University and Career Counselor
School Name 1.	Programme Selection 2.
Programme Coordinator 3.	
School Profile for Universities 4.	
<p>"The IB will list your name as a UCC on your school's profile on the IB website so that universities and others can contact you. Your email address will never be shared."</p> <p><input type="checkbox"/> I have provided consent. 5.</p>	

Submit

Cancel

Candidature au rôle

Conseiller d'orientation universitaire et professionnelle

Catégorie	Rôles
Services aux établissements scolaires	Conseiller d'orientation universitaire et professionnelle
Nom de l'établissement	Sélection du Programme
1.	2.
Coordonnateur du programme	
3.	
Profil d'école pour les universités	
4.	
<p>L'IB va vous inscrire comme conseiller ou conseillère d'orientation universitaire et professionnelle sur le profil de votre établissement sur le site Web de l'IB pour que les universités puissent vous contacter. Votre adresse électronique ne sera jamais divulguée.</p> <p><input type="checkbox"/> Je donne mon accord.</p>	
5.	

Envoyer

Annuler

Solicitud de puesto

Asesor(a) universitario(a) y profesional

Categoría	Puestos
Servicios a los colegios	Asesor(a) universitario(a) y profesional
Nombre del colegio	Programa
1.	2.
Coordinador(a) de programa	
3.	
Perfil de escuela para universidades	
4.	
<p>El IB incluirá su nombre como asesor universitario y profesional en el perfil del colegio en el sitio web del IB (https://www.ibo.org/es/programmes/find-an-ib-school/) para que universidades y otras personas puedan ponerse en contacto con usted. Su dirección de correo electrónico no se divulgará.</p> <p><input checked="" type="checkbox"/> Doy mi consentimiento.</p> <p>5. Si dos o más personas de una institución dan su consentimiento para que se utilicen sus datos, se utilizarán los datos de la primera persona. Pídeles que retiren su consentimiento si necesita cambiar la persona que aparece publicada.</p>	

Enviar

Cancelar

Role Application

University and Career Counselor

Category	Role
School Services	University and Career Counselor
School Name	Programme Selection
<input type="text"/>	<input type="text"/>
Programme Coordinator	
<input type="text"/>	
School Profile for Universities	
<input type="text"/>	

"The IB will list your name as a UCC on your school's profile on the [IB website](#) so that universities and others can contact you. Your email address will never be shared."

I have provided consent.

If more than one person from an organisation provides consent for their details to be used, the details of the first person will be used. Please ask them to remove their consent if you need to change which person is published.

Candidature au rôle

Conseiller d'orientation universitaire et professionnelle

Catégorie	Rôles
Services aux établissements scolaires	Conseiller d'orientation universitaire et professionnelle
Nom de l'établissement	Sélection du Programme
<input type="text"/>	<input type="text"/>
Coordonnateur du programme	
<input type="text"/>	
Profil d'école pour les universités	
<input type="text"/>	

L'IB va vous inscrire comme conseiller ou conseillère d'orientation universitaire et professionnelle sur le profil de votre établissement sur le site Web de l'IB pour que les universités puissent vous contacter. Votre adresse électronique ne sera jamais divulguée.

Je donne mon accord.

Si plusieurs personnes d'une même organisation consentent à ce que leurs données soient utilisées, les données de la première personne ayant consenti seront utilisées. Demandez-lui de retirer son consentement si vous souhaitez que les données d'une autre personne soient utilisées.

Solicitud de puesto

Asesor(a) universitario(a) y profesional

Categoría Servicios a los colegios	Puestos Asesor(a) universitario(a) y profesional	<input type="button" value="Enviar"/> <input type="button" value="Cancelar"/>
Nombre del colegio <input style="width: 100%;" type="text"/>	Programa <input style="width: 100%;" type="text"/>	
Coordinador(a) de programa <input style="width: 100%;" type="text"/>		
Perfil de escuela para universidades <input style="width: 100%;" type="text"/>		


El IB incluirá su nombre como asesor universitario y profesional en el perfil del colegio en el sitio web del IB (<https://www.ibo.org/es/programmes/find-an-ib-school/>) para que universidades y otras personas puedan ponerse en contacto con usted. Su dirección de correo electrónico no se divulgará.

Doy mi consentimiento.

Si dos o más personas de una institución dan su consentimiento para que se utilicen sus datos, se utilizarán los datos de la primera persona. Pídeles que retiren su consentimiento si necesita cambiar la persona que aparece publicada.

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

Please agree to the terms and conditions




Please confirm your application

You are applying for the role of CP University and Career Counselor

I agree to the terms and conditions set forth in the IB Website Policy Terms and Conditions.

Debe aceptar las condiciones de uso.



Confirme su solicitud.

Está solicitando el puesto de Asesor(a) universitario(a) y profesional (Diploma Programme)

I agree to the terms and conditions set forth in the IB Website Policy Terms and Conditions.

Veuillez accepter les conditions générales.



Veillez confirmer votre candidature

Vous avez bien posé votre candidature pour le rôle de Conseiller d'orientation universitaire et professionnelle du Diploma Programme

I agree to the terms and conditions set forth in the IB Website Policy Terms and Conditions.

Envoyer

Annuler

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 Supprimer
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.

Personal Details

Role University and Career Counselor	School/Institute Test School - Plum
First Name * test	School Profile for Universities <input type="text" value="https://www.roseych.files/school-profile.pdf"/>

"The IB will list your name as a UCC on your school's profile on the [IB website](#) so that universities and others can contact you. Your email address will never be shared."

I have provided consent.

[Save](#) [Cancel](#)

Renseignements personnels

Rôle Conseiller d'orientation universitaire et professionnelle	Établissement/institution Stagetwo Test School change
Prénom * Elizabeth	Profil d'école pour les universités <input type="text" value="www.test.com"/>

L'IB va vous inscrire comme conseiller ou conseillère d'orientation universitaire et professionnelle sur le profil de votre établissement sur le site Web de l'IB pour que les universités puissent vous contacter. Votre adresse électronique ne sera jamais divulguée.

Je donne mon accord.

[Enregistrer](#) [Annuler](#)

Datos personales

Rol o puesto: Asesor(a) universitario(a) y profesional
Colegio: Stagetwo Test School change

Nombre *: Elizabeth
Perfil de escuela para universidades:

El IB incluirá su nombre como asesor universitario y profesional en el perfil del colegio en el sitio web del IB (<https://www.ibo.org/es/programmes/find-an-ib-school/>) para que universidades y otras personas puedan ponerse en contacto con usted. Su dirección de correo electrónico no se divulgará.

Doy mi consentimiento.

[Guardar](#) [Cancelar](#)

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

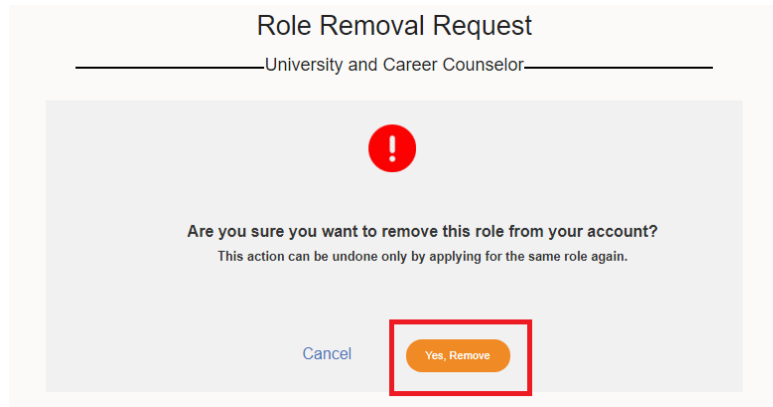
If you are leaving your UCC role at your current school, you will need to remove your role. In your My IB portal you have an overview of all your current roles. If you would like to remove the UCC role click **Remove** next to the role.

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

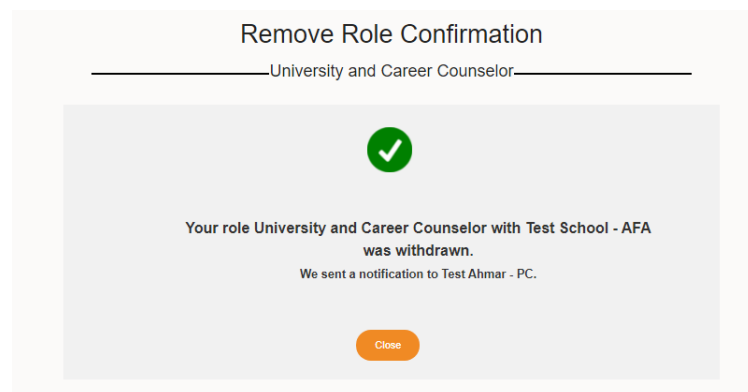
Rôle	Programme	Statut de la candidature	Établissement/institution	Matières	Date de début	Date de fin	Action
Conseiller d'orientation universitaire et professionnelle	Programme du diplôme	Candidat	Stagetwo Test School change		03-10-2022		Éditer Supprimer
Conseiller d'orientation universitaire et professionnelle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

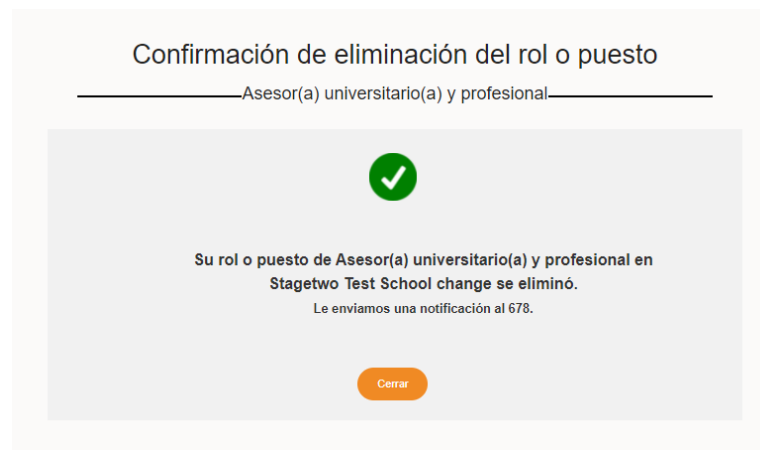
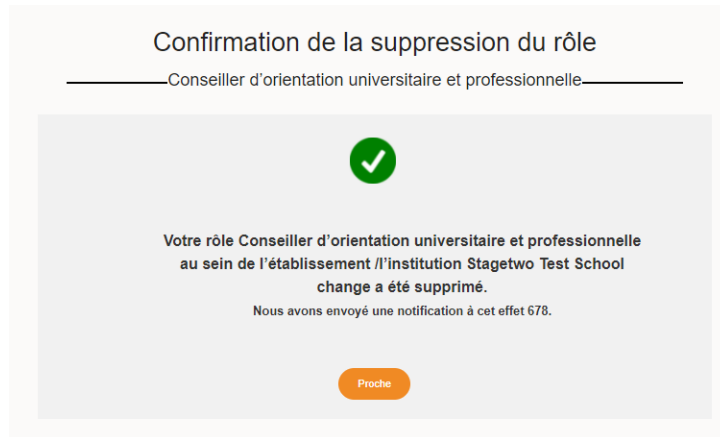
Rol o puesto	Programa	Estado de la solicitud	Colegio	Asignaturas	Fecha de inicio	Fecha de finalización	Acción
Asesor(a) universitario(a) y profesional	PD	Solicitante	Stagetwo Test School change		03-10-2022		Editar Eliminar
Asesor(a) universitario(a) y profesional	PD	Retirado	Universal Test		10-13-2021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

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



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





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 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).

English | Español | Français

IBIS - International Baccalaureate Information System

Thu, 24 Nov 2016 12:05:11 GMT Your login will expire in: 27m 57s

Feedback | System requirements | Contact us | Help | Logout

Diploma session: MAY 2017 School: 000001 - Test school of the world Role: DIPLOMA COORDINATOR

Home Candidate Subject Handbook School Library My shortcuts

Add to shortcut

Home page

Upcoming deadlines

7 DAYS CP status - Final deadline date for CS/ATL /LD/CRS status submission on IBIS.
01 December 2016
November 2015 session

7 DAYS CP status - deadline date for CS/ATL /LD/CRS status submission on IBIS

[View all deadlines](#)
There are 6 deadlines in the next 30 days.

News

November 2016 CAS status deadline - 1 December 2016
Posted on 24 Nov 2016
The deadline to indicate on IBIS whether November 2016 session candidates have completed the CAS requirement is 1 December 2016.

Options

Home

- News
- Workshop Registrations
- Handbook of procedures

[Customize](#)

Candidate

- Candidate results
- Candidate results reports
- Component grade report
- Candidate results CSV

[Customize](#)

Subject

- Subject examiners
- Mark entry
- Predicted grade entry
- IA mark entry

School

- School
- School person maintenance
- Teacher subject maintenance

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**.

Diploma session: MAY 2017 School: 000001 - Test school of the world Role: DIPLOMA COORDINATOR

Home Candidate Subject Handbook School Library My shortcuts

Add to shortcut

Home

Candidate registrations
Examination schedule
Candidate results

Upcoming deadlines

7 DAYS CP status - Final deadline date for CS/ATL /LD/CRS status submission on IBIS.
01 December 2016
November 2015 session

7 DAYS CP status - deadline date for CS/ATL /LD/CRS status submission on IBIS

[View all deadlines](#)
There are 6 deadlines in the next 30 days.

Options

Home

- News
- Workshop Registrations
- Handbook of procedures

[Customize](#)

Candidate

- Candidate results
- Candidate results reports
- Component grade report
- Candidate results CSV

[Customize](#)

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.

Candidate code	Candidate name	Requests	Action
000001-0001(gch049)	[Redacted]	0	• Add request
000001-0002(fyn769)	[Redacted]	0	• Add request
000001-0003(fyw629)	[Redacted]	0	• Add request
000001-0004(fvd858)	[Redacted]	3	• View request • Add request

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.

Request for results service:

Candidate gch049 - [Redacted]

Session MAY 2017

Category ANTICIPATED

Select institute

or search

Student ID/Application number

Course reference number

For the attention of

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

Request for results service:

Candidate gch049 - [Redacted]

Session MAY 2017

Category ANTICIPATED

Select institute

or search

Student ID/Application number

Course reference number

For the attention of

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.

Search for an institute:

Institute name

Country

[Continue](#)

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](#).

Search for an institute:


Institute name

Country

[Continue](#)

If you cannot find the institute you require you can request it be added below:

3. [+ Add](#)

 [View institutes in Excel](#)

Institute name	Country	City/Town	
1. American InterContinental University London	UNITED KINGDOM	London	2. Select
American University of London	UNITED KINGDOM	London	Select
BPP Business School (London, City)	UNITED KINGDOM	London	Select
Barts and The London, Queen Mary's School of Medicine and Dentistry	UNITED KINGDOM	London	Select
Birkbeck, University of London	UNITED KINGDOM	London	Select
Blake Hall College - London	UNITED KINGDOM	London	Select
CATS College London	UNITED KINGDOM	Cambridge	Select
Central Film School London	UNITED KINGDOM	London	Select

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.

Request for results service:

Candidate gch049 -

Session MAY 2017

Category ANTICIPATED

Select institute

or search [Search](#)

Student ID/Application number

Course reference number

For the attention of

[Cancel](#) [Continue](#)

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

Version 2.0

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.

Request for results service:

Institute	American InterContinental University London
Country	GB
Candidate	gch049 - View details

Request for results service form added successfully.

[Continue](#)

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.

Request for results service:

[Add request](#)

Candidate : gch049 - [View details](#) **Session :** MAY 2017

[Back to request list](#)

Request details

Existing result requests for this candidate	Format	Action
1 American InterContinental University London	ELECTRONIC	<ul style="list-style-type: none">View requestEdit requestDelete request

[Print university request letter](#)

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

Candidate code	Candidate name	Requests	Action
000001-0001(gch049)	View details	1	<ul style="list-style-type: none">View requestAdd request
000001-0002(fyn769)	View details	0	<ul style="list-style-type: none">Add request
000001-0003(fyw629)	View details	0	<ul style="list-style-type: none">Add request
000001-0004(fvd858)	View details	3	<ul style="list-style-type: none">View requestAdd request

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.

Version 2.0

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.

Search for an institute:

Institute name

Country

[Continue](#)

If you cannot find the institute you require you can request it be added below:

[+ Add](#)

[View institutes in Excel](#)

Institute name	Country	City/Town	
American InterContinental University London	UNITED KINGDOM	London	Select
American University of London	UNITED KINGDOM	London	Select
BPP Business School (London, City)	UNITED KINGDOM	London	Select
Barts and The London, Queen Mary's School of Medicine and Dentistry	UNITED KINGDOM	London	Select
Birkbeck, University of London	UNITED KINGDOM	London	Select
Blake Hall College - London	UNITED KINGDOM	London	Select
CATS College London	UNITED KINGDOM	Cambridge	Select
Central Film School London	UNITED KINGDOM	London	Select

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.

Asterisks (*) indicate required fields

Institute details:

Institute name*

Faculty/School*

Country*

Contact name*

Department

Address*

Telephone

Website*

Email*

[Cancel](#) [Continue](#)

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**

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.

Candidate code	Candidate name	Application number	Course reference number	Select	Include previous
000001-0001(gch049)	MOney Money	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	N/A
000001-0002(fyn769)	Samuelsson Henry	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	N/A
000001-0003(fyw629)	tesr test	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	N/A
000001-0004(fvd858)	test paul	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	N/A

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.

The screenshot shows the IBIS user interface. At the top, there are language options (English, Español, Français) and the system title 'IBIS - International Baccalaureate Information System'. Below this, the user's session information is displayed: 'Diploma session: MAY 2017', 'School: 000001 - Test school of the world', and 'Role: DIPLOMA COORDINATOR'. A navigation menu includes 'Home', 'Candidate', 'Subject', 'Handbook', 'School', and 'Library'. The 'Candidate' menu is expanded, showing options like 'Candidate registrations', 'Examination schedule', 'Candidate results', and 'Request for results services'. The 'Request for results services' sub-menu is open, with 'View by institute' highlighted in red. Other options in this sub-menu include 'Request by candidate', 'Request by institute', 'Summary by candidate', 'Summary by institute', 'Print migration certificate', and 'Print university letter'. The main content area shows a 'Home' section with 'Upcoming' events and a 'Candidate' section with links to 'Candidate results', 'Candidate results reports', 'Component grade report', and 'Candidate results CSV'.

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.

The screenshot shows the 'Edit / delete requests by institution' form. The dropdown menu is set to 'American InterContinental University London' and the 'Submit' button is highlighted. Below the form, a table shows a summary of requests for 'American InterContinental University London, UNITED KINGDOM'.

Candidate	Application number	Course reference number	For the attention of
000001-0001 - (gch049)			Edit Delete

[Add requests for American InterContinental University London](#)

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.

Diploma session: MAY 2017 School: 000001 - Test school of the world Role: DIPLOMA COORDINATOR

Home Candidate Subject Handbook School Library My shortcuts

Home

Upcoming

7 DAYS

7 /LD/CRS status submission

View all deadlines

There are 6 deadlines in the next 30 days.

Options

- Candidate registrations
- Examination schedule
- Candidate results
- Request for results services
 - Request by candidate
 - Request by institute
 - View by institute
 - Summary by candidate
 - Summary by institute
 - Print migration certificate
 - Print university letter
- Online Diploma reports
- Request for inclusive assessment arrangements

Candidate

- Candidate results
- Candidate results reports
- Component grade report
- Candidate results CSV

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.

Summary of request for results service by candidate

Session: MAY 2017

Total requests: 4

Candidate	Institution	Application number	Course reference number
000001-0001 (gch049)	American InterContinental University London UNITED KINGDOM		
000001-0004 (fvd858)	College of Engineering Trivandrum INDIA		
	Cardiff University UNITED KINGDOM		
	University of Toronto - Faculty of Dentistry CANADA		

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.

Diploma session: MAY 2017 School: 000001 - Test school of the world Role: DIPLOMA COORDINATOR

Home Candidate Subject Handbook School Library My shortcuts

Home

Upcoming

7 DAYS

7 /LD/CRS status submission

View all deadlines

There are 6 deadlines in the next 30 days.

Options

- Candidate registrations
- Examination schedule
- Candidate results
- Request for results services
 - Request by candidate
 - Request by institute
 - View by institute
 - Summary by candidate
 - Summary by institute
 - Print migration certificate
 - Print university letter
- Online Diploma reports
- Request for inclusive assessment arrangements

Candidate

- Candidate results
- Candidate results reports
- Component grade report
- Candidate results CSV

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.

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
<p>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.</p> <p>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</p>

results, Uni-Assist still needs the reports from the last two school years. For most universities, these are required as officially certified copies	
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.	
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).	
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. <i>You might be instructed by the institute to send the transcript both to Uni-Assist and to a state education board.</i> These are some of the state boards most transcripts are sent to (not an exhaustive list)	Bezirksregierung Düsseldorf
	Niedersächsisches Kultusministerium (Lower Saxony)
	Zeugnisanerkennungsstelle Für Den Freistaat Bayern (Bavaria)

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](#).

The screenshot shows the IB Diploma Coordinator interface. At the top, it displays 'Diploma session: MAY 2017', 'School: 000001 - Test school of the world', and 'Role: DIPLOMA COORDINATOR'. Below this is a navigation bar with 'Home', 'Candidate', 'Subject', 'Handbook', 'School', and 'Library'. A 'My shortcuts' section is on the right. The main content area has a 'Home' section with a 'Candidate registrations' dropdown menu. The 'Candidate' dropdown menu is open, showing options: 'Request by candidate' (highlighted), 'Request by institute', 'View by institute', 'Summary by candidate', 'Summary by institute', 'Print migration certificate' (highlighted with a red box), and 'Print university letter'. There are also 'Upcoming' deadlines and a 'Candidate' section with links to 'Candidate results', 'Candidate results reports', 'Component grade report', and 'Candidate results CSV'.

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.

Applied via/ Transcript destination	Institute
<p>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.</p> <p>Do not request for a public university to be added to IBIS, this is not necessary.</p>	
<p>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.</p> <p>Some of the destinations with most transcripts sent in the last few years include (and is not limited to).</p> <p>Please search IBIS for other institutes</p>	IE Universidad (IE Business School) - All campuses
	Ramon Llul University: ESADE (Escola Superior d'Administració i Direcció d'Empreses)
	Universidad Europea de Madrid
	Universidad CEU San Pablo

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**

Home

Candidate registrations

Examination schedule >

Candidate results >

Request for results services >

Online Diploma reports >

Request for inclusive access arrangements >

Enquiry upon results (EUR)

Potential university entrants

Candidate results reports >

Legalization requests

Withhold candidate results

Jpcom

17

DAYS

17

DAYS

29 January 2022
May 2022 session[View all deadlines](#)

There are 2 deadlines in the next 30 days.

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

Diploma session: MAY 2022 School: 000001 - Test school of the world Role: DIPLOMA COORDINATOR

Home Candidate Subject Resources School Library

Request for legalization of results

[New form](#) [Amend form](#) [View form](#)

Legalization request

Candidate*

Country of birth*

Country of legalization required*

The official IB Diploma Programme Results is the primary document that requires legalization. This document contains the subject results of the candidate.

IB Diploma Results IB Course Results

IB Diploma

Legalize IB Course Results, if Diploma not awarded?

The legalized document will be couriered to the school address for the attention of the Diploma Programme coordinator.

Name*

Position*

For further information, please contact the Cardiff office at legalization@ibo.org

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