

Certifying Documents for Admissions Purposes

The offer made to you, whether conditional or unconditional, will require you to provide original copies of the certificate/s stated in your offer and one form of photographic ID (usually a passport). These originals are usually provided at enrolment on campus.

We would expect every effort to be made to attend enrolment in person, however, for some postgraduate courses in particular, it may not be possible for the applicant to attend and therefore provide their certificate/s and photo ID.

If you have extenuating circumstances and are unable to provide certificate/s and photo ID in person to AECC University College please inform us via email at admissions@aecc.ac.uk stating the reason that you are unable to do so.

We will then send you a form to be completed by a **professional person or someone well-respected in your community** whom you choose to certify your documents. This could be a person in a profession (or retired from a profession) such as:

- Bank or building society official
- Councillor
- Chartered accountant
- Teacher or lecturer
- Solicitor
- Medical professional

It cannot be completed by someone related to you, someone living at the same address or someone in a relationship with you.

Photocopy the required photographic ID and certificate/s and then ask the person certifying to follow the instructions on the form.

Then either scan and email copies and form to admissions@aecc.ac.uk

Or send to:

Admissions Team
AECC University College
Parkwood Campus
Bournemouth
Dorset BH5 2DF

If you have any questions about this process, please feel free to contact us at the email address given.