Checklist
for submitting BU application documents

Please use the BU application checklist before submitting any BU application to make sure you have included all the documents we need to meet our entry requirements. This will help us to turn your application around quicker.

☐ **Degree certificate**
Official degree certificate issued by the degree-awarding institution (not affiliated colleges). An official translation is required **in addition** if the degree certificate is not in English.

☐ **Degree transcript**
Official transcript complete for all years of study and grades, or up-to-date transcript if you are currently studying the degree course. An official translation is required **in addition** if the transcript is not in English.

☐ **English language qualification**
Please check the entry requirements on our webpage:
English language requirements | Bournemouth University

☐ **Personal statement (PS)**
A PS should answer the following questions: Why this course? Why BU? What are the applicant's career aspirations? It should list any additional information relevant to the chosen course (e.g. skills and experience). The personal statement must be genuine and original. Refer to our tips on **how to write a personal statement**.

☐ **Academic and/or professional reference letter**
An academic reference letter must be received from a professional email address (personal email addresses are only acceptable in exceptional circumstances). If a letter is received from a non- professional email address or is uploaded by the agent/applicant, the letter must be written on headed paper, signed, stamped and dated within the last two years; If the applicant graduated a while ago and is unable to provide an academic reference we will consider a professional reference letter instead.

☐ **Portfolio (if required as part of the application)**
Check on the course page to see if a portfolio is required. If the portfolio file is larger than 4MB or is in a file format which cannot be accepted on myHub, a link to view the portfolio online should be provided instead (e.g. Dropbox, Google Drive, Behance). The portfolio must be complete, as later submission of additional work pieces will not be accepted.

☐ **A copy of applicant's valid passport**
The passport image must be clear and in colour. A copy of the passport needs to be uploaded to myHub before we can issue a CAS for the applicant.

☐ **Any other additional documents**
This may be a CV, any additional certificates or any other documents which may help support the application. It may also be an ID verification, if the applicant's name on documents differs, for example after marriage.

Bournemouth University treats the possibility of admission fraud seriously and takes robust action against applicants in such cases. If we find that fake documents or false information has been submitted, we may withdraw or reject the application and any others made by the same person.

For any questions, please contact us at **iat@bournemouth.ac.uk**.