

Pre-enrolment Checks for New Students

Before someone can enrol at St Mary's University, checks are made against the following:

- **Qualifications** – we verify they meet GCSE requirements and verify their Level 3 results (for BA) and degree results (for PGCE)
- **References** – these come via UCAS or DfE – for BA it is one reference and for PGCE it is two – one academic and one professional – we don't accept references from friends/family or from generic email addresses.
- **Immigration** – we verify that they are legally entitled to live and study in the UK – if they do not have a UK or Irish passport we obtain copies of UK Residence Permits or we check the Home Office website for confirmation of settled or pre-settled status
- **Fitness to Teach** – offer holders complete our medical form and if anything is declared it is reviewed by an external Occupational Health provider
- **DBS** – We will accept an Enhanced DBS if it is on the update service and we will check the update service. If not, we work with them to obtain a new UK Enhanced DBS via First Advantage. We will check 3 ID documents, one which includes a photo and one which confirms current address – we follow [UK government guidelines](#). The DBS check includes a check of the Children's Barred List.
- We ask for legal documents to show any name changes
- We ask for clarity on any gaps in education and employment
- We may carry out online searches as part of our due diligence
- We ask all candidates to complete this prior to interview:
[Primary Pre-Interview Form](#)
[Secondary Pre-Interview Form](#)
- If the applicant has lived outside of the UK for 6 months or more during the last 5 years or is currently living outside of the UK then we ask for police checks from those countries – they can get these themselves or we can request these via First Advantage.