Prospective employers want to know what academic qualifications you have obtained. If you have gained qualifications outside the UK, you may have to explain to UK employers what the equivalent qualification level and its grade might be in the UK education system.

**Q:** Is there an organisation in the UK that can tell me how my home country qualifications compare to UK qualifications?

Yes. The National Academic Recognition Information Centre for the United Kingdom (UK NARIC) is the official organisation which can tell you UK equivalents in relation to your qualifications. [eccitis.co.uk/naric/](http://eccitis.co.uk/naric/) +44 (0)871 330 7033  Fax: + 44 (0)871 330 7005  feedback@naric.org.uk

You can telephone UK NARIC directly. When you call you must have the following information ready:
- country
- exact title of your qualification
- exact name of the awarding body/institution
- duration of study for that qualification

(The telephone call may take several minutes, so try and call from a landline if possible.)

If you need an official document to confirm the comparability of your qualification you can purchase a ‘Statement of Comparability’ from UK NARIC. There is a £59.40 charge for this document. **NB: UK NARIC can only tell you the equivalent level of study; it cannot tell you how many UCAS points your equivalent qualification scores.** (See information about UCAS points on the back of this sheet).

**Q:** I took my first/undergraduate degree in another country. My degree result is not described in the same way as the UK undergraduate degree result or ‘classification’. How do I ‘convert’ my result?

<table>
<thead>
<tr>
<th>Percent Range</th>
<th>Grade</th>
<th>Grade Point</th>
<th>Pass/Fail</th>
<th>Degree Classification Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>75-100</td>
<td>A+</td>
<td>4.5</td>
<td>Pass</td>
<td>First Class</td>
</tr>
<tr>
<td>70-74</td>
<td>A</td>
<td>4.0</td>
<td>Pass</td>
<td>First Class</td>
</tr>
<tr>
<td>65-69</td>
<td>B+</td>
<td>3.5</td>
<td>Pass</td>
<td>Upper Second Class</td>
</tr>
<tr>
<td>60-64</td>
<td>B</td>
<td>3.0</td>
<td>Pass</td>
<td>Upper Second Class</td>
</tr>
<tr>
<td>50-59</td>
<td>C+</td>
<td>2.5</td>
<td>Pass</td>
<td>Lower Second Class</td>
</tr>
<tr>
<td>45-49</td>
<td>D+</td>
<td>1.5</td>
<td>Pass</td>
<td>Third Class</td>
</tr>
<tr>
<td>40-44</td>
<td>D</td>
<td>1.0</td>
<td>Pass</td>
<td>Third Class</td>
</tr>
<tr>
<td>0-39</td>
<td>Fail at Resit</td>
<td>0</td>
<td>Fail</td>
<td>--</td>
</tr>
</tbody>
</table>

**Useful Modules on the Careers Resource Portal:**
Career Options and Skills, CVs and Covering Letters

**Other Hot Tips you may find useful:**
CVs; Covering Letters; Application Forms; Skills; STAR describing your skills

**Careers Hot Tips Series**
[www.brookes.ac.uk/careers](http://www.brookes.ac.uk/careers)
There is a useful equivalency table on the UK government National College for Teaching and Leadership website. This only relates to degree level study, but could be useful if you want to know how your degree and its classification compares to a UK undergraduate degree. See: https://www.gov.uk/government/publications/overseas-degree-equivalency-table-and-methodology

**UCAS Tariff or UCAS Points**

Q: I am completing an employer’s application form. It has a question which asks for the number of ‘UCAS Points’ I have. What does this mean and how do I calculate the number of points I have?

**UCAS** is The Universities and Colleges Admissions Service. When students in the UK apply for university they are usually offered a place on the basis of their GCE Advanced Level examinations or ‘A’ levels. Most students aiming for university take ‘A’ levels in 3 different subjects or more. These ‘A’ level grades are converted into UCAS Points:

More information can be found on the UCAS website at: https://www.ucas.com/advisers/guides-and-resources/information-new-ucas-tariff-advisers

Example: A student who obtains 3 ‘A’ levels at a grade B (BBB) scores 300 points or 120 under the new system.

The UCAS website has some useful information at: [www.ucas.ac.uk/students/ucas_tariff/](http://www.ucas.ac.uk/students/ucas_tariff/).

You can also contact UCAS for further information: ☎️ +44 (0) 371 468 0 468 Twitter: ucas_online FB: UCAS

**NB:** UCAS will not be able to convert your international qualifications directly in to UCAS Points.

Some of the large graduate employers have useful information on their websites about the minimum international qualifications they expect their successful applicants to have. For example: Deloitte: https://www2.deloitte.com/uk/en/pages/careers/articles/international-academic-requirements.html

HSBC: [http://www.hsbc.com/careers/frequently-asked-questions](http://www.hsbc.com/careers/frequently-asked-questions) (look at the information under ‘Students and graduates’ and then the questions under ‘Global Graduate Programmes & Internships’)

There is also a UCAS Points calculator on the UCAS web site which you can use once you have worked out what the UK equivalent qualification and grade is for your non-UK qualification: https://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/tariff/calculator

The World Education Service website at [www.wes.org/gradeconversionguide/](http://www.wes.org/gradeconversionguide/) is a free service which provides a comparison of your qualification’s grades with United States grades. You next convert to UK grades and work out the UCAS points.

Q: I do not know my UCAS points score? How can I complete the application? You could try the following:

- telephone or email the employer to ask what you should put on the form in answer to the question about UCAS Points
- add a comment about your actual qualifications and results in the 'Additional Information' box on the form