



OFFICIAL IBQA-USA RESOURCE

Qualification Assessment Checklist

Document-preparation checklist for qualification and credential review

Document Code

QA-CL-01

Version

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Scope note: IBQA-USA qualification assessment is an independent private assessment service. Final acceptance, equivalence, licensing, admission, immigration or employment decisions remain with the relevant receiving authority or organisation.

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Use this checklist before submitting a qualification, training credential or learner-record assessment request. Clear, complete and traceable records reduce delays and help the review remain within the requested scope.

1. Applicant identity

- ✓ Full legal name exactly as shown on submitted credentials.
- ✓ Date of birth or other identity fields required by the applicable service route.
- ✓ Current email and contact details.
- ✓ Government-issued identity evidence where required for identity matching.

2. Qualification documents

- ✓ Final certificate, diploma, award or credential being assessed.
- ✓ Mark sheet, transcript, statement of results or academic record.
- ✓ Programme title, duration, study mode and dates of attendance/completion.
- ✓ Issuing institution name and location.
- ✓ Registration, enrolment or certificate number where available.

3. Supporting evidence

- ✓ Programme syllabus or curriculum where level/content review requires it.
- ✓ Institution verification contact or public verification link if available.
- ✓ Professional registration or licensing record where directly relevant to the request.
- ✓ Certified translation where documents are not in the accepted working language.

4. Document quality checks

- ✓ Submit complete pages with all edges visible.
- ✓ Do not crop seals, signatures, registration numbers or reverse-side information.
- ✓ Use clear colour scans or high-quality PDF copies where possible.
- ✓ Do not alter names, dates, grades, seals or other credential content.
- ✓ Name each file clearly so the reviewer can identify the document type.

5. Assessment boundaries

- ✓ A qualification assessment is limited to the evidence and service scope stated in the request.
- ✓ Assessment does not automatically create university admission, credit transfer, immigration equivalence, employment entitlement or professional licensure.
- ✓ Where a regulated authority must make the final decision, the applicant remains responsible for submitting the required evidence to that authority.

6. Final submission check

- ✓ Identity details match the qualification documents.
- ✓ All required certificates and transcripts are included.
- ✓ Any name difference is explained with supporting evidence where required.
- ✓ Documents are readable and correctly oriented.
- ✓ The requested assessment purpose and scope are clearly stated.

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This document is applicant guidance. The applicable application, agreement, decision record, certificate, verification record or written approval controls the actual service scope.