

# **Verification Guide**

Atlanta College of Liberal Arts and Sciences has partnered up with QualificationCheck to proceed the education verification. Please note that verification payments will need to be completed on your own. Please note that two different organizations are providing different purposes.



To know how to verify your certificate, please read the guide below

# **Qualification Check Verification Check**

Ensuring the authenticity of academic degrees is crucial for both employers and educational institutions. With the increasing prevalence of fraudulent claims, a robust verification process is essential. If you have earned a degree from Atlanta College of Liberal Arts and Sciences and need to verify it, Qualification Check offers a streamlined and reliable solution.

#### Why Qualification Check?

They will help to confirm qualifications are genuine. Global Verification provides global primary source verification of academic and professional qualifications and licences to practise.

#### **Step-by-Step Guide to Verification at Qualification Check**

#### Step 1: Sign Up and Register as An Individual

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	Register as an organisation	Register as an individual	S. Contraction of the second s
i. Ola l	Select to gain access to:	Select to gain access to:	
*** <sub>6</sub>	<ol> <li>A Verifications Dashboard with information regarding all of your checked employees/applicants/candidates.</li> </ol>	<ol> <li>A Digital Verifications Wallet which will contain all of your past and present verified credentials.</li> </ol>	
	Action Required 4 Perding Verified 6 Verified 318	> 2000           > 2000           Education History           11 30 18 %	
	- Education Verification	> B High School History 01 20 14-	
	EUGUADION Venimicality     Eugenitation	> 🔂 Employment History 01 10 9~	
	Country	> <a>&gt; <a>&gt; <a>&gt;</a></a> <a>&gt; <a>&gt;</a></a></a>	
1		> Professional Certificates 01001~	X Hi. Need any help?
	<ol> <li>The MI Analytics Platform which shows all of your verification data &amp; insights.</li> <li>Credit/Debit card or Invoice Payments (subject to terms).</li> <li>Multiple Account Organisation Structures and User Access rights.</li> </ol>	<ol> <li>The Sharing Centre to share your credentials publicly or privately.</li> <li>Payment by Credit/Debit card.</li> <li>Online Chat Support.</li> </ol>	

Click here to go to this website, and Select 'Register as an individual'

Provide your information, such as your name, and email address. Make sure your information is correct. Once your account is created, you will have access to the verification dashboard.

	V-, Alaster	
Register as o Please fill out the follow	In individual	
I you have b	en invited to be register by, or in application to, another organisation please use their specific registration URL they have ou in order to attach your account to theirs.	and a second
First name *	The first name field is required	
Lost nome *	The last name field is required	A CONTRACTOR
I understand that	Your email will be your unique username used to log into QualificationCheck.com The email field is required am registering for an individual account and confirm I have not been invited to register by, or in application to, another	
organisation. * The terms field is required	Please resolve the errors above.	
Bock	Register Already registered? Login instead	
	and the second sec	

# Step 2: Submit a Verification Request

	i New Verification				info@aclas.college Current credit: £0.00
HOME Mashedard	Start	Verification Deta	ils Payr	nent Details	View Result
	Education	High School	Employment	Professional	Professional
	-     0     +       Add one per qualification.	-     0     +       Add one per school.	- 0 + Add one per institute.	- 0 + Add one per license.	-     0     +       Add one per certification.
	Individual's Details First name *				
😧 FAQS	Middle name Last name *				X Hi. Need any help?

After logging in, you can submit a new verification request. Here's how:

Click "New Verification" > Select "Education +"

Next, enter your information:

Provide the necessary details such as your full name, date of birth, and click Next' once you have done

	Start				View Result
HOME  ASHBOARD  NEW VERUPCATION	Education - 1 + Add one per qualification.	High School - 0 + Add one per school.	Employment History - 0 + Add one per institute.	Professional License - 0 + Add one per license.	Professional Certificate - 0 + Add one per certification.
	Individualla Dataila				
BUY CREDIT	First name *				
	Middle name				
COUNTRY INSIGHTS	Last name *				
	Date of birth *	DD/MM/YYYY			
FAQS	Your Reference				Hi Need any help?
		The reference number used to track this co	ise in your internal system if you ha	ve one.	Next 2

Fill in your individual's details, make sure they are correct

### **Step 3: Enter Verification Details**

Enter the Institute name 'Atlanta College of Liberal Arts and Sciences'

(		INew Verification		info@aclas.college Current credit: £0.00
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+	NEW VERIFICATION	Start	Verification Details	View Result
Ð	VERIFICATION HISTORY	Education Veri	fication	
8	BUY CREDIT	Institute Search		Мар
:=	INVOICES	Select an institute to verify	y where an individual studied at:	
Ø	COUNTRY INSIGHTS	Institute name		
4	ACCOUNT	Country		~
0	FAQS			× Hi. Need any help?
•	LOGOUT			

Once you have selected, you will see the 'Institute Details' with the name of institute, country, price, and details for required documents

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🛈 номе	Start	Verifi	cation Details		
Ma DASHBOARD					
	Education Ver	ification			
	Institute Details				
	Institute	Atlanta College Of Liberal A	rts And Sciences Change		
	Country	United States			
	Price	Our Price Institute Surcharge	£30.00 £0.00		
		Total	£30.00		
7 FAQS	Required Documents	1. Consent Form		da unio datam balan	
		Ensure you have these doct	ments to nana, you will need	a to upioud diem below.	X Hi. Need any help?

This is the page after you selected our institution

Scroll down and you can see the qualification details section:

Fill in your education details,

- Enrolment Status: Select 'Post student' if you are graduated
- Enter your student ID, Date of issue (certificate issued date)
- Course Name: Master of Business Administration/ Doctor of Business Administration/ OTHERS
- Qualification: Master's Degree/ Doctorate

	Qualification De	tails
<b>Ш</b> номе	Enrolment Status	Past student O Current student
他 dashboard	Student Id *	
		Must be the Student Id issued by the institute at the time of study.
	Date of Issue *	DD/MM/YYYY
	Course *	
	Qualification *	
•	Classification	
COUNTRY INSIGHTS	Enrolment Year *	
	Graduation Year *	
7 FAQS	Comments or	X Hi. Need any help?
	Additional Requests	

Scroll down and you can see the 'Documents' section:

	Documents
<b>Ш</b> номе	Mandatory documents that are required by the institute in order to process a verification are marked with a asterisk below. You can also use "Add another document" to add any further documentation you feel might be useful. (Must be pdf file type)
MA DASHBOARD	
	Consent Form Add another document
BUY CREDIT	
E INVOICES	
COUNTRY INSIGHTS	+ Add another Education Verification
ACCOUNT	Terms & No
FAQS	Consent <ul> <li>I hold the written consent of the individuals named above and have provided copies of these consents where requested.</li> <li>I agree to the terms and conditions and privacy notice for use of this service.</li> <li>Hi. Need any help?</li> </ul>
	I acknowledge that the above details and my associated personal data may be passed to an institution, organisation, partner or agent out. The EEA.

For the consent form, move your mouse to the section, click 'Download' and you will be able to see the page below

# Documents

Mandatory documents that are required by the institute in order to process a verification add any further documentation you feel might be useful. **(Must be pdf file type)** 





The example of consent form after you clicked download

Sign the consent form, and save it as a pdf to upload to the 'Consent Form' section. After that, **continue uploading another document such as your certificate**, and education transcript

Mando add ar *	atory documents that are required by the institute in order to process a verification are marked with a asterisk below. You can also use "Add another document" to ny further documentation you feel might be useful. (Must be pdf file type)
	? Particular   Consent Form Add another document   Add another document S additional documents as supporting evidence.
+ Add a	Inother Education Verification
rms & nsent	No     I hold the written consent of the individuals named above and have provided copies of these consents where requested.     I agree to the terms and conditions and privacy notice for use of this service.

After that, click Yes to accept Terms & Consent

# Step 4: Payment Details

After that, click 'Next' and proceed with your payment by choosing your preferred payment options

	<b>)</b>				
	Start		Payment Details		
M DASHBOARD	Your Order Review your order and pay using a	credit or debit card below			
	Item		Our Price	Institute Surcharge	Total
	<b>Testing Name</b> Atlanta College Of Liberal Arts Ar	nd Sciences	£30.00	£0.00	£30.00
	Edit verifications				
	+ Add another verification				
	Payment Details				
ACCOUNT	Your credit or debit card details to p	ay for this order			
Praqs	Card				× Hi. Need any help?
🗭 LOGOUT	GPay) Google Pay				

Once you have done the payment, you will receive your verification results within a few days!