# Disclosure and Barring Service - Advice and Guidance for Applicants

## Police Check/Certificate of Good Conduct

### Completing the Check (International/EU domiciled applicants)

All “International/EU domiciled applicants” or “home” applicants who **have not resided in the UK within the past 5 years** will be required to provide a Police Check (Often referred to as a Certificate of Good Conduct).

**A Certificate of Good Conduct is requested in place of a DBS Check for all courses except Nursing & Social Work. (NHS & Care Council regulations)**

You will need to provide a Certificate of Good Conduct from each country that you have resided in within the past 5 years (minimum duration 6 months – some countries may be longer check the link below)

This must be dated no later than the 1st January of the year of entry (eg 1/1/2018 – Entry Year 2018)

The following link gives an A-Z list of countries and explains exactly where you can obtain a Certificate of Good Conduct from for each country.

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

We accept a scanned copy of this document, if the document is not in English or Bi-Lingual we will also need a certified translated copy. Please send your document to dbsenquiries@southwales.ac.uk.

The embassies in various countries may ask for a letter of intent from us. The offer email we sent you stating that a Police Check is required can be used for this purpose.

### Additional information for all applicants

* Whilst you may have met the academic conditions of your offer, the guarantee of a place at the University of South Wales remains **provisional pending receipt of a satisfactory Certificate of Good Conduct**. You will **not** be permitted to enrol until this process has been completed and all necessary formalities concluded.
* Where a Certificate identifies a conviction Enquiries and Admissions will contact you and you will be asked to send in your certificate. A Panel may be convened to consider your suitability to undertake the course applied for. At this stage additional information may be evident on the Certificate that does not permit you to study at the University and your offer of a place will be revoked, and this will be communicated to you either by a member of the Panel or by the Admissions Manager. Where your Certificate is clear the University will update its records and you will be able to enrol.
* If the Panel determines that the offence(s) do **not** debar you from the course, this will be communicated to you either by a member of the Panel or by the Admissions Manager, and you will be allowed to enrol.
* Appeals against a Panel decision can only be considered where you can demonstrate that a procedural failing has occurred, which resulted in all the materials provided by you not being considered.