**Agreed Sept 2018:**

**Acceptability of documentation for students graduating from a Mexican University**

Based on intelligence gathered by the International Office it is understood that students are only able to request the final matriculation certificate, which includes the words ‘Titulo de’, after graduation and this request can take several weeks. While ENIC (previously NARIC) currently advise that this wording is required to confirm successful completion of the full programme this is causing significant problems for the majority of our Mexican applicants, particularly those who require an unconditional offer to be able to apply for funding.

After consideration of the low risk associated with accepting alternative documentation it has been agreed at an institutional level that the following should be accepted:

* A university transcript, which includes the degree title (without the wording ‘Titulo de’), final GPA and a breakdown of module grades. This document should bear the university stamp.
* Plus, the final matriculation certificate or an official letter from the university confirming matriculation, which should be produced upon registration at the University of Leeds.

Where there are no further requirements (e.g. English Language) to be added to the offer the above is acceptable in order to make an unconditional offer. **Please ensure that the candidate is clearly notified of the need for the second document in order to register at the University.**

**Agreed March 2021:**

For those applications submitted without the academic documentation we require from their Mexican institution, the following should be included on the offer letter for relevant conditional offers…

**Academic condition text for offer letters:**

“An official transcript from your university to include the degree title, final GPA of [**insert 2:1/2:2 equiv**] or above and module/subject results.

**Exception text for unconditional offers:**

“Your final matriculation certificate or official letter from your university confirming matriculation must be presented when you commence registration at the University of Leeds.”