Instructions for submitting your GradStat application

The GradStat application form has 3 sections.

Section 1 – Personal details

Section 2 – Qualifications

To complete this section you will need:

- Details of the qualification(s) you wish to submit for consideration, including award date(s) and the titles of the individual modules taken.

Section 3 – Declaration

Please add your signature and the date.

The system allows you to save your form at any time and log back in and complete it later. Once submitted, the form will be locked and cannot be edited. If you need the form to be unlocked, please e-mail qualifications@rss.org.uk for assistance.

After you have completed the application form, you will automatically be taken back to the application screen. You then need to complete 3 further tasks

1. Add your signature to the Authority to Release information form

2. Upload electronic copies of your degree certificate(s) or award letter(s). The system will expect you to upload the same number of certificates as qualifications specified in your application form.

3. Upload electronic copies of your degree transcripts (an official university document showing the modules taken and marks obtained). The system will expect you to upload the same number of transcripts as qualifications specified in your application form. (Note - if your degree is formally accredited by the RSS, then you will not be required to complete this task).

When all the tasks on the submission screen are shown as complete (in green), please click on the "Submit Application" button. You will then receive a confirmation e-mail with your application reference number.