Process Overview

Overview of the DBS process for Pre-Clinical Medicine or Veterinary Medicine applicants

DBS applicant pack sent to all prospective students in February

Students return the completed DBS application form, together with documentary evidence and proof of payment to their prospective College Tutorial Office/Admissions Office by no later than 30 April

The College checks the form and completes Sections W and X

All original ID documents are returned to the applicants. Copies are retained by the College in case the DBS has any queries at a later date

The College sends the application form to the University DBS Counter-Signatory at the Student Registry, for final checks, completion of Section Y and for forwarding to the DBS

The DBS will take up to 4 weeks to process your application

The DBS will send one copy of the Disclosure Certificate to the applicant. The applicant then has the following options:

Option One: Subscribe to the DBS Update Service
The applicant subscribes to the Update Service and then informs the Student Registry of their Certificate Disclosure Number. The Student Registry uses this to check the status of the Disclosure online

Option Two: Send your Disclosure Certificate to the Student Registry
The applicant sends their certificate to the Student Registry, who will make a copy and then return the original

When the Student Registry has either seen the original Disclosure Certificate or checked the status online through the Update Service, the prospective College will be informed of the result