**Internal Disclosures - Frequently Asked Questions**

**Thank you for submitting your Internal Disclosure Form. We require all applicants who are applying for a course with a DBS requirement truthfully and accurately complete this form.**

**I have submitted an Internal Self-Disclosure Form, what happens next?**

We will review all forms and will consider each disclosure individually. We will treat each disclosure confidentially, and will only discuss the matter with necessary members of staff. If you have not listed a disclosure on your form, your form will be filed with your application and checked for accuracy.

**I have declared a criminal conviction/caution/reprimand/warning, what happens now?**

In most cases, having a criminal record will not prevent you from studying at St George’s, but there are some offences that we need to consider. Once we have reviewed your Internal Self-Disclosure form, your information will be passed on to SGUL’s Student Conduct and Compliance team who will convene a DBS Panel to assess whether the offence is likely to present a barrier to you attending clinical placement or working in a registered profession . In order to do this, we will ask you to complete a DBS check earlier than other applicants. We will contact you if this is necessary. The list of convictions that will prevent us from considering your application can be seen here:

**I need to start my DBS check, how do I do this?**

St Georges, University of London uses an external company called GBG Online Disclosures to conduct all of our DBS checks. If you have declared criminal conviction/caution/reprimand/warning, we will send you a PIN code and a secret word to use on the GBG Online Disclosures website so they know that we have asked you to conduct a DBS check. You will be required to log onto the GBG Online Disclosures website, and select a number of documents to prove your identity. You will then be asked to visit a local Post Office where a member of post office staff there will verify your identity and assist you with submitting your application. Once your DBS certificate has been sent to you, we will need see a copy of your DBS certificate. Further information will be sent to you on receipt of your Internal Self-Disclosure form, or if you receive an offer and make us your firm choice.

**I am an international student and can’t get a UK DBS unless I live in the UK, what do I do?**

Don’t worry, we will ask you to carry out an In Country Police Check which we will use in lieu of a UK DBS check. You can find out how to carry out an In Country Police Check on the UK Gov’s website: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>. Please note, you will be required to complete a UK DBS check should you enrol at St George’s.

**I have declared previous employment and /or educational disciplinary and /or fitness to practise proceedings, what happens now?**

Initially, your form will be reviewed by the Assistant Registrar for Admissions and the course’s Admissions Tutor and a decision will be made as to if there is cause for further investigation. In most cases, your declared information will not disrupt the admissions process and your form will be filed with your application. If we do need to discuss your circumstances with you further or contact a previous HEI or employer for verification, we will contact you directly.

**Any other questions?**

Please feel free to contact the Admissions Team with any further questions on admissions@sgul.ac.uk.