University of Oxford e-Documents Service

Digital Degree Conferral Letters

What is a Digital Degree Conferral Letter (dDCL)?

The 2020 pandemic has caused delays in producing the paper transcripts for recent graduands and has prevented graduands from having their degrees formally conferred at a ceremony. In the absence of the paper transcript and a formal conferral, the digital degree conferral letter (dDCL) provides a means for students to verify their qualification from Oxford.
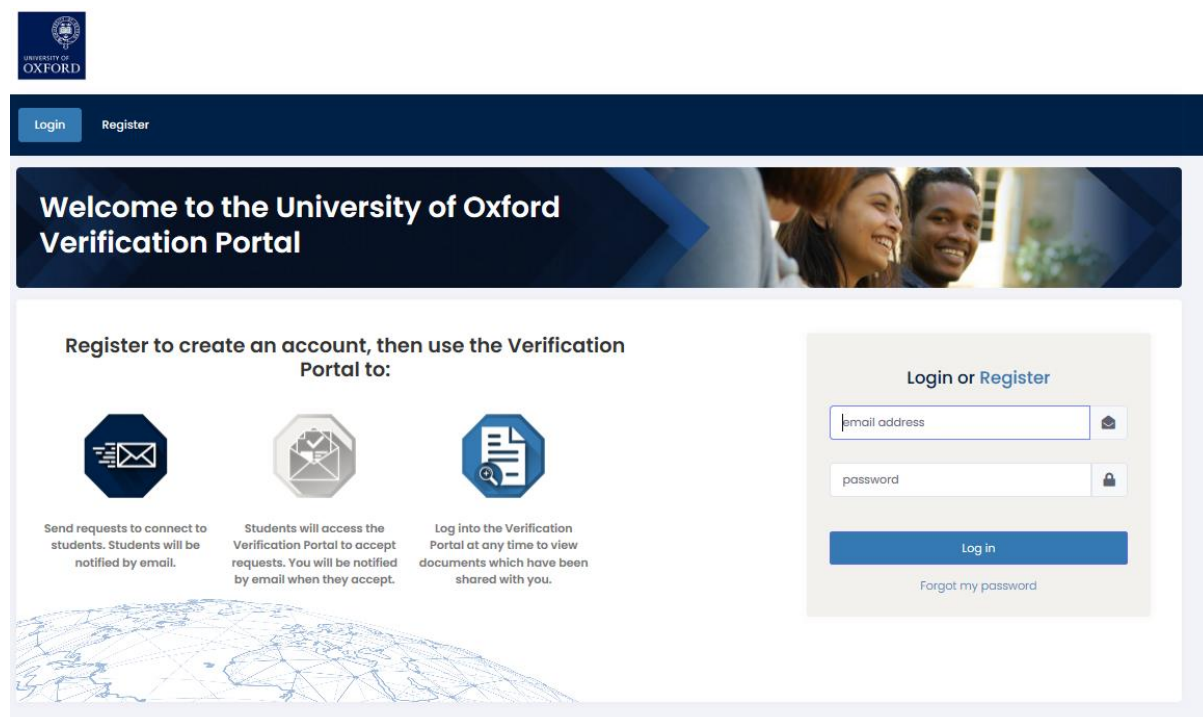
The dDCL is a replica of the paper Degree Confirmation Letter and presents a student's name, the awarding institution (ie University of Oxford), their Award and Award classification, dates of study and their college.

The dDCL is shared via the Cloud working with a company called Advanced Secure. Advanced Secure works with many universities to provide paper and digital award and qualification documentation.

How can I access one?

Alumni can request a dDCL via our online store. A link to access their dDCL will be emailed to them once their dDCL is ready to view. They can then choose to create connections with third parties and share their dDCL with them.

If a dDCL has been shared with you, you will receive an email with instructions of how to access the Verification Portal. The portal will look like this:

1. Registration

On your first visit you will need to Register – to do this you will need to provide the following information: email address, first name, last name. These details should match the information which the alumni has provided to us, to share their documents with you.
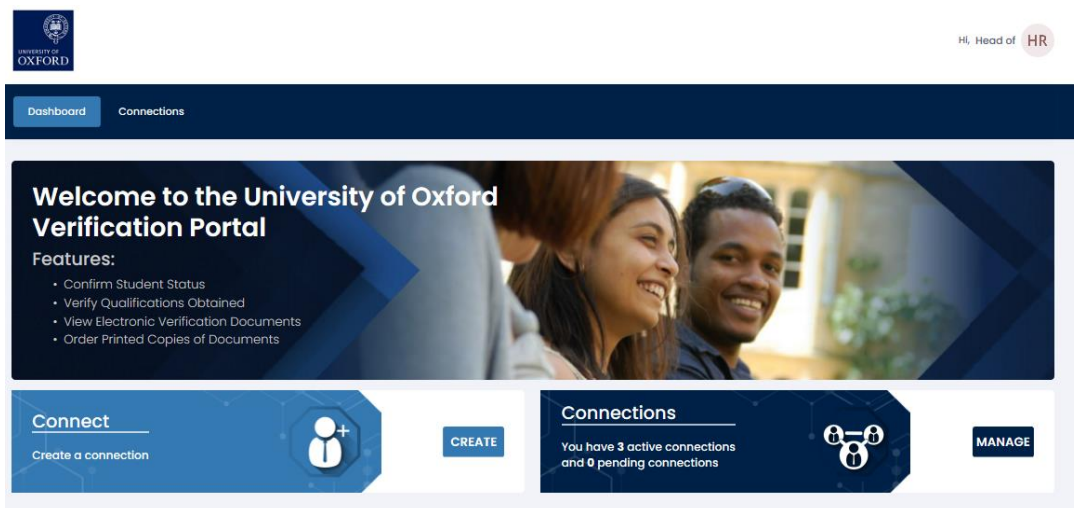
Once registered, you will receive a confirmation email. You must click the link in this email to confirm your email address, before you can log in.

2. Login

Details to provide are:

- Username – this is your email address.
- Email address – This can be changed from within your profile.
- Password – This can be changed from within your profile.
- Locked out – If you become locked out you can either wait until the system automatically unlocks you or contact support using the details provided in the link (during normal office hours Mon-Fri 9-5).

Then you will be able to see your connections in 'Connections', or add new connections in 'Connect'.

3. Viewing a dDCL

You can view dDCLs which have been shared with you from within the connections area. Clicking 'Connections' will display a list of all your active connections. Clicking the magnifying glass next to each connection allows you to view underlying documents shared with you.

Each dDCL contains a smartverify QR code in the bottom left hand corner, which can be scanned using a smartphone to verify that this is an active and authentic dDCL document.

Any questions

About your student record or and a problem accessing the system then please contact documents@admin.ox.ac.uk