

Certifying statement application

Complete the form in BLOCK CAPITALS. For more information about this service and if you are eligible to apply visit the help page for parents and students on our website www.cambridgeinternational.org/help. You can also contact customer services by email at info@cambridgeinternational.org or by phone on +44 (0)1223 553554. We aim to deliver certifying statements within 28 days of receiving a complete application and payment. If you require authentication by a notary public the delivery may take longer than 28 days.

Candidate information

Candidate's current name	
Candidate's name (as it appeared on the certificate)	
Candidate's email address	
Candidate's date of birth (DD/MM/YYYY)	

A certifying statement will show the candidate's details as printed on their final certificate, unless you have asked us to make changes below. We cannot produce a certifying statement to reflect any changes to a candidate's name that took effect after the exam.

Do you need us to make changes to the candidate's name or date of birth as shown on the final certificate?

Yes ☐ No ☐

If you have selected 'yes' please provide details of the change with a reason for the request in the box below. We will only consider changes if you can supply a copy of the candidate's legal ID at the time of the examination and a valid reason for the change with the application. See page 4 for a list of acceptable ID.

Qualification details

Please provide as much information about the qualification(s) as possible. If you do not know the centre or candidate number please leave the box blank. Where more than one qualification type has been awarded in the same exam series, you must list these separately below.

Exam series (e.g. June 2021)	Qualification (e.g. IGCSE)	Centre number (5 characters e.g. DE085)	Candidate number (4 digits e.g. 0024)	Centre name and location/country (e.g. The Cambridge School, Cambridge, UK)	Total number of certifying statements required

List additional exam series on a separate sheet of paper to submit with your application if needed.

Delivery details

Please provide a contact name, contact number, **full** delivery address and delivery method for each recipient below. Incomplete information may result in a delay in processing your certifying statement(s). **We recommend selecting tracked delivery from the available options to allow your certifying statement(s) to be traced. Airmail is not trackable once dispatched and it may take up to 8 weeks to arrive.** Additional fees apply or tracked delivery (see the table below for prices). **We cannot email copies of certifying statements.**

Recipient 1					
Name and job title/ department					
Building number/ name and street					
Town/province		City			
Postal code					
Country		Recipient telephone number			
Delivery method:	International courier (tracked) ☐	Airmail (not tracked) ☐	UK Special Delivery (tracked, UK only) ☐	UK First Class (not tracked, UK only) ☐	
If you need us to include a reference number or Tax ID on the address label, please enter it here					

Recipient 2					
Name and job title/ department					
Building number/ name and street					
Town/province		City			
Postal code					
Country		Recipient telephone number			
Delivery method:	International courier (tracked) ☐	Airmail (not tracked) ☐	UK Special Delivery (tracked, UK only) ☐	UK First Class (not tracked, UK only) ☐	
If you need us to include a reference number or Tax ID on the address label, please enter it here					

List additional recipient details on a separate sheet of paper to submit with your application if needed.

Cancelling your order

You may cancel your order within 14 days of submitting your payment for your application. If we have begun processing your order, your payment is not refundable. If applicable, we may refund the delivery cost.

Fees

Please complete the relevant payment section below and calculate the total fee payable for your request.

Fees	Price	Quantity	Sub-total
First certifying statement requested per series/qualification	£68.00	0	£ 0.00
Additional copies	£19.00	0	£ 0.00
Despatch by international courier (tracked) per address	£61.55	0	£ 0.00
Despatch by special delivery (UK only, tracked) per address	£15.20	0	£ 0.00
Despatch by international airmail or UK first class (not tracked) per address	Free	0	£ 0.00
Additional notarisation and legalisation fee per series/qualification*	£241.30	0	£ 0.00
Grand total			£ 0.00

*Our certifying statements are normally accepted by most universities and educational institutions around the world as proof of your exam results, without notarisation. However, if you need the certifying statement(s) to be notarised by a notary public and legalised by the Foreign and Commonwealth Office (FCO), please enter the total number of notarised certifying statements you need in the table above. For more information, please visit the [FCO website](#). **Notarised certifying statements cannot be used within the United Kingdom.**

Payment information

Please complete the following contact information. We will send a link to the email address supplied for card payment to be made securely online. We do not accept payment by bank transfer or cash. The fee per qualification and series that you wish us to provide is £68.00.

Payment by credit or debit card

Payer's email address	
Payer's name	
Total amount payable	

Payment by invoice (If a Cambridge school is completing this application, please complete the section below to pay by invoice.)

Centre number (The centre to be invoiced)		Centre contact email address	
Authorised by (Name, job title, centre)			

Returning the form

You must return the form with a photocopy of the candidate's identification document showing their correct name and date of birth. If you have asked for a change of candidate details you must submit a copy of the candidate's ID **valid at the time of the exam** and explain fully why the change is necessary.

By email: info@cambridgeinternational.org. Please include 'Certifying Statement Application' followed by your centre number in the subject line of the email.

By post: Certifying Statements, Results and Despatches, Cambridge Assessment International Education, Cambridge Assessment DC10, Hill Farm Road, Whittlesford, Cambridge, CB22 4FZ, United Kingdom. Before sending your application, please use the checklist below to make sure you have submitted the information we need:

- | | |
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| ☐ Candidate information | ☐ Payment/invoice details |
| ☐ Qualification information | ☐ Declaration |
| ☐ Delivery information | ☐ Candidate ID |

Declaration

Please sign and date below to confirm you have read and understood our terms and conditions , including the cancellation policy.	
Print name	
Signed	
Date	

This is an interactive PDF. To complete it on screen we recommend you use Adobe Reader 9 or later or Adobe Acrobat. If you use a lower version of Adobe Reader, your data will not be saved. You can download Adobe Reader for free at <http://www.adobe.com/products/reader.html>