

British Council certification service is provided for individuals who are UK educational qualification holders. British Council will certify all education, training, and professional awards, including certificates, degrees, and diplomas, at all levels issued by any accredited UK institution or organisation. It will not certify any of the following documents:

- Passports/ ID Cards/ Birth certificates
- IELTS Test Report Forms
- Certified Photocopies
- Testimonials
- Marriage certificates
- Any other documents required by the educational institution or employer in question.

The certification service is a 4-step process.

Step 1: Personal information:

Full Name														
ID document No.														
Address														
Contact No.														
E-mail														

Number of original documents submitted	Type of UK educational document submitted for certification. Please specify	Number of certified copies requested (maximum)

British Council Service Charges for Certification Service

Certification of copies only: PKR 500 – Up to 4 certified copies of the original document

Important Fair Collection Notice:

We will require your original documents to provide this service. We will hold these securely until the service is complete and the documents can be returned to you. We will retain a copy for our records. We will also record your name, type of document, the date of transaction and any other relevant details for our records. This will be kept securely and will not be provided to any other parties unless we are legally required to do so.

Processing Time:

We aim to process all certification requests at our earliest once the documents are received. The certification requests will be processed within 1-2 working weeks, however this may vary in periods of increased demand.

Step 2: Payment

You must fill out a British Council deposit slip, available at the below stated Standard Chartered Banks (SCB), when making the payment. SCB designated branches also offer free drop-box mailing service.

Keep the pink bank deposit slip with you after making the payment and submit it along with your documents on the day of appointment.

British Council Office	British Council Account Number	Standard Chartered Bank Designated Branches
Islamabad	08731441838	Plot No.25, F-11 Markaz branch, Islamabad
		Plot # 56 Spring North Bahria Town Phase 7 Branch Rawalpindi.
		19-A, Areej Plaza, F-7 Markaz, Islamabad
		55 Haider Road Branch Rawalpindi Cantt
		Chaklala Scheme III, Rawalpindi
	08775142738	1st Floor, Sitara Plaza, Block No. 3, Eastern Half Class III, Shopping Centre Sector G5, Diplomatic Enclave
		Plot No.7-O Butt Plaza F-10 Markaz, Islamabad
		1-5, Bahria Heights, Commercial Area Phase I, Bahria Town, RWP
		1-B, Blue Area, Shahra-e-Quaid-e-Azam, Awan Arcade,
		Plot No. 61-A, F-7/G-7, Jinnah Avenue, Blue Area, Islamabad
Lahore	08766722138	Plot 43 Plaza 2000 I-8 Markaz Islamabad
		65-Main Boulevard, Gulberg-III, Lahore.
		.160/B, Tufail Road, Lahore
		Property No.S6/5R-35, Shahrah-e quaid e Azam The Mall Road, Lahore
		27 - Ali Block, New Garden Town, Lhr
		93-94, Block G-1, Johar Town, Near Doctor Hospital, Lahore.
Karachi	8747970038	Plot No. 2, Block Z, DHA, Lahore Cantt.
		Teen Talwar, Ground Floor, Hamilton Court Complex, Block 7,
		KDA Scheme # 5, Clifton
		SB-9 Block 13-B Gulshan e Iqbal University Road Karachi
	01863867501	72/S Block-2 PECHS Allama Iqbal Road Branch, Karachi
		D-15 Block H North Nazimabad
		WORLD TRADE CENTER 10 KHY-E-ROOMI CLIFTON KHI
		SNPA 16-A/1, Shaheed-e-Millat Road, PO Box 20087
26-C, 26th Street, Tauheed Commercial Street, Phase-V, DHA, Karachi.		
Plot No. 23-C, Lane II, Shahbaz Commercial Area, Main Khayaban-e-Hafiz, DHA-Phase-VI, Karachi.		

Step 3:

Please send your certification application form and documents (scanned copies of the application form, degree/certificate and SCB yellow deposit slip) via email at verification.pk@britishcouncil.org.pk. You will receive an acknowledgment e-mail within 3 working days and an appointment will be set with the Exams Officer in order to submit hard copy of the application and documents. Report on time at agreed venue for submission.

Note: We prefer candidates to visit our British Council office for physical certification of documents, once appointment is provided however, if candidate is unable to visit us, then documents can be courier, but British Council will not be responsible for any documents lost during transit.

Step 4:

At the time of certification, original certificates will be required, on mutually agreed date/day. Documents will only be returned to the person who submitted them. We pride ourselves on providing a quality service and will take all reasonable steps to ensure that the certification take place on time. To help us do this, please ensure that you are familiar with the arrangements and any relevant regulations concerning your request. The British Council cannot be held responsible for events or circumstances, which are outside its control or for any error, fault or omission by any other third party.

Please note that British Council reserves the right to reject verification of any document if the document is found to be altered or defaced in any way or if there is any question regarding the originality of the document.