

- 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.

### Step 1: Personal information

Full name																			
ID Document no		<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>-</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>-</div> <div></div> </div>																	
Address																			
Telephone																Mobile			
E-mail																			

Number of original documents submitted	Type of UK educational document submitted for verification. Please specify
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[illegible]

## British Council Service Charges for Verification Service\*

- Verification of GCE/IGCSE University of Cambridge Certificates issued before November 2004 – **PKR 750 + 16 Pounds Verification charges by Cambridge (converted into PKR) per certificate** – the Original Certificate is stamped and signed
- Verification of GCE/International GCSE Edexcel examination certificate - **PKR 750 per certificate/document** – the Original Certificate is stamped and signed

*(Please refer to the following link for verification requests of Edexcel certificates. You need to make an online payment to Edexcel for the service and provide your local British Council address in the 'Address Detail tab' on the form. Once a confirmation is received from Edexcel International, British Council would verify the certificates against the charges mentioned above.)*

**<https://www.edexcel.com/i-am-a/student/replace-certs-secure/Pages/ApplicationForm.aspx>**

- Verification of Professional & Educational Qualifications- **PKR 2500 per degree/transcript/certificate**- the Original Degree/Transcript/Certificate is stamped and signed

### **Important**

**\*The qualification issuing body in the UK may charge their own fee for verification of documents submitted to British Council for verification.**

**All such charges are additional to the verification service charge and will be borne by the candidate. The charge, if any, would be communicated to the candidate accordingly.**

### **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 also need to send copies of your document to the issuing bodies. This may be done either physically or electronically. If any fraud is discovered we will also pass details on to the relevant legal bodies.

Following completion of the service, 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:**

All verifications are subject to the confirmation of qualification by the issuing authority, hence, a definite processing time cannot be guaranteed. However, we aim to process all such requests at our earliest, once a confirmation is received from the awarding body.

## **Refund of application:**

The applicant would be advised to claim a refund of fee (less administrative charge of PKR 500) should the awarding body does not respond to the request after two reminders. The payment will not be refunded in all other cases.

Refund form is available on:

<http://www.britishcouncil.pk/sites/britishcouncil.pk/files/pakistan-exams-forms-cambridge-refund-form.pdf>

## 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 Offices	British Council Account Numbers	SCB Designated Branches
<b>Islamabad</b> PO Box 1135	08731441838  08775142738	<b>Standard Chartered Bank</b> 55 Haider Road, Rawalpindi Cantt Telephone 051 551 3594
		19-A, Markaz F-7 Telephone 051 265 4493 C-45, Al-Sheikh Plaza, Chandni Chowk, Rawalpindi, Telephone 4426978-80 Gul Arcade, Commercial Area Scheme III, Chakala, Rawalpindi Telephone 5766084-6
<b>Lahore</b> PO Box 88	08766722138	<b>Standard Chartered Bank</b> Tufail Road, Lahore Cantt Telephone 042 668 7732-40 FB-4, Awami Complex, New Garden Town, Lahore Telephone 042 588 5830-6 91-B-1, Ground Floor, Nagina House, M.M. Alam Road, Gulberg III, Lahore Telephone 042-3578 5473 27 Ali Block New Garden Town, Lahore, Telephone 042 590 8500 93-94, Block G-1, Johar Town, Near Doctor Hospital, Lahore. Telephone 042-3530 1423 47 Main Mall Road, Lahore Telephone 042 366 87732 – 40 Plot No. 2, Block Z DHA, Lahore Telephone 042 569 2945
<b>Karachi</b> PO Box 10410	08747970038  01863867501	<b>Standard Chartered Bank</b> Ground Floor, Hamilton Court Complex, Block-7, KDA-5, Clifton (near Teen Talwar Roundabout) Karachi Telephone 0213 530 6118, 3530 6135 SNPA 16-A/1 KCHS Union Ltd, Shaheed-E-Millat Road, Hillpark, Karachi Telephone 021 3454 4900-7 Plot No. 23-C, Lane II, Shahbaz Commercial Area, Main Khayaban-e-Hafiz, DHA, Phase-VI, Karachi Telephone 021 3534 7497 C-10, Block 6, F.B Area Karachi Telephone 021 3634 8874, 3634 3486 SB-9, Block 13-B, University Road, Gulshan-e-Iqbal, Karachi Telephone 021 3498 0906 18-C, E-street, Main Zamzama Boulevard, Phase V, DHA, Karachi Telephone 35302153 World Trade Center, 10 Khayaban-e-Roomi, Clifton, Near Boat Basin, Karachi Telephone 35873651, 35873654

### Step 3:

Please send your verification application form and documents (scanned copies of the application form, degree/certificate, consent form and SCB pink deposit slip\*) via email to relevant British Council office. 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.

Please note that the verification request forms received through courier/postal system will not be entertained; certificates should not be sent through the bank drop box or courier. The verification service is available through prior appointments only.

British Council	Islamabad	Lahore	Karachi
Email Address	verifications.isb@britishcouncil.org.pk	verifications.lhr@britishcouncil.org.pk	verifications.karachi@britishcouncil.org.pk
Contact Number	051- 111-424-424	042- 111-424-424	021- 111-424-424
Timings	Mon-Thur 0900-1700 hrs Fri till 16 00 hrs	Mon-Thur 0900-1700 hrs Fri till 16 00 hrs	Mon-Thur 0900-1700 hrs Fri till 16 00 hrs

For General Queries:

You may contact our customer services team at [info@britishcouncil.org.pk](mailto:info@britishcouncil.org.pk); 0800 22000 (Mon-Sat 0900-1800)

\*Photocopy of the candidate's relevant identification which shows name and date of birth in English is required for Cambridge Verifications.

\*You will be informed in case of any additional requirements by the particular institute

### Step 4:

Collect your original verified documents at the agreed time. 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 verifications take place on time. To help us do this, please ensure that you are familiar with the arrangements and any relevant regulations concerning your verification 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.

**Data Protection Notice-Verification of Qualifications**

The British Council will share a copy of the submitted degree(s) /certificate(s) with your respective University/Board in order to verify the qualification.

Your university may require evidence that you have given your consent to this disclosure.

**By signing this form you grant consent to British Council and the University to access/reveal your academic records for the purpose of verification preceding the attestation of the submitted degree(s) /certificate(s).**

As part of consent, please confirm the following information:

**Name:** \_\_\_\_\_

**Degree Title:** \_\_\_\_\_

**Session:** \_\_\_\_\_

**University/Board:** \_\_\_\_\_

**Your Consent**

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**I have read the above consent and allow British Council to access my academic information from the above mentioned University/Board. I also allow the University/Board to disclose the requested information to British Council.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Receipt of Documents**

Received By	Date
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Returned By	Date
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Documents received in good condition

☐ Yes☐ No

Comments (if any):

**Return of Documents**

Returned By	Date
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Returned By	Date
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Documents returned in good condition

☐ Yes☐ No

Comments (if any):

**Receipt of Documents**

Received By	Date
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Returned By	Date
-------------	------

Documents received in good condition

☐ Yes☐ No

Comments (if any):

**Return of Documents**

Returned By	Date
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Returned By	Date
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Documents returned in good condition

☐ Yes☐ No

Comments (if any):