

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 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

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:** _____

Verification Charges for Service:

- Verification of University of Cambridge GCE/IGCSE certificates issued within 5 years of examination series is **PKR.1000/-**. This will only be applicable for candidates who appeared in Pakistan. In case the certificates are within the last 5 years but from a different country, applicant is requested to contact British Council Pakistan for applicable fee.
- Verification for Professional Degrees Verification/Attestation is **Rs.2500/-**
- Verification for Edexcel examination certificates **issued within 5 years** of examination series is **PKR.1000/-**. *(Please refer to the following link for verification requests of Edexcel certificates issued prior to the period of last 5 years of examination. 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).*

Link: <https://qualifications.pearson.com/en/support/Services/certificate-services.html>

- Verification of University of Cambridge GCE/IGCSE certificates issued prior to the period of last 5 years of examination is **£26.10**, Verification charged by Cambridge (converted into PKR). Kindly visit the below link for conversion rate:

Link: <https://www.britishcouncil.pk/exam/school/results/verification-other-post-services>

Please note, the charges mentioned above are per certificate and British Council, provides attestation of 1 Original and up to 4 photocopies of your Certificates.

Please mention in the form if you require our verification services for legalization purpose so we accommodate your request accordingly - when carrying out verification for legalization, the original certificate must be stamped; verified copies are not acceptable to the FCO.

Important

***The qualification issuing body in the UK may charge their own fee for verification of original 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 1000) should the awarding body does not respond to the request after two reminders. The payment will not be refunded in all other cases.

You must fill out a British Council deposit slip, available at designated [Standard Chartered Bank \(SCB\)](#). (SCB), when making the payment. SCB designated branches also offer free drop-box mailing service. Please submit the pink bank deposit slip 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, Shakra-e-Quaid-e-Azam, Awan Arcade,
		Plot No. 61-A, F-7/G-7, Jinnah Avenue, Blue Area, Islamabad
		Plot 43 Plaza 2000 I-8 Markaz Islamabad
Lahore	08766722138	65-Main Boulevard, Gulberg-III, Lahore.
		.160/B, Tufail Road, Lahore
		Property No.S6/5R-35, Shakrah-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.
		Plot No. 2, Block Z, DHA, Lahore Cantt.
Karachi	8747970038	Teen Talwar, Ground Floor, Hamilton Court Complex, Block 7,
		KDA Scheme # 5, Clifton
		SB-9 Block 13-B Gulshan e Iqbal University Road Karachi
		72/S Block-2 PECHS Allama Iqbal Road Branch, Karachi
	01863867501	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 verification application form and documents (scanned copies of the application form, degree/certificate, consent form, photo ID document in English 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 once verification is complete in order to submit hard copy of the application and documents.

Note: We prefer candidates to visit our British Council office for physical attestation 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.

- **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 requirement by particular institute**

Step 4:

At the time of attestation, original certificates will be required, on mutually agreed date/day, your appointment shall be set for the attestation of your GCE certificates. 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.

For General Queries:

You may contact our customer services team at info@britishcouncil.org.pk; 0800 22000 (Mon-Fri 0900-1700)