

Certifying Statement Application

PLEASE READ THE INFORMATION BELOW BEFORE COMPLETING THIS FORM

- This form is valid for applications made from October 2013 to the end of September 2014. It is for Cambridge candidates who require an official document from Cambridge to show the grades they achieved in a particular exam series.
- This form is also used when a Cambridge candidate needs a notary public to authenticate their results. For security reasons we cannot confirm your results over the telephone or by fax.
- Applications are processed in order of receipt within a 28 day time-frame.
- You can only apply for a certifying statement once you have received your certificate. This form must not be used to request results from the current examination series – please use the Priority Results service via Form 9.
- Candidate identification must be in English and clearly show the candidate's name and date of birth.
- We produce certifying statements using the name given for the candidate at the time of their exam. We will consider requests for minor amendments if:

The request is made clearly in an accompanying letter or email
The request is being made within 18 months of receipt of the original certificate
The amendment can be verified against the candidate's identification

Completing the form

Fill out the form in BLOCK CAPITAL letters using black ink. Check you have completed the following steps:

- You have correctly calculated the fee required
- You have submitted a photocopy of relevant identification which shows your name and date of birth in English.

Acceptable forms of identification are:

- A photocopy of your birth certificate
 - A photocopy of the appropriate pages of your passport
 - A photocopy of your driving licence
- You have completed the relevant payment section at the end of the form
 - You have enclosed payment for the correct amount using one of the payment methods detailed on the form.

Returning the form

The method you must use to return the form depends on the way you decide to pay the required fee.

Credit card or debit card

- **If you pay by credit or debit card do not return this form by email, as we cannot guarantee the security of your card details.**
- **You must return the form by post or fax.**
 - By post: Certifying Statement Administrator, Exam Data Management, Operations, Cambridge International Examinations, Cambridge Assessment DC10, Hill Farm Road, Whittlesford, Cambridge, CB22 4FZ, United Kingdom.
 - By secure fax: +44 1223 558930

Cheque, postal order, international money order or invoice

- If you pay by cheque, postal order or international money order you must return the form by post.
- If they are still registered with us, the examination Centre where you sat your exam(s) can submit the application on your behalf and we will invoice them for the payment.
- If paying on receipt of an invoice, examination Centres can return the form by post, fax or email.
 - By post and fax: use the details above.
 - By email: return to info@cie.org.uk. Add: 'Certifying Statement Application' in the subject field.

If a result cannot be found we will refund the delivery fee paid and any cost of copies requested. Please make sure that your exams were conducted by Cambridge International Examinations. If you sat your examinations through either of our sister examinations boards, please contact them directly via www.cambridgeenglish.org or www.ocr.org.uk

Candidate information

Current full name (including title) **Date of birth** (DD/MM/YY)

Full name at the time of the exam

Current address (including postcode)
Postcode

Daytime telephone number **Email address**

Examination details

Please provide as much information as possible to avoid delays in processing your application.

***The certifying statement costs £36.00. All additional copies of the certifying statement cost £10.00 each.**

Example:

Exam series e.g. June 2012	Qualification e.g. Cambridge IGCSE	Centre number	Candidate number	Centre name and address	<u>Total number of copies required*</u>	
						= 1 @ £36.00
						= 4 @ £10.00
JUNE 2012	IGCSE	ZZ123	123456	The Cambridge School 1 Cambridge Road, Cambridge, UK	5	= £46.00

Please complete the following for each series being requested:

Exam series e.g. June 2012	Qualification e.g. Cambridge IGCSE	Centre number	Candidate number	Centre name and address	<u>Total number of copies required*</u>

We do not issue certifying statements for UNGRADED, NO RESULT, PENDING or TO BE ISSUED outcomes.

Delivery details

Please provide a contact name, postal address and telephone number for each recipient of the certifying statement. If you require that any additional information is added to the address label (such as University reference number) please inform us on a separate piece of paper.

ADDRESS ONE

Name and job title of person receiving certifying statement

Postal address of person receiving certifying statement

 Postcode

Delivery method – please tick
See payment page for fees

UPS Special Delivery Airmail

ADDRESS TWO (if relevant)

Name and job title of person receiving certifying statement

Postal address of person receiving certifying statement

 Postcode

Delivery method – please tick
See payment page for fees

UPS Special Delivery Airmail

ADDRESS THREE (if relevant)

Name and job title of person receiving certifying statement

Postal address of person receiving certifying statement

 Postcode

Delivery method – please tick
See payment page for fees

UPS Special Delivery Airmail

If copies are to be sent to more than three addresses please write them on an additional sheet of paper and attach to this form.

Fees

We charge a fee for each certifying statement for each exam series to cover administration and postage. All credit card payments are subject to a 2 per cent handling fee. We do not accept electronic bank transfer or cash payments. Please work out the total amount payable and then complete the relevant payment section below.

FEES	Price	Quantity	Total
(i) Certifying statement	£36.00		
(ii) For each extra copy of a statement	£10.00		
Courier despatch for each overseas address (we recommend you use this service if you want a traceable despatch method)	£32.50		
Despatch by Special Delivery for each UK address	£8.00		
		Sub total	

If you require authentication by a notary public and the Foreign and Commonwealth Office, as laid down in the Hague Agreement, please specify the quantity of statements for each series below. Please be advised that this service should not be requested for use in the United Kingdom. For further information, please visit <https://www.gov.uk/government/organisations/foreign-commonwealth-office>

	Price	Quantity	Total
Cost of authentication per statement	£128.00		
		Sub total	
		Total fees payable	

Credit or debit card

Complete all the fields below. Enter the total fees, calculate and enter the handling fee if paying by credit card/American Express, and then enter the total amount payable.

Credit or debit card	<input type="text"/>
Cardholder name	<input type="text"/>
Cardholder address	<input type="text"/>
Fees payable	£ <input type="text"/>
Handling fee (2 per cent for credit cards only)	£ <input type="text"/>
Handling fee (3 per cent for American Express cards only)	£ <input type="text"/>
Total amount payable	£ <input type="text"/>
Credit or debit card number	<input type="text"/>
CVC number (last 3 digits on reverse of card near signature)	<input type="text"/>
Card expiry date	<input type="text"/>

Cheque, postal order, international money order

You can pay by cheque, postal order or international money order for the correct amount in pounds sterling drawn on a British bank. These must be crossed and made payable to 'University of Cambridge Local Examinations Syndicate'.

Total amount payable	£ <input type="text"/>
Method of payment (e.g. cheque, postal order)	<input type="text"/>
Cheque/money order reference number	<input type="text"/>

Invoice (for Cambridge Centres only)

If they are still registered with us, the Centre where the candidate sat the exam(s) can submit the application on the candidate's behalf and we will invoice them for the payment.

Total amount payable	£ <input type="text"/>
Centre number	<input type="text"/>

Signed	<input type="text"/>	Date	<input type="text"/>
		(DD/MM/YY)	

Name in full

For internal use only	
Reference number	<input type="text"/>
Country code	<input type="text"/>