

Priority Results Information

This form is valid for the November 2017 series **only**. It is for Cambridge Assessment International Education candidates who need us to send a provisional statement of results directly to a chosen educational institution on the day results are released.

The form can be completed by the candidate or the centre where the candidate took the exam(s).

The results release date may vary depending on the country in which the exams were sat. Statements of results are produced using the name given for the candidate at the time of their exam.

There is no need to submit this form for candidates applying to UK universities because we send all our candidate results to the Universities and Colleges Admissions Service (UCAS) in time to meet the required university deadlines.

If you require a certifying statement from a past examination series, please apply at www.cambridgeinternational.org/certstat. If a candidate needs both a certifying statement from past examination series and priority results information for the November 2017 series, they must apply for the certifying statement at www.cambridgeinternational.org/certstat and the priority results information using this form. Please do not apply for both services using this form.

Completing the form

Fill out the form in block capital letters using black ink. Before submitting the form, check that you have:

calculated the fee required
 completed the relevant payment section at the end of the form
 enclosed payment for the correct amount using one of the payment methods detailed below
 submitted one of the following documents with the application:

- A photocopy of the candidate's birth certificate
- A photocopy of the appropriate pages of the candidate's passport
- A photocopy of the candidate's photo driving licence.

Returning the form

You must submit this form by 19 December 2017. We will accept applications after the deadline but cannot guarantee that we will despatch the statement of results on the day results are released.

The method you must use to return the form depends on how you decide to pay the required fee. If you pay by **credit card 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: Priority Results Administrator, Results and Despatches, Operations, Cambridge Assessment International Education, Cambridge Assessment DC10, Hill Farm Road, Whittlesford, Cambridge, CB22 4FZ, United Kingdom
- By fax: +44 1223 376587. **Please allow 48 hours before contacting us to check we have received your fax.**

If you pay by **cheque, postal order or international money order** you must return the form by post using the details above.

If the centre is applying for results on behalf of a candidate and the centre is still registered with Cambridge International, the centre can choose to pay **on receipt of an invoice**. They can return the form by fax or post (using the details above) or they can email the form to info@cambridgeinternational.org with 'Priority Results Information' in the subject line.

Cancellation policy

To cancel an application, email info@cambridgeinternational.org with your centre number and the name of the form in the subject line. You have 14 days to cancel your application, starting the day after you submit your application. If we have delivered some services relating to your application before you ask us to cancel it, we will not refund the fees for those services. You cannot cancel an application if we have delivered all the services associated with your application within the cancellation period.

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

Full name at the time of the exam **Centre number**

Current address (including postcode)
Postcode

Daytime telephone number **Email address**

Qualification e.g. Cambridge International AS & A Level	Centre number	Candidate number	Centre name and address	Number of priority statement of results at £43.77 per exam series	Number of additional copies at £12.13 per copy

Example:

Cambridge International AS & A Level	12345	0001	Cambridge International School, 1 Cambridge Road, Cambridge, UK	1	1	Total: £55.90
Cambridge IGCSE	12345	0001	Cambridge International School, 1 Cambridge Road, Cambridge, UK	1	0	Total: £43.77

Please provide a contact name, postal address, email address and telephone number for each recipient of the candidate's statement of results (e.g. university).

ADDRESS ONE

Name and job title of person receiving results information

Postal address of person receiving results information
Postcode

Telephone details of recipient

Email address of recipient

Delivery method – please tick
See the following page for fees.

UK Address: Special Delivery Royal Mail 1st Class

Overseas Address: Courier Airmail

ADDRESS TWO (if needed)

Name and job title of person receiving results information

Postal address of person receiving results information

 Postcode

Telephone details of recipient

Email address of recipient

Delivery method – please tick
See the following page for fees.

UK Address:	Special Delivery <input type="radio"/>	Royal Mail 1st Class <input type="radio"/>
Overseas Address:	Courier <input type="radio"/>	Airmail <input type="radio"/>

ADDRESS THREE (if needed)

Name and job title of person receiving results information

Postal address of person receiving results information

 Postcode

Telephone details of recipient

Email address of recipient

Delivery method – please tick
See the following page for fees.

UK Address:	Special Delivery <input type="radio"/>	Royal Mail 1st Class <input type="radio"/>
Overseas Address:	Courier <input type="radio"/>	Airmail <input type="radio"/>

ADDRESS FOUR (if needed)

Name and job title of person receiving results information

Postal address of person receiving results information

 Postcode

Telephone details of recipient

Email address of recipient

Delivery method – please tick
See the following page for fees.

UK Address:	Special Delivery <input type="radio"/>	Royal Mail 1st Class <input type="radio"/>
Overseas Address:	Courier <input type="radio"/>	Airmail <input type="radio"/>

If the results need to be sent to more than four addresses, please write the details on a separate piece of paper and submit it with this form.

Payment

We charge a fee for each priority statement of results for each exam series to cover administration and postage. We do not accept electronic bank transfers or cash payments. Please calculate the total amount payable and complete the relevant payment section below.

NB: Following a process review, courier fees will not be charged if results are being sent to a university/centre that will accept them electronically. Cambridge International Examinations will reduce the fee to be charged on your behalf where applicable.

	Price	Quantity	Total
Priority statement of results	£43.77		
For each extra copy of a statement	£12.13		
Despatch by courier for each address outside the UK (we recommend you use this service if you want a traceable despatch method)	£39.58		
Despatch by Special Delivery for each UK address	£9.70		
		Sub total	

Credit or debit card

Credit or debit card type

Cardholder name

Cardholder address

Fees payable

Handling fee (2 per cent for credit cards only)

Handling fee (3 per cent for American Express cards only)

Total amount payable

Credit or debit card number

CVC number (last 3 digits on reverse of card near signature, 4 if AMEX)

Card expiry date

£	
£	
£	
£	

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Cheque, postal order, international money order

You can pay by cheque, postal order or international money order 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

(For invoicing only, please refer to the 2017/18 fees list)

Method of payment (e.g. cheque, postal order)

Cheque/money order reference number

£	
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Invoice (for Cambridge International centres and Cambridge Associates 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

Centre number

Contact name

£	
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This form has been completed by (tick as appropriate):

the candidate the centre

Candidate statement:

By signing this form, the candidate consents to the release of their results information to their chosen educational institutions. The candidate understands that, on compliance with the request, Cambridge International will no longer control the data and it will be subject to the educational institution's data policies.

Centre statement:

By signing this form, the centre warrants that it has received explicit consent from the candidate for Cambridge International to release their results information to their chosen educational institutions. The centre also confirms that it has informed the candidate that, on compliance with the request, Cambridge International will no longer control the data and it will be subject to the educational institution's data policies.

Signed

Date

(DD/MM/YY)

Name in full

If you submit this form electronically please tick the check box as an alternative to signing the form.

For internal use only

Referencenumber:

Countrycode: