

Certifying Statement Application for Common European Framework of Reference (CEFR)

- This form is valid for applications made from October 2018 to the end of September 2019. Please make sure your application is fully complete before submission. We cannot process incomplete applications.
- A certifying statement is an official document issued by Cambridge Assessment International Education to show the grades achieved by a candidate in a past series.
- Candidates can apply for certifying statements directly or centres can apply on their behalf.
- We process applications within 28 days of receipt.
- 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 the exam. If changes to candidate details need to be made on the certifying statement, please give details with this form. We cannot change a candidate's name to reflect any changes that take place after the exam.

To apply for a Certifying Statement for CEFR you **must** have:

- taken the relevant qualification in an exam series since 2011.
- completed the speaking, listening, reading and writing components of the relevant qualification unless you are applying to a university **outside the UK**. For further information, see below.

If you do not meet both of these criteria we cannot proceed with your application.

This application form is primarily (but not exclusively) for students who have achieved a Cambridge IGCSE in either First Language English (0500) **or** English as a Second Language (0510 or 0511) and require a Tier 4 visa to study in the UK..

If you are applying to study in the UK, your Tier 4 sponsor may require evidence of your proficiency in all four language skills (reading, writing, speaking and listening) before issuing you with a Confirmation of Acceptance for Studies (CAS) – this is the document you must obtain in order to apply for immigration permission as a Tier 4 (general student). To fulfill this requirement, you must first apply for a Certifying Statement for CEFR from Cambridge Assessment International Education.

A Certifying Statement for CEFR provides evidence of your language ability in all four language skills according to the CEFR criteria. The certificate we issue for the relevant Cambridge IGCSE(s) does not provide this information. The Certifying Statement for CEFR shows:

- the Cambridge IGCSE grade achieved for each component (a component is an exam paper within the syllabus)
- a CEFR level for each of the four language skills
- a generic CEFR table showing the associated CEFR levels for the Cambridge IGCSE grades for each of the four skills.

If proof of your English language proficiency is required, you must submit both of the following documents to the UK higher education institution acting as your Tier 4 Sponsor:

- your certificate for the relevant Cambridge IGCSE (0500, 0510, 0511)
- your Certifying Statement for CEFR.

You can only apply for a Certifying Statement for CEFR for Tier 4 visa purposes if we have already issued your Cambridge IGCSE certificate. We issue certificates in March for the November series, in June for the March series and in October for the June series. For example, if you took your exam in the June 2017 series, we would have issued your certificate in October 2017. You cannot apply if you have only received your provisional statement of results.

Before you complete the form, contact your selected UK higher education institution(s) to find out which English language proficiency tests they accept, and what evidence you are required to submit. You may not need to provide a Certifying Statement for CEFR.

Completing and returning this form

If you are asked to provide a Certifying Statement for CEFR, complete this form in full in **BLOCK CAPITAL** letters using black ink. Check that you have:

calculated the fee required
submitted a copy of **all** of the following form of identification showing the candidate's name and date of birth in English:

- a photocopy of the appropriate pages of your passport
- a photocopy of **either** your birth certificate **or** your photo driving licence

completed the relevant payment section at the end of the form
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 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: Certifying Statements 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.

If you pay by **cheque, postal order or international money order** you must return the form by post using the details above. See the fees information on page 5 of this form.

If the centre is applying for a certifying statement on behalf of a candidate and the centre is 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 'Certifying Statement Application for CEFR' 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 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

Day time telephone number

Email address

Exam series e.g. June 2017	Qualification Cambridge IGCSE First Language English or English as a Second Language	Centre number	Candidate number	Centre name and address	Number of certifying statements at £45.96 per copy	Number of additional copies at £12.73 per copy

For university applications outside the UK

You can use a Certifying Statement for CEFR for applications to universities outside the UK which require a breakdown of your English language results into CEFR levels. Tick the box below if you are applying to study at a non-UK university. Write in the comment box which skills you have been tested in, for example, reading, writing and listening.

The Certifying Statement for CEFR you receive will only provide evidence for the language skills in which you have been tested. For example, if you have not taken the speaking test, no mark or CEFR level will appear on your certificate for this skill.

Please provide a contact name, postal address and phone number for each recipient of the statement.

ADDRESS ONE

Name and job title of person receiving the certifying statement

Postal address of person receiving the certifying statement

 Postcode

Telephone details 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 TWO (if needed)

Name and job title of person receiving the certifying statement

Postal address of person receiving the certifying statement

 Postcode

Telephone details 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 certifying statement needs to be sent to more than two addresses, please write them on a separate piece of paper and submit it with this form. Save a copy of the form for your own records.

We cannot trace certifying statements that are sent by Royal Mail 1st Class (for UK addresses) or Airmail (for addresses outside the UK).

Fees

Please calculate the total amount payable and then complete the relevant payment section below. We do not accept electronic bank transfer or cash payments.

Fees	Price	Quantity	Total
Search fee for each certifying statement	£45.96		
Fee for each extra copy of a statement	£12.73		
Courier despatch for each address outside the UK (we recommend you use this service if you want a traceable despatch method)	£41.56		
Despatch by Special Delivery for each UK address	£10.19		
		Sub total	

Credit or debit card

Credit or debit card type
Cardholder name
Cardholder address

£

Total amount payable

Credit or debit card number

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CVC number (last 3 digits on reverse of card near signature)

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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

£

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

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Cheque/money order reference number

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Invoice (only available to Cambridge International centres and Cambridge Associates)

If 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

£

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

Centre number

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Contact name

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Signed

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Date

(DD/MM/YY)

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Name in full

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

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

For internal use only

Reference number

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Country code

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