

Certifying Statement Application

This form is valid for applications made from October 2012 to the end of September 2013. 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. You can only apply for a certifying statement once you have received your certificate.

We produce certifying statements using the name given for the candidate at the time of their exam.

Completing the form

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

- calculated the fee required
- submitted one of the following with the application:
 - A photocopy of my birth certificate
 - A photocopy of the appropriate pages of my passport
 - A photocopy of my driving licence
- enclosed photocopies of the relevant certificates
- 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 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: Cambridge International Examinations, 1 Hills Road, Cambridge, CB1 2EU, 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 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.
- If paying on receipt of an invoice, 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.

Processing the form

We will process your application within four weeks of receiving the correctly completed application.

Current full name (including title)	<input type="text"/>	Date of birth (DD/MM/YY)	<input type="text"/>
Full name at the time of the exam	<input type="text"/>		
Current address (including postcode)	<input type="text"/>		
			Postcode
Daytime telephone number	<input type="text"/>	Email address	<input type="text"/>

Exam series e.g. June 2012	Qualification e.g. Cambridge IGCSE	Centre number	Candidate number	Centre name and address	Number of certifying statements @ £34.00 per exam series	Number of additional copies @ £8.00 per copy

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

ADDRESS ONE

Name and job title of person receiving certifying statement

Postal address of person receiving certifying statement

Postcode

Telephone details of recipient

ADDRESS TWO (if relevant)

Name and job title of person receiving certifying statement

Postal address of person receiving certifying statement

Postcode

Signed

Date
(DD/MM/YY)

Name in full

If copies are to be sent to more than two 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.

	Price	Quantity	Total
(i) Certifying statement	£34.00 x		
(ii) For each extra copy of a statement	£8.00 x		
Courier despatch for each overseas address (we recommend you use this service if you want a traceable despatch method)	£30.50 x		
Despatch by Special Delivery for each UK address	£8.00 x		
		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.

	Price	Quantity	Total
Cost of authentication per statement	£121.50 x		
		Sub total	

Total fees payable	
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Credit or debit card

We do not accept American Express™.

Complete all the fields below. Enter the total fees, calculate and enter the 2 per cent handling fee if paying by credit card, 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"/>
Total amount payable	£ <input type="text"/>
Credit or debit card number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
CVC number (last 3 digits on reverse of card near signature)	<input type="text"/> <input type="text"/> <input type="text"/>
Card expiry date	<input type="text"/> <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

If a result cannot be found for services (i) and (ii), we cannot refund the fee. Please make sure that your exams were conducted by University of Cambridge Local Examinations Syndicate/Cambridge International Examinations.

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

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