

In 2021, Cambridge University Press and Cambridge Assessment (formerly The University of Cambridge Local Examinations Syndicate (UCLES)) came together to form Cambridge University Press & Assessment. At this point, our copyright notice changed from © UCLES to © Cambridge University Press & Assessment.

For certifying statements issued for exams taken before March 2024, the explanatory text on the back cover will reference UCLES. For certifying statements issued for exams taken from March 2024 onwards, the explanatory text on the back cover will reference Cambridge University Press & Assessment.

Certifying statements with either reference in the explanatory text are valid.

## **Certifying statement application**

Complete the form in BLOCK CAPITALS. For more information about this service and if you are eligible to apply visit the help page for parents and students on our website [www.cambridgeinternational.org/help](http://www.cambridgeinternational.org/help). You can also contact customer services by email at [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) or by phone on +44 (0)1223 553554. We process applications within a maximum of 28 days of receiving a complete application and payment.

### **Candidate information**

|   |                      |
|---|----------------------|
| Candidate's current name                                | <input type="text"/> |
| Candidate's name<br>(as it appeared on the certificate) | <input type="text"/> |
| Candidate's email address                               | <input type="text"/> |
| Candidate's date of birth<br>(DD/MM/YYYY)               | <input type="text"/> |

A certifying statement will show the candidate's details as printed on their final certificate, unless you have asked us to make changes below. We cannot produce a certifying statement to reflect any changes to a candidate's name that took effect after the exam.

**Do you need us to make changes to the candidate's name or date of birth as shown on the final certificate?**

Yes  No

If you have selected 'yes' please provide details of the change with a reason for the request in the box below. We will only consider changes if you can supply a copy of the candidate's legal ID at the time of the examination and a valid reason for the change with the application. See page 3 for a list of acceptable ID.

## Qualification details

Please provide as much information about the qualification(s) as possible. If you do not know the centre or candidate number please leave the box blank. Where more than one qualification type has been awarded in the same exam series, you must list these separately below.

| Exam series<br>(e.g. June 2021) | Qualification<br>(e.g. IGCSE) | Centre number<br>(5 characters e.g. DE085) | Candidate number<br>(4 digits e.g. 0024) | Centre name and location/country<br>(e.g. The Cambridge School, Cambridge, UK) | Total number of certifying statements required |
|---------------------------------|-------------------------------|--|--|--|--|
|                                 |                               |  |  |  |  |
|                                 |                               |  |  |  |  |
|                                 |                               |  |  |  |  |
|                                 |                               |  |  |  |  |

List additional exam series on a separate sheet of paper to submit with your application if needed.

## Delivery details

Please provide a contact name, contact number, **full** delivery address and delivery method for each recipient below. Incomplete information may result in a delay in processing your certifying statement(s). We recommend selecting tracked delivery from the available options to allow your certifying statement(s) to be traced. Additional fees apply for tracked delivery (see the table below for prices). **We cannot email copies of certifying statements.**

|   |   |   |  |   |  |
|---|---|---|--|---|--|
| <b>Recipient 1</b>  |   |   |  |   |  |
| Name and job title/<br>department   | <input type="text"/>  |   |  |   |  |
| Building number/<br>name and street   | <input type="text"/>  |   |  |   |  |
| Town/province   | <input type="text"/>  | City  | <input type="text"/>   |   |  |
| Postal code   | <input type="text"/>  |   |  |   |  |
| Country   | <input type="text"/>  | Recipient<br>telephone number                                   | <input type="text"/>   |   |  |
| Delivery method:  | International courier<br>(tracked) <input type="checkbox"/> | International airmail<br>(not tracked) <input type="checkbox"/> | UK Special Delivery<br>(tracked, UK only) <input type="checkbox"/> | UK First Class<br>(not tracked, UK only) <input type="checkbox"/> |  |
| If you need us to include a <b>reference number</b> or <b>Tax ID</b> on the address label, please enter it here | <input type="text"/>  |   |  |   |  |

|   |   |   |  |   |  |
|---|---|---|--|---|--|
| <b>Recipient 2</b>  |   |   |  |   |  |
| Name and job title/<br>department   | <input type="text"/>  |   |  |   |  |
| Building number/<br>name and street   | <input type="text"/>  |   |  |   |  |
| Town/province   | <input type="text"/>  | City  | <input type="text"/>   |   |  |
| Postal code   | <input type="text"/>  |   |  |   |  |
| Country   | <input type="text"/>  | Recipient<br>telephone number                                   | <input type="text"/>   |   |  |
| Delivery method:  | International courier<br>(tracked) <input type="checkbox"/> | International airmail<br>(not tracked) <input type="checkbox"/> | UK Special Delivery<br>(tracked, UK only) <input type="checkbox"/> | UK First Class<br>(not tracked, UK only) <input type="checkbox"/> |  |
| If you need us to include a <b>reference number</b> or <b>Tax ID</b> on the address label, please enter it here | <input type="text"/>  |   |  |   |  |

List additional recipient details on a separate sheet of paper to submit with your application if needed.

## Fees

Please complete the relevant payment section below and calculate the total fee payable for your request.

| Fees  | Price   | Quantity | Sub-total |
|---|---------|----------|-----------|
| First certifying statement requested per series/qualification                 | £58.70  |          |           |
| Additional copies   | £16.30  |          |           |
| Despatch by international courier (tracked) per address                       | £53.10  |          |           |
| Despatch by special delivery (UK only, tracked) per address                   | £13.05  |          |           |
| Despatch by international airmail or UK first class (not tracked) per address | Free    |          |           |
| Additional notarisation and legalisation fee per series/qualification*        | £208.40 |          |           |
| <b>Grand total</b>  |         |          | <b>£</b>  |

\*Our certifying statements are normally accepted by most universities and educational institutions around the world as proof of your exam results, without notarisation. However, if you need the certifying statement(s) to be notarised by a notary public and legalised by the Foreign and Commonwealth Office (FCO), please enter the total number of notarised certifying statements you need in the table above. For more information, please visit the [FCO website](#). **Notarised certifying statements cannot be used within the United Kingdom.**

## Payment information

Please complete the following contact information. We will send a link to the email address supplied for card payment to be made securely online. We do not accept payment by bank transfer or cash. The fee per qualification and series that you wish us to provide is £58.70.

### Payment by credit or debit card

|                       |                      |
|-----------------------|----------------------|
| Payer's email address | <input type="text"/> |
| Payer's name          | <input type="text"/> |
| Total amount payable  | <input type="text"/> |

### Payment by invoice (If a Cambridge school is completing this application, please complete the section below to pay by invoice.)

|  |                      |                                 |                      |
|--|----------------------|---------------------------------|----------------------|
| Centre number<br>(The centre to be invoiced) | <input type="text"/> | Centre contact<br>email address | <input type="text"/> |
| Authorised by<br>(Name, job title, centre)   | <input type="text"/> |                                 |                      |

## Returning the form

You must return the form with a photocopy of the candidate's identification document showing their correct name and date of birth. If you have asked for a change of candidate details you must submit a copy of the candidate's ID **valid at the time of the exam** and explain fully why the change is necessary.

**By email:** [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org). Please include 'Certifying Statement Application' followed by your centre number in the subject line of the email.

**By post:** Certifying Statements, Results and Despatches, Cambridge Assessment International Education, Cambridge Assessment DC10, Hill Farm Road, Whittlesford, Cambridge, CB22 4FZ, United Kingdom. Before sending your application, please use the checklist below to make sure you have submitted the information we need:

|                           |                         |
|---------------------------|-------------------------|
| Candidate information     | Payment/invoice details |
| Qualification information | Declaration             |
| Delivery information      | Candidate ID            |

### Acceptable ID documents:

- ✓ The photo page of the candidate's passport
- ✓ A photo driving licence
- ✓ A photo national ID card
- ✓ Full birth certificate

## Declaration

Please sign and date below to confirm you have read and understood our [terms and conditions](#), including the cancellation policy.

Print name

Date

Signed

This is an interactive PDF. To complete it on screen we recommend you use Adobe Reader 9 or later or Adobe Acrobat. If you use a lower version of Adobe Reader, your data will not be saved. You can download Adobe Reader for free at <http://www.adobe.com/products/reader.html>