

Certifying Statement Application

If you are paying by credit or debit card, you can apply for certifying statements online at www.cambridgeinternational.org/certstat instead of using this form.

- 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.
- You can also use this form if you need a notary public to authenticate a candidate's results. For security reasons we cannot confirm results by email, phone or fax.
- We process applications within 28 days of receipt.
- A candidate or centre can only apply for a certifying statement for a particular series once the certificate for that series has been issued. We do not issue certifying statements for UNGRADED, NO RESULT, PENDING or TO BE ISSUED outcomes.
- **Do not use this form if you took an exam in 2018 and have not yet received your certificate for that series.** If you need us to send a provisional statement of results directly to a chosen educational institution on the day results are released and before certificates are issued, you should complete a Priority Results application using [Results and Certificates – Form 9](#) instead.
- Candidate identification must be valid at the time of the exam, 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.
- If we are unable to find a result we will contact the candidate or centre that submitted the application.
- Please make sure that the exams for which you need a certifying statement are Cambridge International exams. If the exams were taken through one of our sister organisations, please contact them directly at www.cambridgeenglish.org or www.ocr.org.uk.

Completing the form

Fill out the form in **BLOCK CAPITAL** letters using black ink. Before submitting the form, check that you have:

- completed the relevant payment section at the end of the form - see page 4 for fees information
- included payment details for the correct amount using one of the payment methods detailed on the form
- included a photocopy of the candidate's form of identification showing their name and date of birth in English. Acceptable forms of identification are:
 - 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

If you are not able to apply online at www.cambridgeinternational.org/certstat return this form using one of the methods below. 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, 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 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' 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

Daytime telephone number **Email address**

Details of the qualification

Please provide as much information as possible to avoid delays in processing your application. Each certifying statement costs £45.96 and each additional copy costs £12.73. If you need a certifying statement for a candidate who took different Cambridge International qualifications in the same exam series, you will need to apply for separate certifying statements for each qualification. If you need a certifying statement for a candidate who took the same Cambridge International qualifications in different exam series, you will need to apply for separate certifying statements for each series.

Exam series e.g. June 2017	Qualification e.g. Cambridge IGCSE	Centre number	Candidate number	Centre name and address	Number of certifying statements at £45.96 per exam series	Number of additional copies at £12.73 per copy

Example:

June 2017	Cambridge IGCSE	12345	0001	Cambridge International School, 1 Cambridge Road, Cambridge , UK	1	1	Total: £58.69	= £163.34
June 2017	Cambridge O Level	12345	0001	Cambridge International School, 1 Cambridge Road, Cambridge , UK	1	1	Total: £58.69	
November 2017	Cambridge IGCSE	12345	0001	Cambridge International School, 1 Cambridge Road, Cambridge , UK	1	0	Total: £45.96	

Delivery details

Please provide a contact name, postal address and telephone number for each recipient of the certifying statement. If any additional information needs to appear on the address label (such as a university reference number or a minor adjustment to a candidate's name or date of birth), please let us know on a separate piece of paper and submit it with the form.

ADDRESS ONE			
Name and job title of person receiving certifying statement	<input type="text"/>		
Postal address of person receiving certifying statement	<input type="text"/>		
	Postcode		
Telephone details of recipient	<input type="text"/>		
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 certifying statement	<input type="text"/>		
Postal address of person receiving certifying statement	<input type="text"/>		
	Postcode		
Telephone details of recipient	<input type="text"/>		
Delivery method – please tick See the following page for fees	UK address:	Special Delivery	Royal Mail 1st Class*
	Overseas address:	Courier	Airmail*

ADDRESS THREE (if needed)			
Name and job title of person receiving certifying statement	<input type="text"/>		
Postal address of person receiving certifying statement	<input type="text"/>		
	Postcode		
Telephone details of recipient	<input type="text"/>		
Delivery method – please tick See the following page for fees	UK address:	Special Delivery	Royal Mail 1st Class*
	Overseas address:	Courier	Airmail*

*We cannot track certifying statements that are sent by airmail (for addresses outside the UK) or Royal Mail 1st class delivery in the UK. We recommend selecting courier delivery for addresses outside the UK and Special Delivery for UK addresses.

