

## Third Party Verification of Results Application

This form is valid for applications made from October 2018 to the end of September 2019. Third parties that need us to verify a set of Cambridge Assessment International Education results for a particular candidate can submit this form with a photocopy of the candidate's certificate. Candidates can also submit this form if they need us to send a verification of their results to third parties i.e. a university or an employer, but we will not send the verification directly to the candidate.

The verification of results is a letter that confirms the details shown on the certificate. The results of each candidate are checked against our permanent record and our verification is based wholly on that record.

The verification letter does not show the candidate's subjects or grades. If the candidate or third party needs to receive the candidate's results from a past series in hard copy they should apply for a certifying statement at [www.cambridgeinternational.org/certstat](http://www.cambridgeinternational.org/certstat).

We process applications within 28 days of receipt.

### Completing the form

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

- enclosed photocopies of **all** the certificates that you need us to verify
- completed the relevant payment section at the end of the form
- 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

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, 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 verification 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](mailto:info@cambridgeinternational.org) with 'Third Party Verification of Results application' in the subject line.

### Cancellation policy

To cancel an application, email [info@cambridgeinternational.org](mailto: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.

### Details of the third party that needs us to verify the results

<b>Name of third party recipient</b> (if known)	<input type="text"/>	<b>Company Name</b>	<input type="text"/>
<b>Telephone number</b>	<input type="text"/>		
<b>Email address of recipient</b>	<input type="text"/>		
<b>Postal address</b> (if the verification must be sent by post)	<input type="text"/> <div>Postcode</div>		

### Candidate details and authorisation

<b>Candidate name</b>	<input type="text"/>	<b>Date of birth</b> (DD/MM/YY)	<input type="text"/>
<b>Email address</b> (We will contact the candidate by email if we have any questions about their application. We will not send the verification to this email address.)	<input type="text"/>		

I authorise Cambridge Assessment International Education to provide the details, including subjects taken and grades achieved, of any of my examination records held by them to the third party stated above.

<b>Signature of Candidate</b>	<input type="text"/>	<b>Date</b> (DD/MM/YY)	<input type="text"/>
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If you submit this form electronically please tick the check box as an alternative to signing the form.

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## Payment

The fee is **£20.43 per certificate that you need us to verify**. We do not accept electronic bank transfers, cash payments or Visa Electron cards. Please calculate the total amount payable and complete the relevant payment section below.

### Credit or debit card

Credit or debit card type

Cardholder name

Cardholder address

### Total amount payable

£

Credit or debit card number

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

### 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)

Cheque/money order reference number

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

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

£

*(For invoicing only, please refer to the 2018/19 fees list)*

Centre number

Contact name

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.

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For internal use only

Reference number

Country code