

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.

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 with 'Third Party Verification of Results 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.

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

Name of third party recipient (if known)	Company Name		
Telephone number			
Email address of recipient			
Postal address (if the verification must be sent by			
post)	Postcode		
Candidate details and authorisation			
Candidate name	Date of birth (DD/MM/YY)		
Email address (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.)			
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.			
Signature of Candida	Date (DD/MM/YY)		
If you submit this form electronically please tick the check box as an alternative to signing the form.			

Payment

Country code

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			
Cardifolder address			
Total and continued by	£		
Total amount payable	£		
On the state of the			
Credit or debit card number			
CVC number (last 3 digits on reverse of card near signature)			
Card expiry date (MM/YY)			
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 cer	·		
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)		
	(DD/IVIIVI/ 1 1)		
Name in full			
L			
If you submit this form electronically please tick the check box as an alternative to signing the form.			
For internal use only			
Reference number			