



ESOL

STATEMENT APPLICATION FORM

FOR OFFICE USE ONLY	
FILE	
DATE	
STATEMENT NO.	

To be used by **ALL** applicants requiring a certifying statement of results or results verification or authentication by a Notary Public. Please complete this form in the spaces provided. Should you have any queries, please contact ESOL Customer Services by telephoning 01223 553997

For security reasons we cannot communicate results by fax, e-mail or telephone

1	Current full name <i>(Including Mr, Mrs, Miss, Ms)</i> :	<input style="width: 95%;" type="text"/>
2	Full name at the time of the examination:	<input style="width: 95%;" type="text"/>
3	Date of birth:	<input style="width: 95%;" type="text"/>
4	Current address <i>(including postcode)</i> :	<input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>
5	e-mail address	<input style="width: 95%;" type="text"/>
	Daytime telephone number:	<input style="width: 80%;" type="text"/>

For 6-11 below, there is space to give details of up to three examination sessions *(see 16 overleaf)*. If you require certifying statements for more than three sessions, please supply details on a separate sheet and attach it to the application form.

	(1)	(2)	(3)
6	Examination level taken <i>(e.g., PET, BEC, FCE, CPE)</i> :	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
7	Month and year of the examination:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
8	Name of school or centre: <i>(Please indicate town, county and country)</i>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
9	Centre number:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
10	Index or candidate number:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
11	Number of copies required:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

12	Address(es) to which copies are to be sent: Please note that we must have the addressee's telephone number if delivery using DHL is required <i>(see 16 overleaf for further details)</i>	(1)	<input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>
		Tel:	<input style="width: 95%;" type="text"/>
		(2)	<input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>
		Tel:	<input style="width: 95%;" type="text"/>

13	Signature of applicant:	<input style="width: 95%;" type="text"/>
14	Date:	<input style="width: 80%;" type="text"/>

For office use only	(1)	(2)	(3)	(4)	(5)	(6)
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

15 Proof of your identity must be provided if copies are to be sent directly to you.

You should provide **ONE** of the following (*Please tick as appropriate*):

- (i) A photocopy of your birth certificate.
- (ii) A photocopy of the appropriate pages of your passport.
- (iii) A photocopy of your driving licence.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

No proof of identity is required if you request certifying statements to be sent to a third party (e.g., university, employer). These cannot be passed on to the applicant and will be endorsed with the words 'THIS DOCUMENT SHOULD NOT BE GIVEN TO THE CANDIDATE'.

16 **FEES** – are required for each certifying statement, results verification or authentication by a Notary Public, to cover administration, searching and postage. A separate statement will be produced for *each* examination session.

(i) Where 6-10 overleaf have ALL been completed accurately. £15.90*

*[*Applicants who have fulfilled these conditions and who pay by credit card may for an additional fee of £15 (£30.90 in total) opt for the **Fast Track Service**, which guarantees that a statement will be issued within seven working days from receipt of the application].*

(ii) Where 6-10 overleaf have **NOT** been fully completed. £32.00

(iii) For each additional copy of a statement. £5.00

Applicants within the UK may pay an optional fee of £5.10 for Special Delivery, which guarantees delivery by 12 noon the following day (including insurance).

An *Additional Fee* of £19.00 is charged for **each** separate address if you require documents to be sent overseas using DHL. £19.00

For authentication by a Notary Public and the Foreign and Commonwealth Office, as laid down in the Hague Convention of 1961. £96.00

17 Payment must be made by cheque, postal order, international money order or major credit card* for the correct amount in pounds sterling. These must be crossed and made payable to 'UNIVERSITY OF CAMBRIDGE LOCAL EXAMINATIONS SYNDICATE' or 'UCLES'.

I enclose a payment of:

Method of payment (*e.g., cheque, postal order, credit card**):

Cheque/credit card*/money order reference number:
*[*except American Express/Diners Club].*

Credit card expiry date, plus **3-digit security code**
[printed in reverse italics on signature strip on back of card]

18 In cases where a result cannot be found for services 16 (i) and (ii) above, the fee **WILL NOT BE REFUNDED**. Therefore, applicants are strongly advised to ensure that their examinations/courses were actually conducted by UCLES/ESOL before submitting an application.

(i) Requests for certifying statements, results verification and authentication of results, will be dealt with within **one to six weeks**. Some delays may occur if a large number of applications is received or if information provided by the applicant is insufficient or incorrect.

Please note that Cambridge ESOL Examinations will only retain application forms for a maximum of 2 years. Should additional information requested by Cambridge ESOL Examinations not be provided within this period the application will be destroyed and any request for a certifying statement resubmitted at prices then current.

19 **IMPORTANT** – before sending this form to Cambridge ESOL Examinations please ensure that you have:

- (i) completed items 1-17 on this application form.
- (ii) enclosed some proof of identity in accordance with item 15 on this application form.
- (iii) calculated the fee required in accordance with item 16 on this application form.
- (iv) enclosed payment for the correct amount in accordance with item 17 on this application form.

20 Please return this application form to: **University of Cambridge ESOL Examinations, Entries and Results Unit (Past Records), 1 Hills Road, CAMBRIDGE, CB1 2EU, (United Kingdom)**