

Guidelines : Applying for a Certifying Statement:

Statement can be provided where a certificate has been lost or mislaid, or to send to organisations (universities, etc.) requiring proof of an achieved grade.

Terms of Application

It is essential that the following details are provided for each search requested to enable us to locate your archived record:

1. **The year** in which the examination was taken.
2. The **name of the centre** or city where the examination was taken.

Before 1999 our records are held on physical media such as film or microfiche listed by year and centre. With over 15 million records in the archives it is impossible to find records without this basic information.

Personal and Delivery Details

All fields in this section must be completed. Please ensure to provide the following information:

- Your full name, as it currently is
- A current valid e-mail address, because all communication will be made via e-mail
- A delivery address, please only fill in the current address if this is different to the delivery address
- A telephone number, which is only for delivery purposes however the receiver must be contactable on this number

Search Criteria

Unsuccessful searches will not be refunded. It is important to provide as much information as possible, and that all compulsory fields have been completed.

The standard fee will pay for up to 4 searches for 1 certifying statement. The essential fields are the qualification, the year of the qualification, the month and the centre name, and country. The month must be the month in which the examination was taken – not the month in which the certificate was received. Additional information can be written in the relevant sections.

A statement of results or statement of entry can be emailed to PastRecords@cambridgeenglish.org to support the application.