

# Certifying Statement Application for Common European Framework of Reference (CEFR)

Read the guidance notes below before you fill in this form.

To apply for a Certifying Statement for CEFR you **must** have:

- taken the relevant qualification in the June or November 2011 exam series or later
- completed the speaking, listening, reading and writing components of the relevant qualification unless you are applying to a university **outside the UK**. For further information, see below.

If you do not meet both of these criteria your application will be rejected.

This application form is primarily (but not exclusively) for students who have achieved a Cambridge IGCSE in either First Language English (0500 or 0522) **or** English as a Second Language (0510 or 0511) and require a Tier 4 visa to study in the UK.

If you are applying to study in the UK, your Tier 4 sponsor may require evidence of your proficiency in all four language skills (reading, writing, speaking and listening) before issuing you with a Confirmation of Acceptance for Studies (CAS) – this is the document you must obtain in order to apply for immigration permission as a Tier 4 (general student). To fulfill this requirement, you must first apply for a Certifying Statement for CEFR from Cambridge International Examinations.

A Certifying Statement for CEFR provides evidence of your language ability in all four language skills according to the CEFR criteria. The certificate we issue for the relevant Cambridge IGCSE(s) does not provide this information. The Certifying Statement for CEFR shows:

- the Cambridge IGCSE grade achieved for each component (a component is an exam paper within the syllabus)
- a CEFR level for each of the four language skills
- a generic CEFR table showing the associated CEFR levels for the Cambridge IGCSE grades for each
  of the four skills.

If proof of your English language proficiency is required, you must submit both of the following documents to the UK higher education institution acting as your Tier 4 Sponsor:

- your certificate for the relevant Cambridge IGCSE (0500, 0522, 0510, 0511)
- · your 'Certifying Statement for CEFR'.

You can only apply for a Certifying Statement for CEFR for Tier 4 visa purposes if we have already issued your Cambridge IGCSE certificate. We issue certificates in March for the November series and October for the June series. For example, if you took your exam in the June 2011 series, we would have issued your certificate in October 2011. You cannot apply if you have only received your provisional statement of results.

Before you complete the form, contact your selected UK higher education institution(s) to find out which English language proficiency tests they accept, and what evidence you are required to submit. You may not need to provide a Certifying Statement for CEFR.

#### Completing and returning this form

If you are asked to provide a Certifying Statement for CEFR, complete this form in full in BLOCK CAPITAL letters using black ink. Check that you have:

calculated the fee required submitted **all** of the following with the application:

a photocopy of the appropriate pages of your passport a photocopy of **either** your birth certificate **or** your photo driving licence

completed the relevant payment section at the end of the form enclosed payment for the correct amount using one of the payment methods detailed on the form.

# 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 Statement Administrator, Results and Despatches, Operations, Cambridge International Examinations, Cambridge Assessment DC10, Hill Farm Road, Whittlesford, Cambridge, CB22 4FZ, United Kingdom.
- By fax: +44 1223 376587.

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 still registered with Cambridge, 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 <a href="mailto:info@cie.org.uk">info@cie.org.uk</a> with 'Certifying Statement Application for CEFR' in the subject line.

#### **Processing the form**

We will process your application within four weeks of receiving the correctly completed form.

### **Cancellation policy**

To cancel an application, email <a href="mailto:info@cie.org.uk">info@cie.org.uk</a> 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)  Full name at the time of the exam					Date of birth (DD/MM/YY)		
Current a (including	ddress postcode)				Po	estcode	
Day time telephone	e number			Er	nail address		
Exam series e.g. June 2015	Cambrid Language I	alification ge IGCSE First English or English cond Language	Centre number	Candidate number	Centre name and address	Number of certifying statements at £41.69 per copy	Number of additional copies at £11.55 per copy
You can ubreakdow	use a Certifyi n of your En niversity. Wr	glish language res	CEFR for a sults into C	EFR levels.	to universities outside t Tick the box below if yo nave been tested in, for	ou are applying to s	study at a

The Certifying Statement for CEFR you receive will only provide evidence for the language skills in which you have been tested. For example, if you have not taken the speaking test, no mark or CEFR level will appear on your certificate for this skill.

Please provide a contact name, postal address and phone number for each recipient of the statement.

ADDRESSONE			
Name and job title of person receiving the certifying statement			
Dental address of narrow			
Postal address of person receiving the certifying statement			Postcode
Telephone details of recipient			
Dell'assessed and and assessed at	IIIZ A I Inc. a c	0	De al Mail Ast Olean
Delivery method – please tick	UK Address:	Special Delivery	Royal Mail 1st Class
See the following page for fees	Overseas Address:	Courier O	Airmail O
ADDRESS TWO (if needed)			
Name and job title of person receiving the certifying statement			
Postal address of person			
receiving the certifying			
statement			Postcode
Telephone details of recipient			
Delivery method – please tick	UK Address:	Special Delivery	Royal Mail 1st Class
	UN AUUIESS.	Special Delivery	Royal Iviali 1st Class
See the following page for fees	Overseas Address:	Courier O	Airmail O

If the certifying statement needs to be sent to more than two addresses, please write them on a separate piece of paper and submit it with this form. Save a copy of the form for your own records.

We cannot trace certifying statements that are sent by Royal Mail 1st Class (for UK addresses) or Airmail (for oversees addresses).

## Fees

Please calculate the total amount payable and then complete the relevant payment section below. We do not accept electronic bank transfer or cash payments.

Fees	Price	Quantity	Total
Search fee for each certifying statement	£41.69		
Fee for each extra copy of a statement	£11.55		
Courier despatch for each address outside the UK (we recommend you use this service if you want a traceable despatch method)	£37.70		
Despatch by Special Delivery for each UK address	£9.28		
		Sub total	

	Sub total			
Credit or debit card				
Credit or debit card type Cardholder name Cardholder address				
Fees payable (before handling fee, if applicable) Handling fee (2 per cent for credit cards only) Handling fee (3 per cent for American Express cards only) Total amount payable Credit or debit card number	£ £ £			
CVC number (last 3 digits on reverse of card near signature, 4	l if AMEX)			
Card expiry date				
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 Centres)				
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 2016/17 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.				

We do not issue certifying statements for UNGRADED, NO RESULT, PENDING or TO BE ISSUED outcomes.

For internal use only	
Reference number	
Country code	

