
Replacement Certificate / Statement of Results Application

- **This form is valid for applications made from October 2018 to the end of September 2019**
- This form is for centre use only. It should be used to apply for replacement certificates and/or statements of results on behalf of candidates.
- We do not replace lost certificates. You will need to apply for a [certifying statement](#) instead. At our discretion, we can replace a damaged certificate as long as we have satisfactory proof of the candidate's identity.
- We process applications within 28 days of receipt after the approval.
- We replace certificates and/or statements of results within 18 months of the date we originally issued them. Please refer to Part 6 of the *Cambridge Handbook* for specific deadlines. After 18 months, you will need to apply for a [certifying statement](#) instead.
- You must also use this form to request any amendments to a candidate's name, a candidate's date of birth and a centre's name on certificates and/or statements of results.
- The certificate and/or statement of results must reflect the candidate's name as it was at the time of their exam. We will not change a candidate's name on these documents to reflect any changes that took place after the exam, for example changing their name because they get married.
- We charge a replacement fee and courier costs for replacement certificates and/or statements of results. See page 2 of this form for details.

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.

Completing the form

Complete this form in **BLOCK CAPITALS**.

- If you are applying for a replacement certificate , you must submit the original certificate with the form.
- If you are applying for a replacement statement of results , you must submit the original statement of results with the form.
- If you are applying for a replacement certificate and statement of results, you must submit both documents with the form.
- For amendments to name or date of birth, you must also submit a photocopy of a relevant form of identification which shows the candidate's name and date of birth in English at the time of the exam with the form. Acceptable forms of identification are:
 - o A photocopy of the candidate's birth certificate
 - o A photocopy of the appropriate pages of the candidate's passport
 - o A photocopy of the candidate's photo driving licence.

Fees

	Fee
Replacement certificate (per candidate, per series)	504 SAR
Replacement statement of results (per candidate, per series)	504 SAR

Replacement certificates and/or statements of results are despatched by courier because they are original documents and cannot be replaced if lost. By submitting the application, you are agreeing to be invoiced for the production and despatch fees relevant to the request you are making on behalf of the candidate.

Centre contact details

Centre number

Contact name at your centre

Telephone number

Email address

Exam series

Information for the replacement statement of results and/or certificate

Please write in BLOCK CAPITALS the details that should appear on the replacement certificate and/or statement of results.

Payment options

Option 1: Payment at one of the British Council Offices (*Riyadh & Al Khobar only*).

Option 1 is not available in Jeddah.

Option 2: Pay Online (VISA/MasterCard/mada)

To pay your fee online, please click [here](#).

Once you have paid the correct fee, please email the payment reference as proof of payment with duly filled Results and Certificates - Form 12 to KSAinfo@sa.britishcouncil.org.

Important Note: Your request will be processed within 7 days from the receipt of your payment confirmation and application to KSAinfo@sa.britishcouncil.org.

Disclaimer:

Missing or incorrect name and contact numbers provided at the time of payment may result in the British Council being unable to track your fee in which case your service will not be confirmed. The British Council will accept no responsibility for any delays or loss that occurs as a result.

For clarification or assistance, please contact our Call Centre:

Telephone	920003668
Email	KSAinfo@sa.britishcouncil.org