



Verification of qualification

Undergraduate Admissions

certification of results

Section 1. To be completed by the applicant.

If we have requested official verified copies of your qualifications it will be listed on your offer letter. It is vital that any documentation that you provide is correctly certified, otherwise there will be delays in making your offer unconditional.

Please complete this section using BLOCK CAPITALS and then ask the administrative authorities at your school/institution to certify your certificate(s) by completing Section 2 below. **We cannot accept this form alone as proof of your qualifications.** Please also ensure that attached documentation meets all requirements for properly certified qualifications as shown on the back of this form

Family name 姓

Given name 名

Programme applied for at LSE

Applicant ID Number (see offer letter) or UCAS Personal ID

Section 2. To be completed by the administrative authorities of the candidate's previous school/institution.

This candidate has applied for admission to an undergraduate programme at the London School of Economics and Political Science and has indicated that s/he has obtained a qualification from your institution. Please certify the candidate's final result by completing all sections below. Please also ensure that attached documentation meets all requirements for properly certified qualifications as shown on the back of this form.

School/Institution

Language of instruction at this school/institution

Qualification(s) and subject(s) (please attach a certified copy of the relevant qualification showing the achieved grades/results)

Final mark/results

Date qualification(s) obtained

Signed

We require this information for official verification purposes

Name (please print)

We require this information for official verification purposes

Position

We require this information for official verification purposes

Official email address (from School/Institution account)

Date (dd/mm/yy)

Institutional stamp

We reserve the right to request further certified documents if this document does not meet our requirements.

Guidance for providing properly certified documents

Note that each copy submitted with this form must meet the following four conditions:

- 1 Each page must be originally signed by your head teacher or other teacher from your school, or by a British Council official. Please note that we can only accept hand-written signatures.
- 2 The signatory must also print their name.
- 3 The signatory must also include their job title.
- 4 Each page must also contain the school or British Council stamp.

An example of how a correctly certified document may look:

➤ The Exam Board

**Exam Board
General Certificate
of Education**

JUNE 2012

This is to certify that

JOHN SMITH

SOUTH COLLEGE LONDON

obtained the grades indicated in the following subject(s):

ADVANCED LEVEL (TWO SUBJECTS)		caps	CODE
GOVERNMENT AND POLITICS	GRADE A* (a)	999/1234/C	
HISTORY	GRADE A (a)	888/4321/K	

Original signature ⇨ *Helen Bloggs*

Printed name ⇨ HELEN BLOGGS

Title ⇨ HEAD TEACHER

Official stamp ⇨ 