

PROOF OF DEGREE FORM

Do not send us your original degree certificate, as documents are non-returnable. Use this form to supply proof of your degree.



current LSE students do **not** need to use this form

Graduate Admissions

certification of degree results

Section 1. To be completed by the applicant. See overleaf for further guidance.

Family name 姓

Given name 名

Programme applied for at LSE

Applicant ID Number (see offer letter)

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Section 2. To be completed by the administrative authorities of the candidate's previous university. See overleaf for further guidance.

Institution (If you have studied at a Chinese institution, please follow the instructions overleaf to provide proof of your qualifications)

Qualification and subject (eg, BA, MA)

Applicant's Candidate number/ID

Language of instruction

Degree classification / final mark (eg, GPA 3.5 or 2:1 Honours)

Date qualification obtained

Signed

Name

We will use this information to verify this proof of degree

Position

We will use this information to verify this proof of degree

Department:

We will use this information to verify this proof of degree

Email address

We will use this information to verify this proof of degree

Telephone number

We will use this information to verify this proof of degree

Date (dd/mm/yy)

We will use this information to verify this proof of degree

Institutional stamp

GUIDANCE FOR THE APPLICANT

Please complete Section 1 using BLOCK CAPITALS and then ask the administrative authorities at your university to certify your degree result by completing Section 2.

You should then return this certificate to the Graduate Admissions Office. An official final transcript can be submitted instead of this form. The transcript must state that the degree has been awarded and the date that this award was made. A breakdown of your marks must be included if this is a condition of your offer.

Please note, if you hold an unconditional offer, and your offer letter only asks you to provide official proof of your degree having been awarded, you may submit an original or certified copy of your degree certificate instead of your transcript.

A photocopy or scan of this form once completed does not count as official proof, you will need to send us the original form completed by your institution.

Please be advised that we will verify the information contained within this form AND reserve the right to request further original documentation should the documentation provided be found unsatisfactory. Any applicant found to have submitted false information is liable to have their offer immediately withdrawn and/or their registration at the School suspended. If you had been issued with a CAS statement, this would also be withdrawn.

Our fraud prevention unit may refer cases of suspected fraud to the UKVI if appropriate. Applicants who attempt to gain entry clearance to the UK on the basis of fraudulent documents may be banned from entering the UK for up to ten years.

GRADUATES OF CHINESE INSTITUTIONS

If you have graduated from a Chinese Institution, you should not provide your proof of degree using this form.

LSE has formed a partnership with CHESICC to receive verified transcript and proof of degree information from Chinese universities. We MUST receive verified documents through CHESICC for any qualifications that have been awarded by a Chinese institution.

For instructions on how to submit these, please go to lse.ac.uk/study-at-lse/graduate/offer-holders/what-next/confirming-your-offer-of-admission

GUIDANCE FOR INSTITUTIONS

The candidate has applied for admission to a postgraduate 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 the following:

Institution – Full name of the institution awarding the degree.

Applicant's candidate number/ID – Please give the candidate's number at your institution. This will allow us to make further checks if necessary, either by reference to your institution or to national databases.

Qualification and subject awarded – Please do not post date this section, we will not accept this as sufficient proof of award and may have to ask you to complete another form.

Language of instruction – Please state the main language of instruction for this degree.

Degree classification / final mark – Please state the overall degree classification, cumulative GPA or average mark as expressed by your institution. If you cannot provide this information, please attach a covering letter or provide a full final transcript for this student.

Date qualification obtained – Please do not post date this.

Signed – To be signed by the relevant administrative authority.

Name – Please print your name.

Position – Your job title.

Department – The department or service in which you work.

Email address – We need this to verify this document.

Telephone number – We need this to verify this document.

Completed forms should be posted to:
The Graduate Admissions Office
London School of Economics and Political Science
Houghton Street
London
WC2A 2AE

If you have further questions about this form, please call +44 (0)20 7955 7160

Additional copies of this form are available at lse.ac.uk/study-at-lse/graduate/offer-holders/PDFs/Proof-of-degree-form.pdf