

APPLICATION FORM FOR PAST RESULTS AND LOST CERTIFICATES

Oxford International AQA

Important information - please read before continuing

- All applications are subject to a fee of £43. This fee covers the cost of searching for your results and producing a Certified Statement of Results and/or confirmation letter to a third party for each set of results we find.
- We can't confirm results over the phone, or by email or fax.
- We aim to process all applications within 20 working days, but this may be exceeded during periods of high demand. Please complete your application at least six weeks before your require your results.
- We do not offer a fast-track or priority service and process applications in order of receipt.
- Please ensure that you include photocopies of the requested identity documentation (ID).
 Two or more types of ID will be needed if your name has changed since your exams.
 We will not be held responsible for any original documents that are provided to us.
- If you need to cancel your application, contact us in writing within five working
 days of us acknowledging receipt. We'll confirm the date that we received your
 application in our acknowledgment email. Refunds will not be issued after five
 working days.
- Your application is processed in compliance with the General Data Protection Regulations (GDPR). By submitting your application, you confirm that you have read and agree to the declaration on page 7.

1. Personal details and identity documentation (ID)

- You must provide a copy of your ID which shows your current name and date of birth.
- If your name has changed since your exams you must also provide documentary evidence.
- Missing or expired ID may delay your application.
- Please only submit copies of your ID we will not be responsible for any original documents.
- All ID must be in English.
- All personal data will be processed in accordance with our privacy notice.

Current full name							
You must submit a copy of one of the following identity documents with your completed application. Please tick the relevant box to indicate which form of ID you are providing.							
Photo page of passport Photo or ID card	driving license		Birth c	ertifica	te		
Full name at the time of the exam							
If your name has changed since the time of your exams, you must also include documentary evidence of this change (for example a marriage certificate). If you have any questions about the identity documents that you need to provide, please contact results@aqa.org.uk							
							-
Date of birth	D	D N	Л М	Υ	Υ	Υ	Υ
Email address							
P							

2. Services and delivery

- We can send you a Certified Statement of Results and/or send a confirmation letter to a university, employer or verification company (third party).
- Certified Statements of Results can be delivered to you at an address of your choice.
- Confirmation letters can only be sent directly to a third party.
- If we hold your results, delivery to UK addresses is by First Class mail.
- All deliveries will be managed by DHL and will incur a £20 fee per address.

Please confirm the type of document(s) required and complete the relevant section(s) below:

Certified Statement of Results	
Confirmation letter to a third party	
Certified Statement of Results	
Delivery address	
Postcode	
Country	
Confirmation letter to a third party	
Name of university, employer or verification company	
Reference number (if applicable)	
Name of contact at third party	
Third party contact telephone number	
Delivery address	
Postcode	
Country	

3. Exam details

- The £43 fee covers the cost of us undertaking up to four searches for your results. An example of one search would be *International GCSEs taken in June 2019 at a named centre*.
- Where we find results, the documentation we produce will show all pass grades for the same qualification type taken in the same exam series.
- Please be as specific as possible when completing this section as we use these details to search for your results
- Refunds will not be issued if we have conducted our searches and do not find your results.
- If further searches are required, you will need to complete a new application form and pay a further £43.

Exam series 1	
Exam year e.g. 2018	Centre number If known
Series month e.g. June	Candidate number If known
Qualification type e.g. A-level	
Centre name e.g. Aquinas College	
Centre address	
Postcode	
Subjects e.g. Maths, English	

Exam series 2		
Exam year e.g. 2018	Centre number	
Series month e.g. June	Candidate number If known	
Qualification type e.g. A-level		
Centre name e.g. Aquinas College		
Centre address		
Postcode		
Subjects e.g. Maths, English		

3a. Exam details continued

Exam year	Centre number	
e.g. 2018 Series month e.g. June	If known Candidate number If known	
Qualification type e.g. A-level		
Centre name e.g. Aquinas College		
Centre address		
Postcode		
Subjects e.g. Maths, English		

Exam series 4	
Exam year e.g. 2018	Centre number If known
Series month e.g. June	Candidate number If known
Qualification type e.g. A-level	
Centre name e.g. Aquinas College	
Centre address	
Postcode	
Subjects e.g. Maths, English	

4. Payment and declaration

- The cost of an application is £43 plus £20 per overseas delivery address where applicable.
- Payment can be made through online or telephone banking or in your local bank branch.
- Please use the payment reference detailed below (REC SURNAME FORENAME).
- If making payment from overseas, please be aware that your bank may charge fees
 and that this can affect the amount that we receive. Please confirm this with your bank
 before paying.

Total cost of this application							
To complete payment, please transfer the amount above to the account details below, ensuring that you use the payment reference as specified							
Beneficiary	AQA						
Payment reference	Please use REC followed by your SURNAME then FORENAME						
Sort code	60 09 50						
Account number	26165570						
If you are paying from outside the UK, please use the following details							
IBAN	GB18NWBK60095026165570						
BIC	NWBKGB2L						
Please complete the following section to help us progress your application.							
Date payment sent	D D	M	M	Υ	Υ	Υ	Υ
Payer account name	•					•	
Payer sort code*							
Payer account number*							

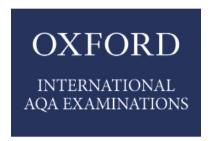
^{*} If you are paying from overseas and are unable to confirm these details, please send us a copy of your transaction receipt with your application form and ID.

Declaration

By submitting this form, you confirm that you have the right under the General Data Protection Regulations (GDPR) to request this information and that you consent to its disclosure by AQA as requested on this form. You also confirm that the information on this form is correct to the best of your knowledge. You hereby agree to indemnify AQA against any costs, damages, penalties or fines which may arise from the above confirmations being inaccurate or untrue.

GET HELP AND SUPPORT

Visit our website for information, guidance, support and resources at oxfordaqaexams.org.uk



OXFORD INTERNATIONAL AQA EXAMINATIONS GREAT CLARENDON STREET, OXFORD, OX2 6DP UNITED KINGDOM enquiries@oxfordaqaexams.org.uk oxfordaqaexams.org.uk