

Supporting documentation for translation and/or verification of documents

1. A clear photocopy or scanned copy of your document(s) submitted for translation and/or verification (photographs of your document/documents will not be accepted).
Exemptions that require submission of the original document by courier:
 - (i) language certificates issued by recognised UK examination bodies
 - (ii) qualifications issued by UK higher education institutions to be submitted to the Foreign, Commonwealth & Development Office in the UK for legalisation purposes (Apostille).
2. A signed copy of our [Request Form](#) (PDF, 111 kb).
3. If the documents will not be received by the document holder in person, please also indicate the name and details of the authorised recipient on the Request Form.
4. A clear copy of the document holder's **identity card/passport/driver's license** or other official identification document.
5. If you submit a document issued by a UK institution, a signed copy of our [Consent Form](#) (PDF, 56 kb).
6. If you have had the same document(s) translated/verified by the British Council in the past, photocopies or scanned copies of the translation/verification.
7. **Only** if you intend to submit documents verified by the British Council to the Foreign, Commonwealth & Development Office (FCDO) for legalisation purposes (Apostille) and therefore need the original documents to be stamped (degree certificates are stamped overleaf), a signed copy of our [Consent to Stamp Original Documents Form](#) (PDF, 22 kb).

Failure to provide the documents and information required as specified above may result in a delay in the translation/verification process. For further information, refer to our [Terms and Conditions](#) (PDF, 139 kb).

Supporting documentation for the issue of a British Council Statement for destroyed/lost University of Cambridge English language certificates

1. A completed and signed copy of our [British Council Statement Form](#) (PDF, 146 kb).
2. A clear copy of the document holder's **identity card/passport/driver's license** or other official identification document.

Failure to provide the documents and information required as specified above may result in a delay in the translation/verification process. For further information, refer to our [Terms and Conditions](#) (PDF, 139 kb).