

**APPLICATION FORM
FOR
CERTIFICATES ATTESTATION**

I would like to attest my GCE/SSC/HSC/Degree/Masters/Passport/Others certificates (Please tick as appropriate description)

Total number of certificates to be attested:.....Total photocopies:

Total fees for attestation: BDT 300 X

Name: _____

Address: _____

Telephone No: _____

E-mail: _____

Signature of the Applicant

Signature of the official

Date: _____

Date: _____

Money receipt no:

Note: Original and attested documents are delivered on the following working day during 12.00 pm to 5.00 pm from the Examinations Services Counter. These MUST be collected within 5 working days.

TERMS & CONDITIONS

1. British Council attests all local certificates (English versions only) for UK education purpose. We require evidence showing that the candidate is enrolling for a UK qualification. This could be an offer letter from an accredited UK university or a completed admission form.
2. For exams administered by the British Council e.g. O and A Level, etc. supporting documents is not required. For all other certificates British Council reserves the right to ask for supporting documentation. Evidence of enrolment to a UK university is required.
3. British Council reserves the right not to attest certificates of overseas qualification other than the UK.
4. British Council attests the certificates as 'true copy of the original' only.
5. Original and attested copies are delivered on the following working day during 12.00 pm to 5.00 pm from the Examinations Services Counter. These MUST be collected within 5 working days. British Council will not be liable for any loss or damage of documents after this period.
6. Attestation charge is BDT 300 per copy for individuals.
7. Private/Public universities/institutions will be charged @ BDT 500 for attestation of per certificate.
8. All other institutions (Student Consulting Firm, Overseas Education Guide/Helper etc.) will be charged @ BDT 1000 per attestation for per certificate.
9. British Council also attests photocopy of passports required for UK education purposes only. Attestation is done on the second page only.
10. British Council reserves the right to take appropriate action if any fake certificates are found.
11. Any complaints should be addressed at first instance to the Customer Services Manager.

EXAMINATIONS SERVICES
British Council Bangladesh