

Certifier checklist – Fee Support only students

Complete this form and return with your certified evidence items.

Personal details

Customer Reference Number (if you have one)

Forename(s)

Surname(s)

UK National Insurance number (if you have one)

A certified copy is a photocopy of an original document which must have been stamped, signed and dated as being a true copy of the original by a person of good standing in the community. The person certifying the evidence must **not** be a relative.

Examples of a person of good standing include:

- a bank or building society official, civil servant, minister of religion, police officer, someone with a professional qualification i.e. teacher (**not** college or university administration staff), accountant, engineer, solicitor, etc

Make sure the person certifying your document(s) stamp, sign and date all pieces of evidence.

Certifier information

This section must be fully completed and stamped before being returned with any evidence.

Name (in BLOCK CAPITALS)

Job title/occupation

Email address

**Telephone number
(including international dialling code)**

Signature

Today's date (DDMMYYYY)

Day Month Year

Address of certifier

Official stamp