

# 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**