

Application for current summer 2023 results to be sent to a third party

Important information - please read before continuing and keep this page for your reference

- Confirmation letters for the current series cannot be issued to students.
- This service is primarily for results to be sent to international universities and verification companies. Other third parties may be considered suitable at our discretion.
- The application can only be completed by the named applicant; this cannot be completed by a parent, guardian, exams officer or any other third party.
- Results for the current summer 2023 series cannot be released before results day under any circumstances.
- Applications are subject to a fee of £20 per address. This fee covers DHL delivery charge only.
- Please only use this form if requesting results from summer 2023. All other applicants should use alternative form 'Application for past exam results'.
- Results cannot be confirmed by phone, email or fax.
- We may not hold your results. Please ensure that you have checked which exam board holds your results. Your school/college should be able to confirm which board you are entered with for each subject.
- To ensure priority dispatch after results day (A-level: 17 August 2023, GCSE: 24 August 2023) please ensure your completed application is received by 7 August 2023 at the latest, all applications will be processed in order of receipt.
- Applications received between 7 August 2023 and 12 November 2023 will still be considered a priority but due to high volumes received at this peak period will be subject to a processing time of 5 to 10 working days.
- Applications received after 12 November 2023 will be rejected and you will need to use alternative form 'Application for past exam results' if a confirmation letter service is required after this date.
- Incomplete or inaccurate information may delay your application. Please ensure that all sections are completed to the best of your knowledge.
- Please ensure that you include photocopies of the requested identity documentation. AQA will not be held responsible for any original documents that are provided to us.
- Your application is processed in compliance with the General Data Protection Regulations (GDPR) and, as such, you are required to read the declaration on page 2, by submitting your application you agree and confirm that the information on this form is correct to the best of your knowledge.

Note: Please do not use Apple Preview or Chrome PDF Viewer to complete this form. Save a new copy (save as) and use either the desktop version of Adobe Acrobat/Reader (Reader can be downloaded for free at: <http://www.adobe.com/products/reader.html>) or the Adobe Reader mobile app. Alternatively, you can print a copy and complete in block capitals

1. Personal details and identity documentation (ID)

- You must provide a copy of your ID which shows your current name and date of birth.
- ID must be one of the three options listed below.
- Missing or expired ID will delay your application.
- Please only submit copies of your ID – we will not be responsible for any original documents.
- All identification must be in English.
- All personal data will be processed in accordance with our privacy policy.

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.							
Current passport	<input type="checkbox"/>	Current photo driving license	<input type="checkbox"/>	Full birth certificate	<input type="checkbox"/>		
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>						
Daytime telephone number	<input type="text"/>						

2. 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.

3. Delivery details

- This service is only for summer 2023 results to be confirmed after results day, but before certificates are issued.
- We can only send confirmation letters to international universities or verification companies.
- All deliveries outside the UK will be provided by DHL and will incur a £20 fee per address.
- In most cases this service is not applicable within the UK, but where this is required delivery to UK addresses is by standard First Class Royal Mail.

Please complete the relevant sections below:

- Delivery details must include either named contact at third party or name of department (or both where relevant).
- Incomplete delivery details may lead to delays in processing your application, this includes the reference or ID number.
- Please note that for many international addresses (particularly in the USA) it is common to have two postal addresses, one for standard mail and another for courier delivery. Please ensure that the appropriate address is entered below for DHL courier.

Confirmation letter	
Name of university/company	
Reference number/ID number	
Name of department	
Name of contact at third party	
Contact telephone number (please include international dialing code)	
Full delivery address	
Postcode/zip code	
Country	

If you require your results sent to additional third party addresses please find further space in section 3a (on page 6).

Total number of delivery addresses required	
--	--

4. Exam details

- Please contact your school or college if you are unsure if AQA was the exam board for your exams.
- Missing or inaccurate information may delay your application.
- Please be as specific as possible when completing this section as we use this to search for your results, your school/college should be able to help with any section you are unsure about, including centre and candidate numbers.
- Only overall pass grades will appear on the confirmation letter(s) sent. No modular/unit grades will be sent.
- We will send all the results that we hold for you in a particular exam series that are of the same qualification type.
- If the third party also requires results taken in another exam session this can be sent in the same envelope, so would not be subject to a further delivery charge.
- If further sessions are required, you will need to pay the past results fee of £43.
- Refunds will not be issued where we have conducted a search and do not hold your results.

Summer 2023			
Qualification type		Qualification type 2 (if required)	
Centre name			
Centre number		Candidate number	
Centre address			
Postcode			
Subjects			

Second exam series required (please note additional cost)			
Exam session		Qualification type	
Centre name			
Centre number		Candidate number	
Centre address			
Postcode			
Subjects			

5. Payment

The cost of an application is £20 per overseas delivery address plus £43 if you have requested any past results (any session other than summer 2023).

- Please ensure that you complete all sections below accurately.
- Payment can be made through online or telephone banking or in your local bank.
- We do not take payment from your account and only use your details to locate your payment.
- If possible please also include a transaction receipt.
- Please ensure that you use the payment reference detailed below.
- If making payment from overseas please be aware that your bank may charge various fees and that this can affect the amount that we receive. Please confirm this with your bank that all fees have been included and accepted before making a payment.

5.1	Total cost of this application									
5.2	To complete payment, please transfer the amount above to the account details and payment reference information detailed below									
	Beneficiary		AQA							
	Payment reference		Please use REC followed by your SURNAME then FORENAME							
	Exact payment reference used									
	Sort code		60 09 50							
5.3	Account number		26165570							
	If you are paying from outside the UK, please use the following details									
	IBAN		GB18NW BK60095026165570							
	BIC		NWBKGB2L							
5.4	Please complete the following section to help us progress your application.									
	Date payment sent		D	D	M	M	Y	Y	Y	Y
	Payer account name									
	Payer sort code*									
	Payer account number*									

*Where these details cannot be confirmed (when making a payment from an overseas account) then please include a copy of the transaction receipt.

6. Submitting application

When completed please check and save the application form and return application, identification and payment receipt as email attachments to **results@aqa.org.uk**

Continuation pages

Please add as many further copies of this page as needed. Please note that using additional pages may require manual calculation of correct fee.

3a. Delivery details (continuation)

Confirmation letter (if a further third party also requires results)	
Name of university/company	
Reference number/ID number	
Name of department	
Name of contact at third party	
Contact telephone number (please include international dialing code)	
Full delivery address	
Postcode/zip code	
Country	

4a. Exam details (continued)

Further exam series (if required)			
Exam session		Qualification type	
Centre name			
Centre number		Candidate number	
Centre address			
Postcode			
Subjects			