

# Certifier checklist – EU 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  
 Day   Month   Year

Address of certifier

Official stamp