Supporting documentation

To ensure your application is complete and your supporting evidence is correctly certified, please refer to the **documentation guidance** on our website.

Your application must include your:
1. qualification completion (e.g. graduation) certificate
2. results transcript - or letter from your awarding organisation - confirming the qualification modules passed, failed or awarded by exemption and dates
3. official document confirming your change of name, eg marriage certificate or deed poll (where appropriate).
4. If your documentation is certified by a solicitor or public notary whose name doesn't appear on their regulator's on-line searchable register, a letter from their regulating body confirming their solicitor or public notary status.

All documentation must be recently certified as a true representation of the originals by either:
• a **current member** of the CII or Personal Finance Society (PFS): **ask them** to either a) sign the photocopy in person and print their full name and CII PIN number or b) email confirmation to you; or
• a **notary public or solicitor**: ask them to sign the photocopy in person and print their full name and their firm name and full contact details. CII will look up their notary / solicitor status on their regulator's searchable register. If it's not accessible to us via an on-line search, please also provide evidence of their solicitor / notary status from their authorising organisation; or
• a **representative of the awarding organisation**: ask them to either a) sign the photocopy in person and print their full name and CII PIN number, or b) email confirmation to you; or
• the awarding organisation's **digital verification software**. The digitally certified completion certificate and/or results transcript must meet the requirements in Step 2D (**documentation guidance**).

Language, file size, file names and file types

If your qualification documents are not in English, the CII may require translations prior to confirming any award. Please upload documents in the original language, together with an English translation if already available. On receipt of your application, we will confirm whether further translations are needed.

You can upload a maximum of 20 separate files per application. The total size of the upload for the application must not exceed 20MB. You may need to zip your files before uploading them.

Ensure the file names are in the English alphabet and don't contain consecutive spaces, wildcards (eg * ? #) or special characters.

The accepted file types are either pdf (preferred), jpg or png. We don't accept HEIC files.

| Member email.eml ✕ | Qual comp cert.pdf ✕ | Results transcript.pdf ✕ |

╋ **Choose another file**

Who is certifying your documentation?

The copies of your documentation must be certified as a true representation of the originals. Please do not enter your own name or contact details in this section.

Who is certifying your documentation?

☑ A current CII or Personal Finance Society member

☐ A solicitor, notary public or representative of the awarding organisation (or its digital verification software)