

Corporate service

visas and nationality

The UK Visas and Nationality Service

Order form

A new service provided by UK NARIC,
the National Recognition Information Centre for the United Kingdom,
on behalf of the **Home Office**

Please complete, sign at the bottom of the page and scan and email to sales@naric.org.uk, FAX +44 (0)1242 258601,
or post to UK NARIC Visas and Nationality, Suffolk House, 68-70 Suffolk Road, Cheltenham GL50 2ED.

Package details	Price	Tick to order
12 applications Or 5 x 24hr Fast Track	£1440+VAT	<input type="checkbox"/>
24 applications Or 10 x 24hr Fast Track	£2760+VAT	<input type="checkbox"/>
36 applications Or 15 x 24hr Fast Track	£3960+VAT	<input type="checkbox"/>
48 applications Or 20 x 24hr Fast Track	£5040+VAT	<input type="checkbox"/>

Title:..... First Name:..... Surname:

Organisation Name:.....

Organisation Address:.....

..... Post Code:

Email:.....

Finance department email:.....

Tel:.....

Purchase order number must be provided at time of order, if required by your Finance department.

Purchase Order Number:

I have made arrangements for payment of the total amount due.

Signed:

Date:

OFFICE USE ONLY

Account Manager	Account Reference	Account Code	Date of Sale
Start Date	End Date	Proc. Date	Proc. By
Payment Type:		Invoice:	
CC <input type="checkbox"/>	Invoice <input type="checkbox"/>	Cheque <input type="checkbox"/>	Date: <input type="text"/>
			Number: <input type="text"/>
			Invoiced by: <input type="text"/>
Book Orders:	DD <input type="text"/>	ELT <input type="text"/>	ISQ <input type="text"/>

Terms and conditions

The provision of Visas and Nationality services and the accompanying payment systems is all subject to the following terms and conditions. Visas and Nationality services are operated by UK NARIC, the National Recognition Information Centre for the UK, on behalf of the Home Office. UK NARIC is managed by ECCTIS Limited. UK NARIC's contact details are:

UK NARIC
Suffolk House
68-70 Suffolk Road
Cheltenham
GL50 2ED

Tel: +44 (0)871 330 7033
Fax: +44 (0)871 330 7005

You signal acceptance of these Terms and Conditions by signing the order form.

For information about our privacy policy and how we handle personal data, refer to the Data Protection section below.

If at any time you wish us to cease processing your information, please send a request to customer.services@naric.org.uk.

Service

1. On receipt of all necessary accompanying paperwork, the UK NARIC Visas and Nationality team will endeavour to complete an application within 10 working days, measured from the time at which all required documentation and payment has been received by the UK NARIC Visas and Nationality team. However, this period is not guaranteed. UK NARIC accepts no liability whatsoever in the event that an application is not completed within 10 working days. Some applications involve qualifications which require additional in-depth research in order to evaluate them accurately. If your application is such a case, you will be notified and, before the research begins, you have the option to withdraw your application if you wish. In research cases, the maximum processing time is three months.

2. You should enter details of all your relevant qualifications at the time you apply. A relevant statement will be issued as appropriate for each qualification. Your payment is for the use of the service, is not a payment-per-qualification, and you may submit multiple qualifications.

3. The applicant undertakes to supply information and qualification details to the UK NARIC Visas and Nationality team that are genuine, accurate and complete. It is the responsibility of the applicant to ensure that all details supplied in relation to an application are genuine, accurate and complete.

4. UK NARIC Visas and Nationality may refuse at any stage to process or to further process an application if it believes any part of it (including all communications relating to the application such as online messages, emails and telephone communications) to be untrue, forged, inaccurate, offensive, fraudulent or potentially fraudulent. If forged or fraudulent documents are identified, the UK NARIC Visas and Nationality team will forward details to the relevant authorities and no refund will be given for payments made. See also Paragraph 14.

5. Original certificates and original documents must not be sent to the UK NARIC Visas and Nationality team. UK NARIC cannot be held responsible for loss of or damage to original certificates or original documents. In the event that original certificates or original documents are sent to us, an additional fee will be charged to return them, with no responsibility accepted for their safe return. Copies and scans rather than originals should be sent. Three months after an application is completed, all paper documents relating to the application are shredded and disposed of.

6. The UK NARIC Visas and Nationality team strives to offer a high quality service at all times but cannot guarantee that the provision of the service will be uninterrupted or that errors will never occur. UK NARIC Visas and Nationality services are governed by the general UK NARIC Code of Practice and in the event of dissatisfaction with the service or the evaluations provided, applicants should put their concerns in writing to UK NARIC, referring to the UK NARIC Code of Practice Application Procedures. Complaints / requests for clarification / requests for reassessment can be made up to 6 months after the application was completed. Any complaints / requests for clarification / requests for reassessment submitted after that period cannot be considered.

7. By agreeing to our Terms and Conditions, you confirm that you have read our online information about the UK NARIC Visas and Nationality services and that you are satisfied that the content, purpose, format and usage of our statements and services meet your requirements.

8. The UK NARIC Visas and Nationality team cannot guarantee to supply the service in the event of the failure or interruption of services provided by third parties.

9. These terms and conditions shall be governed by the laws of England and the parties submit to the exclusive jurisdiction of the Courts of England and Wales.

Our VAT number is GB 535 71 04 56
Our registered address is:

Suffolk House
68-70 Suffolk Road
Cheltenham
GL50 2ED
UK

Our registered company number is: 2405026 (registered in England).

Payments

10. Fees for Visas and Nationality services incur VAT as appropriate. VAT is payable on services delivered to UK and European Union addresses. Services delivered to an address outside of the EU do not incur VAT.

11. Fees cannot be refunded in full in the event of an applicant submitting incomplete or incorrect or inaccurate information or details. Refunds can be made in certain situations, although UK NARIC Visas and Nationality will retain a portion of the fee to cover administration costs. Refunds pertaining to UK NARIC Visas and Nationality services are governed by the general UK NARIC refunds policy.

12. UK NARIC will not process an application paid by credit or debit card if the payment or card is declined or rejected by our payment or banking service provider.

13. UK NARIC Visas and Nationality service fees are for the provision of qualification evaluation and related services and are payable for the provision of the service. Fees are not dependent or contingent upon the outcomes or results of evaluations.

14. The UK NARIC Visas and Nationality service will not refund any payments made in relation to an application if that application or any communications concerning the application are deemed by UK NARIC Visas and Nationality in its absolute discretion to be untrue, forged, inaccurate, offensive, grossly inappropriate, fraudulent or potentially fraudulent. See also Paragraph 4 above.

15. By agreeing to our Terms and Conditions, given the nature of the service, you are agreeing to the service starting before the end of the seven day cancellation period. Cancellation rights will therefore end when the performance of the service begins.

Data Protection

16. Personal data provided in your application to the UK NARIC Visas and Nationality service will be stored on our IT servers and in our systems. You may ask us whether we are storing personal information about you by emailing us at info@naric.org.uk and, if you wish, we will email you a copy of the personal data we hold about you. We may ask for proof of your identity before providing any information and we reserve the right to refuse to provide information requested if identity is not established. We make a charge of £10 (+VAT) for this service to cover administration costs.

17. In some cases, especially those where research into an award is deemed necessary, the UK NARIC Visas and Nationality service may be asked by third parties to provide personal details in order to verify records. Similarly, third parties who are in possession of your evaluation and statements, such as UKVI, may request verification of evaluations by contacting the UK NARIC Visas and Nationality service directly. By agreeing to our terms and conditions you are giving permission for the UK NARIC Visas and Nationality service to share this personal data with third parties for the purposes described above. Should any personal data be shared, the UK NARIC Visas and Nationality service will request that the third party does not retain the information for any longer than is necessary, and that the data is only used for the purpose of the enquiry.

18. Cookies are used on the UK NARIC Visas and Nationality website and web pages and on other UK NARIC websites and web pages. A cookie is a small piece of information created by your browser using information sent from a website so it can later be read back from that browser. This is useful for having the browser remember some specific information. When you visit some areas of our websites, a temporary cookie may be used. The cookie is active only during your current visit to our websites and is not stored on your computer's hard drive. We use a temporary cookie to verify who you are while using our websites; this cookie can be used only by our websites. Cookies cannot be executed as code or deliver viruses. In order to access some areas of our websites, you must have cookies enabled.