




Καλησπέρα σας.

Σε περίπτωση που κάποιος επιθυμεί να κάνει αλλαγή κάποιου στοιχείου στο πιστοποιητικό του, πρέπει να κάνει αίτηση επανέκδοσης μέσα από την πλατφόρμα του Φορέα PEARSON ακολουθώντας τα βήματα που περιγράφονται στο <https://qualifications.pearson.com/en/forms/replacement-certificates.html>.

- 1) Βήμα 1ο: “*Service selection*” επιλέγετε την δεύτερη κουκίδα που αναφέρει “*Amendment to name on original certificate*”.

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All fields marked with \* must be completed before submitting this form

Step 1/5

Service selection

Select service (choose one option only) \*

☒ Replacement of original certificate

☒ Amendment to name on original certificate

☐ Share official document(s) with third party

☐ Customised letter for vocational qualification

Next

FEEDBACK

2) Βήμα 2<sup>ο</sup>: Συμπληρώνετε την αίτηση με λατινικούς χαρακτήρες και κεφαλαία γράμματα.  
Η διαδικασία της επανέκδοσης κοστίζει περίπου 75€.

**Step 2/5**  
Qualifications

Qualifications ESOL

Year/month of examination Sep 2019

Add another year/month of examination ☐ Yes

Course title

Centre information

Centre name (examination time)

☐ Today, centre name is the same  
☐ Today, centre name is different

Centre address (examination time)

Street Address Line 2

Greece  
Country

Centre address ☐ Today, centre address is the same  
☐ Today, centre address is different

Centre number

Centre address ☐ Today, centre address is the same  
☐ Today, centre address is different

Centre number

Additional information if you apply for:

**Customised letter for vocational qualification** please provide as much detail as possible about the purpose of the letter and who it is for.

**Amendment to name on original certificate** please explain what you would like to change and why.

**Share official document(s) with third party** please provide as much detail as possible about what you and/or the third party need.

**Any other service** please provide any additional information helpful to find your results.

**If you want us to include a Student ID/reference number** on the delivery package, it should be noted here. Please make a note of both the reference number and the third party it is for.

Additional information

Service options

Service type (standard) ☒ 20 working days / Replacement certificate £43

Θα πρέπει να γνωρίζετε τα ακριβή στοιχεία όπως μήνα και έτος εξέτασης.

Τα πεδία με κόκκινο αστεράκι είναι υποχρεωτικά.

Στο πεδίο **Qualification Type** πατάτε το δεξί βελάκι και επιλέγετε αυτό που γράφει **ESOL**.

Στο πεδίο **Name of School/Centre ή School/Centre Address**, συμπληρώνετε τον νομό που εξεταστήκατε. πχ. ATHENS ή TRIKALA

Στο πεδίο **Additional info** συμπληρώνετε το όνομα του πτυχίου (certificate PTE GENERAL ή certificate EDI/LCCI και την αλλαγή που επιθυμείτε στο όνομα. Ποιο ήταν το παλιό και ποιο ισχύει τώρα).

Κάνετε κλικ στο χρόνο αποστολής που αναφέρει: *Service type (standard)* → 20 working days

3) Βήμα 3<sup>ο</sup>: Συμπληρώνετε τις πληροφορίες για τον υποψήφιο όπως όνομα επίθετο κ.α. και επιλέγετε “Today, last name is different”

The screenshot shows the 'Step 3/5' form for 'Candidate information' on the Pearson Qualifications website. The form includes the following fields and options:

- Candidate information:** Two radio button options:   
• ☒ I am applying for myself (I am the candidate)   
• ☐ I am applying for someone else (I am not the candidate)
- Candidate first name:** A text input field with a red asterisk, containing a blacked-out name.
- Candidate last name:** A text input field with a red asterisk, containing a blacked-out name. Below it is a label 'examination time'.
- Candidate last name:** Two radio button options:   
• ☐ Today, last name is the same   
• ☐ Today, last name is different
- Candidate number:** A text input field.
- Date of birth:** Three input fields for DD, MM, and YYYY, each with a red asterisk. The MM field has a small calendar icon to its right.
- Phone number:** A text input field with a red asterisk, containing a blacked-out number.
- Email:** A text input field with a red asterisk, containing a blacked-out email address.

Below the form, a note states: 'Please note that following the submission of your application you will receive an email asking you to securely upload ID. This will be needed to process your request.'

At the bottom right of the form are two buttons: 'Back' and 'Next'.

On the right side of the page, there is a vertical 'FEEDBACK' button.

4) Βήμα 4<sup>ο</sup>: Συνεχίζετε στην επόμενη φόρμα όπου γράφετε τη διεύθυνση που θα σταλεί το πιστοποιητικό. (Στα λατινικά )

Στο πεδίο address line 1 γράφετε την διεύθυνση που θέλετε.

Πρέπει οπωσδήποτε να κάνετε κλικ στη φράση: *I WOULD LIKE MY DOCUMENTS COURIERED TO THIS ADDRESS* με χρέωση συν 20 pounds.

Άρα συνολικά το ποσό θα είναι 63 pounds δηλαδή 75€.

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Step 4/5

Delivery information

You can add a maximum of two addresses and you can send each document to one address plus a 3rd party.

Delivery information

Candidate

Applicant name

Other

Name

Address

Street Address Line 2

Greece

Country

£20 extra

☒

I would like my document couriered to this address (Courier charges are £7 for UK and £20 for International delivery)

Phone number

Add address

☐

Yes

Back

Next

FEEDBACK

5) Βήμα 5ο: Επιλέγετε το *“I agree to terms & conditions”*.

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Step 5/5

Submit request

Please note: You must accept the terms and conditions on this page and press 'Submit'. You will then be taken to the payments screen to confirm your payment details. Failure to submit your application on this page or confirm your payment details on the next page will result in your application being voided and you will need to start a new application from the beginning.

The total cost will be the sum of: service + UK or International courier delivery per address (if the courier option was selected)

☒ I agree to [terms & conditions](#). \*

Pearson would like to keep you updated with information on our range of products and services.

☒ If you don't want to receive this information, please tick this box.

Your personal data will be processed by Pearson in accordance with the General Data Protection Regulation (GDPR) and our [Privacy Notice](#).

Submit

Back

FEEDBACK

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This Pearson website stores cookies on your computer which help us make the website work better for you.

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6) Βήμα 6º: Έχει καταχωρηθεί η αίτησή σας στο καλάθι της Pearson και πατάτε στη συνέχεια "Checkout".

The screenshot shows the Pearson website's basket page. The browser's address bar displays the URL: [www.pearsonschoolsandcolleges.co.uk/ecommerce/basket.aspx?d=h&st=RC%0A](https://www.pearsonschoolsandcolleges.co.uk/ecommerce/basket.aspx?d=h&st=RC%0A). The page features the Pearson logo at the top left and a 'Contact Help' link at the top right. The main heading is 'Basket', followed by the text: 'The items you have selected appear in the basket below. After you have reviewed your basket you can checkout.' Below this is a table with the following columns: SERVICE ITEMS, PRICE £, VAT-RATED?, QTY, SAMPLE, REMOVE, and TOTAL £. The table contains one item: 'Standard Certificate Service with International Courier Delivery' with ISBN: 9781446960400, priced at 63.00, with a quantity of 1. Below the table is a 'Checkout' button. At the bottom, there is an 'Order Information' section with a 'Payment Types' dropdown menu showing 'Credit or debit card'.

7) Βήμα 7º: Κάνετε εγγραφή πατώντας "Register new account".

The screenshot shows the Pearson website's login/register page. The browser's address bar displays the URL: [www.pearsonschoolsandcolleges.co.uk/ecommerce/login.aspx?d=h&st=RC](https://www.pearsonschoolsandcolleges.co.uk/ecommerce/login.aspx?d=h&st=RC). The page features the Pearson logo at the top left and a 'Contact Help' link at the top right. The main heading is 'Login or register new account'. Below this are two sections: 'Returning Customers' and 'Register new account'. The 'Returning Customers' section has a 'Login' button and a link to 'Forgotten your password?'. The 'Register new account' section has a 'Register account' button, which is highlighted with a red arrow. The footer contains links to 'PEARSON UK', 'OTHER WEBSITES', 'SECURE SHOPPING', and 'FOLLOW US'. The 'SECURE SHOPPING' section includes a 'VERIFIED by VISA' logo. The footer also includes a 'Legal' link and a copyright notice: '© Pearson Education Ltd. 2019'.

8) Βήμα 8<sup>ο</sup>: Επιβεβαιώνετε τα στοιχεία σας και δημιουργείτε ένα νέο κωδικό ώστε να μπαίνετε να βλέπετε στη συνέχεια την εξέλιξη της αίτησής σας.

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pearsonschoolsandcolleges.co.uk/ecommerce/regdetails.aspx

Pearson [Contact](#) [Help](#)

## New customer registration

### Customer Details

All fields are required.

Title

First name

Last name

Telephone

(this is so we can phone you if there are any problems with your order)

Email address

Email address again

Password

Password again

(password is case sensitive, minimum 6 characters)

☐ We will occasionally email you with details of offers, special discounts and product news. Please tick NOT to receive these.

☒ Remember me on this computer

### Terms and Conditions

☒ Please tick to accept our [Purchase Terms & Conditions](#) and [Privacy Policy](#).

[Next](#)

Windows taskbar: 2:03 PM 9/9/2019

## 9) Βήμα 9<sup>ο</sup>: Επιλογή “Pay by card”

Hit 88.9 - Αθήνα on LV X | Unicert - Universal Certific X | in.gr | Όλες οι ειδήσεις - Ο X | PTE Greece | FAQs X | www.pearsonschoolsandfe X

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**Pearson** Contact Help

### How would you like to pay ?

**Credit Card Details** —

I'd like to pay by debit/credit card.

**Pay by Card**

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## 10) Βήμα 10<sup>ο</sup>: Επιλογή “Billing Address outside UK”.

Hit 88.9 - Αθήνα on LV X | Unicert - Universal Certific X | in.gr | Όλες οι ειδήσεις - Ο X | PTE Greece | FAQs X | www.pearsonschoolsandfe X

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**Pearson** Contact Help

### Address details

Please specify your location

☐ Billing Address in UK  
☒ Billing Address outside UK

**< Back** **Next**

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11) Βήμα 11<sup>ο</sup>: Σημειώνετε τα στοιχεία αποστολής ώστε να αποσταλεί η απόδειξη της πληρωμής.

The screenshot shows the Pearson website's 'Address details' page. The browser's address bar displays 'pearsonschoolsandcolleges.co.uk/ecommerce/regccaddress.aspx'. The page header includes the Pearson logo and 'Contact Help' links. The main heading is 'Address details', followed by a sub-heading 'Credit card billing address'. A note states: '\* indicates required field \*\* required for United States and Canada'. The form fields are: Country\* (dropdown menu showing 'Greece'), Address 1\* (text input), Address 2 (text input), Town/City\* (text input), County/Region/State (text input), and Zip/Postal code\*\* (text input). At the bottom of the form are two buttons: '< Back' and 'Next'. The footer contains links for 'PEARSON UK' (About us, Contact us, Sign up for eNews, Help), 'OTHER WEBSITES' (Trade, Learners and Parents, Internationals), 'SECURE SHOPPING' (Verified by Visa, MasterCard SecureCode), and 'FOLLOW US' (Facebook, Pinterest, YouTube, Twitter). The footer also includes 'Legal | Accessibility | Privacy Policy | Cookie Policy' and '© Pearson Education Ltd 2019'.

12) Βήμα 12<sup>ο</sup>: Επισκόπηση της παραγγελίας με τα στοιχεία σας.

The screenshot shows the Pearson website's 'Submit your order' page. The browser's address bar displays 'pearsonschoolsandcolleges.co.uk/ecommerce/ordersummary.aspx'. The page header includes the Pearson logo and 'Contact Help' links. The main heading is 'Submit your order'. Below the heading are two buttons: '< Back' and 'BUY NOW'. The page is divided into two main sections: 'Your order reference' and 'Payment details'. The 'Your order reference' section includes a note '\* indicates required field' and a text input field for 'Delivery to (or account holder)\*' with the value 'Mrs. [redacted]'. The 'Payment details' section is divided into two sub-sections: 'Payment details' and 'Delivery details'. The 'Payment details' sub-section includes a note 'Credit or debit card (not yet processed)' and a text input field for 'Billing address' with the value '[redacted] Greece'. The 'Delivery details' sub-section includes a note 'Dispatching to: Greece, 78956' and a text input field for 'Delivery method' with the value 'Royal Mail or courier (if courier was selected)'. Below these sections is a table with the following columns: SERVICE ITEMS, PRICE £, VAT-RATED?, QTY, SAMPLE, REMOVE, and TOTAL £. The table contains one row: Standard Certificate Service with International Courier Delivery, ISBN: 9781446960400, PRICE £ 63.00, VAT-RATED? No, QTY 1, SAMPLE [checkbox], REMOVE [checkbox], and TOTAL £ 63.00. At the bottom of the page are two buttons: '< Back' and 'BUY NOW'.



13) Βήμα 13<sup>ο</sup>: Η επόμενη φόρμα είναι για την πληρωμή με κάρτα.

Πληρώνετε με κάρτα πιστωτική ή χρεωστική από όπου θα τραβήξουν το ποσό.

Πρέπει να γράψετε το αριθμό που αναγράφει η κάρτα επάνω και όχι το iban, την ημερομηνία που λήγει και τον κωδικό ασφαλείας.

PEARSON

Card Details

Payment Details

\* Required field

Card Type \*

☐ VISA Visa ☐ Mastercard ☐ Amex ☐ Maestro Int.

Card Number \*

Expiry Date \*

Security Code \*

This code is a three or four digit number printed on the back or front of credit cards.

Authorise

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UK  
0845 630 11 11  
Outside the UK  
+44 1279 623925  
Secure Shopping

Verified by VISA  
Mastercard  
SecureCode

Μετά από αυτό έχετε ολοκληρώσει τη διαδικασία και σας βγάζει επιβεβαίωση ότι η αίτησή σας έχει καταχωρηθεί επιτυχώς με έναν αριθμό πρωτοκόλλου.

Εφόσον ολοκληρώσετε την αίτηση στην πλατφόρμα οποιαδήποτε επικοινωνία γίνεται στο εξής αποκλειστικά με Αγγλία μέσω του

<https://qualifications.pearson.com/en/contact-us/students.html>

Σε συνέχεια της αίτησής σας, θα σας αποσταλεί από την Αγγλία ταχυδρομικά η απόδειξη της πληρωμής σας και στη συνέχεια σε 2<sup>η</sup> αποστολή το αντίγραφο του πιστοποιητικού.

**\*\*\*Σε περίπτωση που χρειάζεστε άμεσα βεβαίωση και έχετε δώσει εξετάσεις πριν το Μάρτιο 2016 παρακαλούμε, όπως, αποστείλετε email στο γραφείο της Pearson, Małgorzata Rozpara email: [malgorzata.rozpara@pearson.com](mailto:malgorzata.rozpara@pearson.com) με το Ονοματεπώνυμο σας στα Αγγλικά, Πατρώνυμο, Ημερομηνία γέννησης και επίπεδο. Εφόσον έχετε δώσει εξετάσεις μετά το Μάρτιο 2016 μέχρι και σήμερα παρακαλούμε όπως αποστείλετε email στο [fld@unicert.gr](mailto:fld@unicert.gr) με το Ονοματεπώνυμο σας στα Αγγλικά, Πατρώνυμο, Ημερομηνία γέννησης και επίπεδο.**