



Certificates Application Form

1. Candidate/certificate holder information

All fields are mandatory and must be filled in using uppercase Latin characters.

Form with fields: Surname, Date of Birth, Name, Father's name.

2. Exam Information

Form with exam options: Michigan Language Assessment, Hellenic American University, Educational Testing Service, Cambridge Assessment English, Centre for the Greek Language.

Form with fields: Candidate code, Exam date, Test center/City.

3. Shipping Details

Fields marked with an asterisk are mandatory.

Form with shipping fields: Recipient's Full Name, Doorbell Name, *Street Name, *Mobile Phone Number, *City, Landline Number, *Postal Code, *Email.

4. Services A (administrative fees apply)

Form with service options: Notarization of copy of original certificate, Translation of certificate, Certification of loss of original certificate, Certification of successful participation in examination, Reissuance of certificate.

5. Services B (free of charge)

Form with service options: The original certificate (issued only in English), Certification of registration in examination, Certification of participation in oral examination, Certification of participation in written examination, Certification of examination scores, Other.

By signing this document, I declare that:

- a. The above information, as well as the submitted details, are true and accurate, and
b. I have been informed about the processing of my personal data, including the data of this application, by the Hellenic American Union

Date: Signature:



Application Submission Guidelines for the Results and Certifications Office

You can apply for one or more of the following services by submitting the required documents in person (Monday to Friday, 9:00 AM to 5:00 PM, at the Results and Certifications Office, Massalias 22, 10680, Athens, with on-site payment), via courier service, or via email at certificates@hau.gr (for services that do not require the submission of the original certificate).

In-person services				
Service	Cost per copy		Documents (see below)	Notes
Notarization of copy of original certificate	15€ (+3€ for each additional copy)		2,5	The service is processed immediately, and the document is collected on the spot
Certification of loss of original certificate	15€ (+3€ for each additional copy)		2,4	The service is processed immediately, and the certification is collected on the spot
Certification of successful participation in examination	15€ (+3€ for each additional copy)		2	The service is processed immediately, and the certification is collected on the spot
Translation of certificate (includes notarization)	40€ (+13€ for each additional copy)		2,5	The service is processed within 2 business days
Reissuance of certificate (due to name correction or replacement of damaged original certificate)	25€ (Michigan, Hellenic American University, ETS)	The cost varies depending on the case* (Cambridge)	2,4,5	The service is processed within 1,5 to 2 months
Reissuance of certificate (due to loss or total damage of original certificate)	25€ (Michigan, Hellenic American University, ETS)	The cost varies depending on the case* (Cambridge)	2,4	The service is processed within 1,5 to 2 months

Remote services				
Service	Cost per copy		Documents (see below)	Notes
Notarization of copy of original certificate	15€ (+3€ for each additional copy)		1, 2, 3, 5	5€ (send the documents via ACS courier)
Certification of loss of original certificate	15€ (+3€ for each additional copy)		1, 2, 3, 4	2,5€ (send the documents via e-mail to certificates@hau.gr)
Certification of successful participation in examination	15€ (+3€ for each additional copy)		1, 2, 3	2,5€ (send the documents via e-mail to certificates@hau.gr)
Translation of certificate (includes notarization)	40€ (+13€ for each additional copy)		1, 2, 3, 5	5€ (send the documents via ACS courier)
Reissuance of certificate (due to name correction or replacement of damaged original certificate)	25€ (Michigan, Hellenic American University, ETS)	The cost varies depending on the case* (Cambridge)	1, 2, 3, 4, 5	5€ (send the documents via ACS courier)
Reissuance of certificate (due to loss or total damage of original certificate)	25€ (Michigan, Hellenic American University, ETS)	The cost varies depending on the case* (Cambridge)	1, 2, 3, 4	2,5€ (send the documents via e-mail to certificates@hau.gr)

*Please note for Cambridge Assessment English certificates that:

- The reissuance of original certificates (due to name correction, or replacement of damaged or totally damaged original certificates) is processed free of charge if you submit a request along with the required documents within 6 months from the date of the written exam.
- The reissuance of original certificates (due to the loss of the original certificate) is processed free of charge if you submit a request along with the required documents within 12 months from the date of the written exam.
- In any other case or for any additional questions, please contact us at 2103680000.



Please also note that:

- The fee of 5€ covers the expenses for both sending the required documents to the Results and Certifications Office and receiving back the notarized documents from the Results and Certifications Office.
- The fee of 2,5€ requires sending the documents via email to certificates@hau.gr and covers the expenses only for receiving the notarized documents from the Results and Certifications Office.
- Services via ACS Courier are processed within 3 to 5 business days, except for the reissuance of original certificates, which is processed within 1,5 to 2 months.
- Each service requires specific documents.

Required documents:

1. The application form completed and signed.
2. Your identity card or passport or any other legal identification document (e.g., a driver's license or identity certificate -"tautoprosopia"- containing a photograph stamped by a Public Authority).
3. A copy of the proof of payment.
4. Declaration Form of Law 1599/1986. You will need to verify the authenticity of your signature on the form at a police station or a Citizen Service Center (ΚΕΠ). Alternatively, you can arrange for a digital authentication of your signature electronically through gov.gr.
- 5 The original certificate.

Payment method

The shipping costs must be added to the total amount you will need to pay, depending on the service. The payment is made to Eurobank, and proof of payment is required for the completion of the service. Please find the detailed bank account information below.

Examples

- If you require 2 notarizations, the cost is as follows: €15 (1st copy) + €3 (2nd copy) + €5 (shipping) = €23
- If you require 2 certifications of loss, the cost is as follows: €15 (1st copy) + €3 (2nd copy) + €2,5 (shipping) = €20,5
- If you require 2 translations, the cost is as follows: €40 (1st translation and 1st certification) + €13 (2nd translation and 2nd certification) + €5 (shipping) = €58

Bank: EUROBANK

IBAN: GR 88 0260 0120 0003 1010 0821 820

Beneficiary: Hellenic American Union

Purpose of payment: Candidate's Full Name

Shipment and Receipt

- In case the service requires the submission of documents in printed form, the documents must be sent exclusively via ACS Courier with the label "paid by the recipient" informing the courier representative who will collect your documents that the shipment fees will be charged to the Hellenic American Union. If the documents are sent via any other courier service, other than ACS, the shipping costs will be borne by the sender, and the return shipping fees (€2,5) must be paid to the bank account.
- The documents are sent to the address: Didotou 15, 10680, Athens, Hellenic American Union, Results and Certifications Office.
- In case the service does not require the submission of documents in printed form, the documents are sent electronically to certificates@hau.gr.
- The shipment of the required documents by the Hellenic American Union is carried out via ACS Courier to the address you provide in your application.