

## **Send your documents by email and receive them by courier**

**Important – Check the types of documents exempted from this method of submission which require submission of the original document by courier:**

### **Exemptions**

1. Language certificates issued by recognised UK examination bodies
2. Qualifications issued by UK higher education institutions to be submitted to the Foreign, Commonwealth & Development Office in the UK for legalisation purposes (Apostille)

### **How to submit your documents**

Send a clear scanned copy of your document(s) submitted for translation and/or verification along with your [supporting documentation](#) (PDF, 103 kb) to [Translation-Verification@britishcouncil.gr](mailto:Translation-Verification@britishcouncil.gr) (photographs of your document/documents will not be accepted).

We will contact you to confirm the overall fee before proceeding to verification/translation.

### **How to receive your documents**

ACS Courier will deliver the verified/translated document(s) to you at the address indicated on your Request Form.

We will notify you with a text message when your document(s) are to be dispatched to you.