

## **Declaration by candidate:**

1. I certify that the information on this form is complete and accurate to the best of my knowledge and that I have referred to the syllabus to ensure that I am registering for the correct subject and option.
2. I understand that I am liable to pay fees for any entry/amendment made after the initial registration.
3. I have not and will not make an entry for chosen subject/s or different subject/s at any Centre/School/Exam Board which may result in a timetable clash. The British Council will not facilitate for clash between subjects/ boards, as separate venues will be used during this session.
4. **I confirm that, in order to qualify for registration as a private candidate: (Tick as applicable)**
  - a) I am not currently registered at a school in the UAE recognized by the Ministry of Education
  - b) I am at a school recognized by the Ministry of Education but have provided a 'No Objection Certificate' from the school with this application.
5. **I ensure that I will submit the below documents within three working days of registering online or else my registration will remain incomplete:**
  - i) **Copy of registration summary after payment**
  - ii) **Three recent passport size photographs**
  - iii) **Copy of Passport or Emirates ID (as registered online)**
  - iv) **Copy of previous statement of result ( If applicable)**
  - v) **No objection Certificate from school (If applicable)**
  - vi) **Child Protection Form ( from age 18 and below)**
  - vii) **Authorisation letter if the candidate is not physically present**

**I understand that:**

6. I shall be allowed to sit only for those subjects and papers for which I have entered on this form.
7. **Fees mentioned within the form are neither refundable nor carried forward to next examination session under any circumstances.**
8. I should produce original passport/ UAE National ID when collecting my Statement of Entry (before the examination session begins) and my original Statement of Entry and original passport / UAE National ID when collecting the results (2 months after the exams). Statement of Entry, Results & Certificates can be collected by candidates' parents/guardians on submitting a copy of their ID document along with an authorisation letter signed by the candidate.
9. **The British Council reserves the right to disallow me to take the examination if they are not satisfied with the identification produced at the time of collection of Statement of Entry or during the examination.**
10. **I am aware that as a private candidate, my certificate will not be endorsed by the Ministry of Education and Youth (MoEY) and I will not be able to continue my studies in any private school in the U.A.E.**

The British Council prides itself on providing quality service and will take all reasonable steps to make sure that the examinations take place on time and are properly conducted. To help us do this, please ensure that you are familiar with the arrangements and any relevant regulations concerning your examination. The British Council cannot, however, be held responsible for events or circumstances, which are outside its control or for any error, fault or omission by an examining board or any other third party.

**Signature of candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **SMS Information**

Do you want to receive your Examinations session related information as soon as they are available straight through to your UAE mobile phone wherever you are?

If the answer is YES, then all you have to do is register for this service, with the following details:

Please note that we will send a SMS to you for the following:

- ✓ When Statement of Entry/Venue Notice is ready for collection
- ✓ When Statement of Provisional- and Final- Results are ready for collection
- ✓ When your Certificate is ready for collection

The British Council gives no guarantee as to the accuracy of all or any such information. You should wait until you receive your Final Results before starting an 'Enquiry About Results' procedure based on that information.

It is your responsibility to provide the British Council with accurate and up-to-date information and neither the British Council nor the Awarding Body will accept any responsibility in the event that this information fails to reach you by SMS, whether due to any technical fault or due to the loss or theft of your mobile phone or any other circumstances.

The British Council will only be able to SMS you to a **UAE mobile number**.

**Candidate Name:** .....

**Mobile Number:**.....

**E-mail Address:** .....

### **DATA PROTECTION**

The British Council will use the information that you are providing to send you your Exam information only and your details will not be passed on to any organisations outside the British Council.

By signing below you agree that we may do this.

**Signed**.....**Date**.....

We may want to use your information to send you details of British Council activities, services and events (including social events) which you may find of interest.

If you want us to contact you in this way, please tick this box.

## Check list

- I have signed the registration summary form
  
- I have provided 3 recent passport sized photographs (name written on the reverse). Photographs must meet the requirements below.

**Photographs must:**

1. **be identical**
  2. **be no more than 6 months old**
  3. be taken against plain background so that features are clearly distinguishable
  4. be undamaged
  5. be in sharp focus and clear
  6. show the candidate looking straight at the camera
  7. not showing any reflection or glare on glasses
  8. not show anything covering the face, the outlines of eyes, nose or mouth
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- I have attached a copy of my most recent previous result (Statement of Marks or Statement of Entry if candidate has not yet received the Statement of Results).
  
  - I have inserted my correct UCI number on the application form (applicable only for candidates who have previously done an Edexcel examination).
  
  - I have selected the right cash in code to get AS/A level certificate (applicable for Edexcel).
  
  - I have attached a clear copy of my passport or Emirates ID (pages showing personal identification details and expiry date)
  
  - I have ensured that my passport or Emirates ID will be valid all through my examination session
  
  
  - I have paid the examination fees (your application will not be processed without this )
  
  
  - I have attached a NOC from the principal of my school (**if you are currently a school student**)
  
  
  - I have read and understood the Candidate information flyer

### Statement of Entry:

Please ensure that the 'statement of entry' is collected 14 days before the start of your first exam. If you would like your parent/guardian to collect your statement of entry on your behalf please provide them with an authorisation letter along with your passport or Emirates ID Copy.

**Signature of candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_