



INSTRUCTION FOR -EDEXCEL IGCSE/AS/A2 REGISTRATION - FOR MAY/JUNE 2020

Candidates must read the detailed Instructions before applying.

The registration for May/ June 2020 will begin from 11th February and end on the 29th February 2020.

Only retaking subjects will be accepted after the January exam results are released.

View the sample Application form before filling in your form.

1. Please note that **you must be enrolled in the school for the 2nd semester of this academic year** in order to apply through the school. Candidates are not allowed to register for the **subjects, which are not offered by the school without permission.**

2. Form to be filled in English only. Print fields in BLOCK LETTERS. Centre number is **97286**

3. Your name should be entered according to the passport in CAPITAL letters.

FIRST NAME: ALL THE NAMES EXCEPT LAST NAME

LAST NAME : ONLY LAST NAME

**EXAMPLE FIRST NAME : AHMED MOHAMED RAED SAEED
LAST NAME : HAMDAN**

4. Review the information you entered for accuracy

5. **WRITE YOUR UCI NUMBER WHERE ASKED. IT'S ONLY FOR THOSE WHO HAVE ALREADY TAKEN EDEXCEL EXAMINATIONS:**

6. Choose the right option code for each subject. (See the fee list). Those who complete all three units of AS level or A2 level should enter the cashing codes.

7. Enter a valid mobile number and an email address for future correspondence.

8. **Examination fees are non-refundable. There is no admin fee or oral examination fee. Please refer to the subject and fee list**

9. Payment must be **made to the cashier** and a copy of the receipt should be attached with the application form. **Note that online transfer will not be accepted.**

10. Please note that the late applications will be subjected **to Penalty Fee**. Duly completed **forms and payments** will be received from **16th to 29th February 2020** between 7.00am to 1.00pm. **No early submission will be accepted. All the female applications should be submitted to the girls' section.** No female application form will be received by the Boys section.

11. You must submit the below documents along with application form. Copy of **Iqama and passport, copy of the receipt of payment and Declaration form.**

12. Any incomplete forms or forms without all the documents will not be accepted.

13. **For any further clarification feel free to contact by email**

