



EDEXCEL AS/A2 REGISTRATION – JANUARY 2023

- * The registration will begin on **03rd October and end on 12th October 2022, except Friday and Saturday.**
- * View the sample Application form before filling out your application.
- * Please note that **you must be enrolled for this academic year** to apply through the school. Candidates are not allowed to register for subjects the school does not offer without permission.

Step 1: Scan the Application form and other documents in one file and send it via email.

Step 2: Visit gate **09 between 8.00 am to 1.00 pm** with a printed copy of all the documents to collect the statement of entry (SOE).

You must check everything on SOE very carefully. Check that all personal details (name, spelling, date of birth, etc.) are accurate, as these will appear on certificates. Check that they have been entered for the correct exams. You should promptly contact the Exams Officer if you think something is wrong.

Step3: Pay the cashier with a credit or debit card.

Step4: Submit the Application form and receipt of payment, declaration form, and passport copy to gate 09.

- * Your name should be entered according to the passport in CAPITAL letters
- * Enter a valid mobile number and an email address for future correspondence.
- * **Examination fees are non-refundable. Please refer to the subject and fee list.**
- * Review the information you entered for accuracy.
- * Please be aware that **the payment will only be accepted after completing the registration**. You can pay the cashier by credit or debit card from **03rd October** onwards. The deadline for receiving the payments is on 12th **October** 2022. Late applications will be subjected to a penalty fee starting from the 13th of October.
- * Any incomplete forms or forms without all the required documents will not be accepted. **Before registration, sending a scanned copy of all the documents via email is mandatory.**
- * Online results for IGCSE/AS/A2 will be released on **2nd March 2023**, and certificates will be available by the **end of April 2023**.
- * If you have any queries, don't hesitate to contact me via email (a.haniffa@ais.sch.sa), and I will respond at the earliest possible time.
- * **Please be advised that no call to a personal mobile number will be entertained. All communication should be via email.**