



CAMBRIDGE IGCSE/AS/A2 REGISTRATION – FOR MAY/JUNE 2023

* The registration will begin on **23rd January and end on 6th February 2023, 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: Fill in the google Application form and other documents.

Step 2: Visit gate **09 between 8.30 am to 1.00 pm** with a printed copy of the application Form and 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.

Step 3: Pay the cashier with a credit or debit card.

Step 4: Submit the Application form and receipt of payment, declaration form, and passport copy **to the cashier.**

* 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 **payment will only be accepted after completing the registration.**

You can pay the cashier by credit or debit card from **23rd January** onwards. The deadline for receiving the payments is on 06th **February** 2023. Late applications will be subjected to a penalty fee starting from the **07th of February.**

* 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 mid-August **2023**, and certificates will be available by the **end of October 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.**