



CAMBRIDGE IGCSE/AS/A2 REGISTRATION – FOR OCT/NOV 2023

- ⇒ The registration will begin on **25th July and end on 10th August 2023, except Friday and Saturday.**
- ⇒ Students in grade 09 (new academic year) will not be registered for this session.
- ⇒ 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 form and submit. (Make sure to submit only one time)
- ✓ Step 2 : Transfer the payment to the school account
- ✓ Step 3 : Send the scanned copies of the required documents **below into a single PDF file to a.hnaiffa@ais.sch.sa**, and allow up to 24 hours for a response excluding weekends (application form, a copy of passport, and a copy of receipt of the payment.
- ✓ Step 4: You will receive the statement of entry (SOE) via email. Thoroughly review the SOE and ensure all personal details (name, spelling, date of birth, etc.) are accurate, as they will appear on certificates. Confirm that the correct exams have been entered. Contact the Exams Officer promptly if any discrepancies are found
- ✓ Step 5 : Visit the cashier (**from 1st of September**) with all the above original documents to get a receipt of the payment.
- ✓ Step 6: Leave all the documents with the cashier.
- ❖ Please take note that the registration for retaking subjects (same subjects offered May/June 2023) will commence from August 27th to August 31st. For registration, individuals can visit gate 09 between 8:00 AM to 1:00 PM
1. Form to be filled in English only. Print fields in BLOCK LETTERS.
 2. Your name should be entered according to the passport in CAPITAL letters.
 3. Enter a valid mobile number and an email address for future correspondence.
 4. **Examination fees are non-refundable. Please refer to the subject and fee list.**
 5. Review the information you entered for accuracy.
 6. Any incomplete forms or forms without all the required documents will not be accepted.
7. Bank Al Rowad International Schools **IBAN SA6805000068200473811001**).
8. **Just sending the documents via email does not mean that process is complete. The parents /students must follow up via email till the statement of entry is received.**
- ✓ **Please be advised that no call to a personal mobile number will be entertained. All communication should be through email.**
- ✓ 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.

Exam Officer

Ak-Rowad Internationals School

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