



EDEXCEL IGCSE/AS/A2 REGISTRATION –OCT/NOVEMBER 2023

- ✓ The registration will begin on 15th **August and end on 26th August 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 form and submit. (Make sure to submit only one time)

Step 2: Send the scanned copies of the required documents **below into a single PDF file to**

a.haniffa@ais.sch.sa, and allow up to 24 to 48 hours for a response, excluding weekends.

(Application form, a copy of passport)

Step 3: 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. If the SOE is received after 48 hours, please send a reminder via email.

Step 4: Pay the cashier with a credit or debit card or **transfer the payment to the school account**, If you cannot come or are still outside KSA.

- ✓ Form to be filled in English only. Print fields in BLOCK LETTERS.
- ✓ 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. Any incomplete forms or forms without all the required documents will not be accepted.
- ✓ Bank Al Rowad International Schools **IBAN SA6805000068200473811001**).
- ✓ For those who pay fees online, please visit the cashier before September 5th to collect your payment receipt.
- ✓ **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),

Exam Officer

Al-Rowad International School

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