



CAMBRIDGE IGCSE/AS/A2 REGISTRATION – FOR MAY/JUNE 2024

- * There will be two registration windows:
- * December 31st to January 25th (excluding holidays from January 5th to 13th). This window is for Cambridge **IGCSE AS/A2** students **who did not appear** for the October 2023 exams.
- * **January 18th** to February **5th** for those who appeared for the October 2023 exams and are awaiting results.
- * Please note that **you must be enrolled 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:** Submit the Google Application form online.
- * **Step 2:** Visit gate **09 between 7.00 am to 1.30 pm** with a printed copy of the application form, and passport copy to verify the details.
- * **Step 3:** Pay the cashier with a credit or debit card.
- * **Step 4:** Submit the Application form, receipt of payment, and passport copy **to the cashier or to Mr Abdulaziz at gate 09**
- * **Step 5:** You will receive the statement of entry within a week via email mentioned in the application form.
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.
- * 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** and paying the cashier. **No online transfer will be accepted without prior knowledge.**
- * Late applications will be subject to a penalty fee starting from the **05th February 24**.
- * Any incomplete forms or forms without all the required documents **will not be accepted**.
- * Online IGCSE/AS/A2 results will be released in mid-August **2024**, and certificates will be available by the **first week of November 2024**.
- * If you have any queries, don't hesitate to contact us via email (a.haniffa@ais.sch.sa); we aim to respond to **all emails within 24 hours, excluding weekends and holidays**.
- * **Please be advised that no call to a personal mobile number will be entertained. All communication should be via email.**