

Cambridge International online registration May/June 2019

This is to inform you that the registration period for the Cambridge International May/June 2019 exam session is open until Wednesday, **6 February 2019**. In the download section, please find the list of subjects that we are offering with the fees in order for you to communicate with your candidates before you register them. Please note that from **7 February until 2 April 2019 we will be accepting entries with late fees**.

As the deadline to submit the entries of your candidates is **6 February**, please make sure that you upload your entries the latest by 5 February, so if you face any problems when uploading the entries, we will be able to help you. The schools team will be able to help you with any issues until **6 February at 13.00**.

If you don't manage to upload your entries successfully before this deadline you will need to pay late entry fees. Unfortunately, late fees will be charged automatically therefore, we will not be able to change or waive them. The file with the entries should be uploaded **successfully and the status should be 'success'**. If the status is not "success" then you must pay the late fees.

For those that registered as schools in the system, please note that we have prepared a small presentation on how to use the Schools Online Registration System. The presentation can be found under download section. Please go through the slides before you start the registration process. For individual registration follow instructions on our website <https://www.britishcouncil.com.cy/exam/igcse-school/register>.

Payment for the registered candidates, can be made at any branch of Bank of Cyprus using the account utility code 3836. As soon as you submit the spreadsheet, you have to send us by email, to contact.exams@cy.britishcouncil.org, the copy of the deposit slip within 5 days otherwise the system will cancel your registration. If you are registering your candidates between 4-6 February, you need to send us by email a copy of the bank slip immediately.

Access Arrangements: Please note that, if you have candidates with Access Arrangements, you have to send us the medical report (the medical should be in English and a recent one) immediately after you complete the registration. If you have candidates who are requesting **Modified paper**, please contact us before you register the candidate as the deadline is **10 January 2019**.