

GUIDANCE NOTES

Thank you, for choosing the British Council to sit your Cambridge Assessment International Examination. This form is to be completed by a candidate taking Cambridge IGCSE, GSE 'O' 'AS' and 'A' levels.

Ensure you read and understand these Guidance Notes as they contain important information about making an application.

The key registration dates are below:

	Start	End	Late Fee Additional
Normal registration period	22 January 2021	13 February 2021	--
Late registration stage 1	14 February 2021	3 April 2021	RWF 66,900
Retake registration period	-	-	
Late registration stage 2	-	-	-

In order for us to process your application as quickly and smoothly as possible, please follow the process below:

Completing your Application Form

Please ensure you complete your form fully and accurately indicating the correct subject codes, parent/guardian to complete Child Protection Document for registering candidates who are under the age of 18 years at time of registration as well as British Council Code of Conduct for all candidates registering regardless of age. All these documents can be found on www.britishcouncil.rw

Examination Fees

Examination fees are listed against each subject details of which can be (www.britishcouncil.rw) On completion of your selection of entries, a summary of your application and payment advice bearing a unique reference number will be generated and sent to you. You will need to use this in making payments at the bank.

How to Pay

You can pay by **cash deposit or bank transfer** in **RWF** only into the account below. Kindly note that the term "Bank transfer" used in this registration process as a payment option refers to both 'Bank-to-Bank' transfers and cash deposit into our British Council account.

Beneficiary Bank Name: I&M Bank Rwanda Limited

Account Name: The British Council Rwanda

Swift Code: IMRWRWRW

Account Number: 25034933001

Completing the British Council Deposit Slip

Use the unique reference number provided at the end of your registration to make payments at the bank. Failure to quote your unique reference number on the bank deposit slip or as your transfer reference number may delay your application process. No payment will be accepted without this information.

After making payments, kindly email the following documents to InformationRwanda@britishcouncil.org

Copy of your deposit slip that includes your unique reference number

1. One clear passport sized photograph not older than 6 months from the date of registration
2. Clear copy of Candidates ID document (this can be either Passport, National ID or Birth certificate for children under 16 years who are not able to apply for IDs)
3. For candidates under 18 years, please attach a copy of Parent/Guardian's ID document (Passport/National ID)
4. If a Third party will be collecting your Child after the exams, please attach a copy of his/her ID document as well
5. Candidates with special requirement will have to attach a report/evidence signed by a registered Doctor or Medical Specialist and the report should be less than 3 years old

For support please contact our **Customer Service Team** via:

Email: InformationRwanda@britishcouncil.org