



Cambridge English Examinations Block Registration Form

I wish to register candidates for the following examination:

Name of Examination:

Date of Examination:

**Please note there are limited places available for computer-based examinations.
Places are allocated on a first come, first served basis.**

Institution/Company details:

Company name:

Contact person:

Email address*:

*The payment receipt and Confirmation of Entry, including candidates' exam timetables will be sent to this email address.

Contact number:

Mobile phone number:

Billing Address:

City/town:

Post code:

Country:

If you wish the certificates to be sent to an address other than the above, please specify here:

Do any of your candidates have any special requirements? For example, modified materials for visual/hearing difficulties.



The completed examination entry form and examination fees must reach the Cambridge Exam Centre's office in Munich by the 'Final Registration Date'; otherwise your entries cannot be accepted. The correct fees should be paid at the Cambridge Exam Centre's office in Munich (Residenzstrasse 22, 80333 München) or transferred to:

Stadtsparkasse München, Konto-Nr. 39 77 94 BLZ 701 500 00
BIC SSKMDEMM IBAN DE85 7015 0000 0000 3977 94

Please include evidence of payment with this registration form.

Registrations will only be processed once the examination fees have been paid for in full.

Before completing this form, please read the Candidate Information Sheet (Block Entries) supplied with this form (see page 3 and 4).

Declaration:

I understand that, if a candidate is prevented from taking the examination, the exam fee will not be returned or carried forward to a later examination (see page 3).

By signing this form I declare that I am aware of and agree to comply with the Terms and Conditions (page 1, 2, 3 and 4) for this examination.

I wish to register the candidates (listed on block entry form) for the selected examination and agree to comply with Cambridge English's regulations for the examination and with the arrangements made by the Munich Examination Centre.

Candidates are aware that the examination centre is obliged to take a 'test-day photo' of each candidate on the day of their Speaking test.

Name

Signature

Date



Candidate Information Sheet

1. Confirmation of Entry

A Confirmation of Entry giving dates, times and Munich location of your Written, Listening & Speaking tests will be sent to you by email not later than 15 (paper based examinations) / 5 (computer based examinations) working days before the written exam date.

If you have NOT received your Confirmation of Entry by this deadline, please contact us immediately at exams@cambridgeinstitut.de

2. Withdrawal from an Examination

If you have registered, but are prevented from taking an examination, your fee will not be returned or carried forward to a later examination. Cambridge University will consider applications for refunds on medical grounds if a doctor's certificate is produced stating that the candidate was unable to take the examination through ill-health. Applications for refunds should be made by letter to this centre and will be forwarded to Cambridge English. A doctor's certificate must be enclosed. The refund amounts to 50% of the total exam fee. The letter enclosing your medical certificate should contain details of your bank and account number and must reach this centre not later than 5 working days after the written exam.

3. Answer Scripts

Answer scripts become the property of the University of Cambridge and are not returned to candidates or this examination centre.

4. Test-Day Photo

You should be aware that the examination centre is obliged to take a 'test-day photo' of each candidate on the day of their speaking test.

5. Identification / Passport

Candidates are required to provide photographic identification for each paper on the day of the examination. Failure to present a Passport/I.D. may result in not being allowed to take the exam.



Information Sheet (Block Entries) For the Cambridge Examinations in English

This form lists the responsibilities of the person entering a number of candidates for a Cambridge examination. Please ensure you

1. enter the names of candidates on the form giving the candidate's full name, date of birth, email address and his/her telephone number at work or home. **ALL ENTRY DETAILS SHOULD BE IN BLOCK LETTERS.**
2. **give each candidate a copy of the Candidate Information Sheet supplied with this form.**

This is important as it lists important information concerning the examinations, including further details about the speaking tests and the reimbursement of fees when, through illness, a candidate is prevented from taking the examination. Candidates should also be advised that answer scripts become the property of the University of Cambridge and are **not** returned to examination candidates or to this Regional Centre. Further, Candidates are required to provide photographic identification for each paper on the day of the examination. Failure to present a Passport/I.D. may result in not being allowed to take the exam.

3. collect the stipulated fees from each candidate. Candidates are asked **not** to settle fees with us individually. Please transfer the total amount of your block entry to the following bank account:

Cambridge Examinations, Stadtparkasse München

Account no. 397794

Bank code 701 500 00

BIC

SSKMDEMM

IBAN

DE85 7015 0000 0000 3977 94

Please note:

- (i) Registrations will only be processed if the examination fees have been **paid for in full**. Please provide proof of payment when registering candidates.
- (ii) If your company/institution requires invoicing for the total fees, please inform us of this well in advance of the final registration date.

Both the block entry form and the examination fees must reach us not later than the final registration date. As soon as the registrations have been processed you will receive a receipt. If you require an invoice in advance please contact us at exams@cambridgeinstitut.de

4. pass on to candidates the individual Confirmation of Entries, giving the dates, times and venue of the Written, Listening and Speaking tests. These will be sent to you not later than 15 (paper based examinations) / 5 (computer based examinations) working days before the Written tests. **If you have NOT received the candidates' Confirmation of Entry by this deadline, please contact us at exams@cambridgeinstitut.de**

January 2017