

University of London registration procedure – FAQs

1) How can I register for a University of London examination?

To register for a University of London examinations please return the following registration documents to the Cambridge Institut:

- A signed copy of the Cambridge Institut's Registration Form
- A signed copy of the University of London Examination Entry Form, listing all modules for which you would like to register
- Proof of payment (i.e. copy of the transfer slip)

The documents can be returned post, email or fax.

2) When is the registration deadline?

The registration deadline is 5 working days prior to the University's registration deadline.

3) How much does it cost?

For examinations of up to three hours the following fees apply:

€ 140 per exam on weekdays

€ 180 per exam on weekends and on German national / local public holidays

For exams longer than 3 hours, or for any subsequent exam taken on the same day, the fee is € 30 per hour on weekdays or €40 per hour on weekends and on German national / local public holidays.

Note: LLM Section A, B, C, D, AB and CD examinations of 50/100 Minutes:

The exam fee per section (A, B, C, D, AB or CD) is €140 for up to three papers sat on the same day. For any subsequent paper taken on the same day an examination fee of € 30 per hour on weekdays or €40 per hour on weekends and on German national / local public holidays applies.

4) How can I pay for the examination(s)?

The examination fees can be paid by bank transfer (for details please refer to point 2 on the Cambridge Institut Registration Form), in cash, or by debit card at our office in Munich.

5) How do I obtain the validation code?

Once we have received and processed your registration form and payment, you will receive by email a confirmation of your registration, including a receipt and your validation code. This may take up to a week.

6) When will my exams take place?

The examination dates and times are determined by the University of London and cannot be altered.

The advanced timetable is available on www.londoninternational.ac.uk/advancetimetables.

7) Once I have been fully registered how can I cancel an examination?

To cancel an examination, please contact us at exams@cambridgeinstitut.de. All cancellations prior to the registration deadline can be made free of charge. Cancellations after the registration deadline are subject to a cancellation fee of €50 per examination. Please also inform the University of London of your cancellation.

8) I have further questions

Please do not hesitate to contact us. We will be happy to answer any questions you may have.