

ENTRY REQUIREMENTS AND PROCEDURES

1. You need to submit the following:
 - IGCSE Registration Form.
 - Registration fees (can be paid by cash/KNET/Credit Card).
 - A photocopy of your valid passport or valid Civil ID.
 - Three recent coloured passport size photographs.
 - An official document from your school that states that you have completed 11 years of schooling and is not registered with the school for the current academic session which could be one of the below:
 - i. A school leaving certificate
 - ii. A whom it may concern letter
 - iii. A no objection letter
 - iv. Attached British Council form
2. You can only register at one centre for any given session. The British Council is not responsible for any clash in timetable that may occur as a result of registering at more than one center.
3. As a private candidate, you must be at least 16 years of age at the time of the exam.

SPECIAL ARRANGEMENTS AND SPECIAL NEEDS

Special arrangements are made to allow candidates with substantial and long-term disabilities gain access to the examination and to demonstrate their attainment in the best possible examinations conditions. Special arrangements for extra time allowance, the provision of specially adapted papers, assistance with reading or writing etc. must be mentioned clearly in the registration form. Please submit your medical requirements by 21st of January 2016. For more information or if you need an enlarged copy of the registration document, please check with our Customer Services officers.

STATEMENT OF ENTRY

You will receive a provisional Statement of Entry (SOE) as soon as you register. SMS/email communication will be sent to notify candidates for collection of the final Statement of Entry and CIE Notice to Candidates. These documents should be collected from the British Council **at least two weeks** before the commencement of your exam. **The venue letter will be emailed to the candidates two weeks before the commencement of the examination session and will also be available on our website.**

EXAMINATION RESULTS AND COLLECTION OF CERTIFICATES

A copy of the online Provisional results can be collected from the British Council office by mid-August 2016. Final Statement of Result will be available for collection from the British Council by end of August 2016. Certificates will be available by end of October 2016. You will receive an email/SMS for collection of all the above documents from our office. For further details about CIE please visit www.cie.org.uk or <http://www.britishcouncil.com.kw>

PLEASE SUBMIT THE FILLED IN REGISTRATION FORM TO THE CUSTOMER SERVICES AT THE BRITISH COUNCIL OFFICE.

CUSTOMER SERVICES OPENING HOURS

- Sunday - Thursday: 9:00am – 8:00pm
- Tuesdays: 09:00am – 1:00pm and 3:30pm – 8:00pm

ADDRESS

- Building 2, Essa Abdullah Bahman Street, Block 2, Mansouriya - Kuwait

CLOSING DATES AND FEES

| ENTRY STAGE | CLOSING DATES |
|---|-------------------------------------|
| REGULAR ENTRY | 15 December 2015 – 04 February 2016 |
| FIRST STAGE (PENALTY ENTRY, AMENDMENT AND CHANGE OF OPTIONS) | |
| • Applies to late entries | 05 February 2016 - 28 February 2016 |
| • Applies to entry amendments | 15 KWD |
| FINAL STAGE (PENALTY ENTRY, AMENDMENT AND CHANGE OF OPTIONS) | |
| • Applies to late entries | 29 February 2015 - 09 March 2016 |
| • Applies to entry amendments | 25 KWD |

CANDIDATES WILL NEED TO FILL A SEPARATE “AMENDMENT FORM” FOR ENTRY AMENDMENT OR CHANGE OF OPTION

CIE MAY / JUNE 2016 EXAMS PROCESSES STEP BY STEP GUIDE**EXAM REGISTRATION INFORMATION**

Candidate receives information via the British Council or website.

REGISTRATION

Candidate fills in registration form and submits it along with the required documents to the British Council before the entry closing date.

REGISTRATION CONFIRMATION

Candidate receives provisional Statement of Entry at the time of registration.

STATEMENT OF ENTRY (SOE)

Candidate collects the original Statement of Entry, Exam venue details, CIE Notice to the Candidates and the IT/Oral Exams details at least two weeks before the start of the exams from the British Council.

ICT PRACTICAL EXAMS

Oral exams will be conducted between 15 March to 15 April 2016 and ICT Practical Test (A) between the 2nd and 4th week of April 2016; Test (B) between 2nd and 4th week of April 2016. SOE will have your oral and ICT practical dates.

WRITTEN EXAMS

Written exams take place as per the Cambridge timetable. Candidates must bring their valid ID and the original Statement of Entry to the exams venue for all exam sessions.

MARKING

After the exam, Exams Services return all exam materials to Cambridge for marking including amendments to candidate's names, special considerations or notification of special circumstances.

STATEMENTS OF RESULT (SOR)

Candidate collects SOR from British Council by late August 2016.

ENQUIRIES ABOUT RESULTS (EAR)

Candidate to submit their requests to recheck/remark their grades by 22 September 2016.

CIE SENDS CERTIFICATES TO THE BRITISH COUNCIL**CERTIFICATES**

Candidate collects the original Certificate from the British Council by end of October 2016.

Staple three recent coloured passport-sized photos.

Write your name on
the back of the
photos.

- Please ensure that your contact details and information provided are accurate and all necessary documents are attached to this form in order to prevent any delay in processing your application.
- Please write your full name in CAPITAL LETTERS as per ID Documents Submitted.
- Any inaccuracies on the Statement of Entry must be reported in writing to the British Council immediately.
- Fields preceded with an asterisk * are mandatory.
- Please leave blanks to indicate spaces in your name.

Name in capital letters*

[illegible]

| Date of Birth* | | | | | | Gender* | | ID Type* | | ID Valid until* | | | | | |
|----------------|--|----|--|------|--|----------|--|------------|--|-----------------|--|----|--|------|--|
| DD | | MM | | YYYY | | O Male | | O Passport | | DD | | MM | | YYYY | |
| | | | | | | O Female | | O Civil ID | | | | | | | |

Civil ID / Passport Number

This ID MUST be brought to the examination venue.

All candidates are required to attach a copy of their valid Passport and a copy of Kuwaiti Civil ID.

[illegible]

Contact details (Please use numbers that are attended at all times)

Telephone

[illegible]

Mobile

[illegible]

Email

| |
|--|
| |
|--|

Correspondence Address

Street

[illegible]

Block

Page 10

Area

House

| | |
|--|--|
| | |
|--|--|

Have you already registered for this session before (JUNE 2016)

If Yes, kindly use amendment form to avoid duplicate registration.

Please ask our Customer Services staff for an amendment form.

Yes

5

No

| | |
|--|--|
| | |
|--|--|

Do you have any special needs due to ill health/medical conditions?

7

YES

7

NO

If yes, please specify your requirements in the health form (please check with our Customer Services staff). You must attach recent medical evidence with the form. All special needs requests are subject to confirmation from CIE. Please submit your medical requirements by 14th of January 2016.

Please note that the Statement of Entry and the Statement of Result will be handed over by Customer Services Advisers to the candidate or his relatives after checking identification document (Civil ID or Passport) for verification purposes.

| SUBJECT | CODE | OPTION | PAPERS | Regular fee | 1st LATE FEE | Final LATE FEE | Signature |
|---|-------------|-----------|---|-------------|--------------|----------------|-----------|
| Accounting *Candidates may not sit this syllabus in the same series as 7110. | 452 | AX | 11- Paper 11 21- Paper 21 | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| Arabic *Candidates may not sit this syllabus in the same series as 0508. | 544 | Y | 22- Reading 3- Speaking 42- Writing | KWD 75.500 | KWD 103.500 | KWD 142.500 | |
| Biology (Extended) *Candidates may not sit this syllabus in the same series as 0653, 0654, 5090 or 5129 | 610 | CX | 21- Multiple Choice (Extended) 41- Theory Extended 61- Alternative to Practical | KWD 75.500 | KWD 103.500 | KWD 142.500 | |
| Biology (Core) *Candidates may not sit this syllabus in the same series as 0653, 0654, 5090 or 5129 | 610 | GX | 11- Multiple Choice (Core) 31- Theory Extended 61- Alternative to Practical | KWD 75.500 | KWD 103.500 | KWD 142.500 | |
| Business Studies *Candidates may not sit this syllabus in the same series as 7115. | 0450 | AX | 11- Short Answer / Structured Response 11 21- Case Study | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| Chemistry (Extended) *Candidates may not sit this syllabus in the same series as 0653, 0654, 5090 or 5129 | 620 | CX | 21- Multiple Choice 41- Theory Extended 61- Alternative to Practical | KWD 75.500 | KWD 103.500 | KWD 142.500 | |
| Chemistry (Core) *Candidates may not sit this syllabus in the same series as 0653, 0654, 5090 or 5129 | 620 | GX | 11- Multiple Choice 31- Theory Extended 61- Alternative to Practical | KWD 75.500 | KWD 103.500 | KWD 142.500 | |
| Computer Science *Candidates may not sit this syllabus in the same series as 2210. | 478 | AX | 11- Paper 11 Theory 21- Paper 21 Problem Solving and Programming | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| Economics *Candidates may not sit this syllabus in the same series as 2281. | 455 | X | 11- Multiple Choice 21- Structured Questions | KWD 66.000 | KWD 94.000 | KWD 133.000 | |

| SUBJECT | CODE | OPTION | PAPERS | Regular fee | 1st LATE FEE | 2nd LATE FEE | Signature |
|--|------|--------|---|-------------|--------------|--------------|-----------|
| English As A Second Language (Count in Speaking) *Candidates may not sit this syllabus in the same series as 0500, 0510, 0522 OR 1123. | 511 | AX | 11- Reading and writing(Core) 31- Listening (Core) 51- Oral Communication (Core) | KWD 75.500 | KWD 103.500 | KWD 142.500 | |
| English As A Second Language (Count in Speaking) *Candidates may not sit this syllabus in the same series as 0500, 0510, 0522 OR 1123. | 511 | CX | 11- Reading and writing(Core) 31- Listening (Core) 81- Oral Communication Mark Carried Forward | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| English As A Second Language (Count in Speaking) *Candidates may not sit this syllabus in the same series as 0500, 0510, 0522 OR 1123. | 511 | DX | 11- Reading and writing(Core) 31- Listening (Core) 86- Oral Communication (Coursework) Mark Carried Forward | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| English As A Second Language (Count in Speaking) *Candidates may not sit this syllabus in the same series as 0500, 0510, 0522 OR 1123. | 511 | EX | 21- Reading and writing(Extended) 41- Listening (Extended) 51- Oral Communication | KWD 75.500 | KWD 103.500 | KWD 142.500 | |
| English As A Second Language (Count in Speaking) *Candidates may not sit this syllabus in the same series as 0500, 0510, 0522 OR 1123. | 511 | GX | 21- Reading and writing(Extended) 41- Listening (Extended) 81- Oral Communication Mark Carried Forward85 | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| English As A Second Language (Count in Speaking) *Candidates may not sit this syllabus in the same series as 0500, 0510, 0522 OR 1123. | 511 | HX | 21- Reading and writing(Extended) 41- Listening (Extended) 86- Oral Communication (Coursework) Mark Carried Forward | KWD 66.000 | KWD 94.000 | KWD 133.000 | |

| SUBJECT | CODE | OPTION | PAPERS | Regular fee | 1st LATE FEE | 2nd LATE FEE | Signature |
|---|------|--------|---|-------------|--------------|--------------|-----------|
| English As A Second Language (Speaking Endorsement) *Candidates may not sit this syllabus in the same series as 0500, 0510, 0522 OR 1123. | 510 | AX | 11- Reading and writing(Core) 31- Listening (Core) 51- Oral Communication | KWD 75.500 | KWD 103.500 | KWD 142.500 | |
| English As A Second Language (Speaking Endorsement) *Candidates may not sit this syllabus in the same series as 0500, 0510, 0522 OR 1123. | 510 | CX | 11- Reading and writing(Core) 31- Listening (Core) 81- Oral Communication Mark Carried Forward | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| English As A Second Language (Speaking Endorsement) *Candidates may not sit this syllabus in the same series as 0500, 0510, 0522 OR 1123. | 510 | DX | 11- Reading and writing(Core) 31- Listening (Core) 86- Oral Communication (Coursework) Mark Carried Forward | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| English As A Second Language (Speaking Endorsement) *Candidates may not sit this syllabus in the same series as 0500, 0510, 0522 OR 1123. | 510 | EX | 21- Reading and writing(Extended) 41- Listening (Extended) 51- Oral Communication | KWD 75.500 | KWD 103.500 | KWD 142.500 | |
| English As A Second Language (Speaking Endorsement) *Candidates may not sit this syllabus in the same series as 0500, 0510, 0522 OR 1123. | 510 | GX | 21- Reading and writing(Extended) 41- Listening (Extended) 51 81- Oral Communication Mark Carried Forward | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| English As A Second Language (Speaking Endorsement) *Candidates may not sit this syllabus in the same series as 0500, 0510, 0522 OR 1123. | 510 | HX | 21- Reading and writing(Extended) 41- Listening (Extended) 86- Oral Communication (Coursework) Mark Carried Forward | KWD 66.000 | KWD 94.000 | KWD 133.000 | |

- Candidates appearing for First Language English (0500) cannot take English as a Second Language (0510 or 0511) in the same session
- For English as a Second Language, please choose subject code: 0510 or 0511
- English as a Second Language 0511: Speaking exam weighs 15%, Listening 15% and Reading & Writing 70%.
- English as a Second Language 0510: Speaking exam weighs 0%, Listening 30% and Reading & Writing 70%.
- Candidates appearing for First Language Arabic (508) cannot take Arabic (0544) in the same session.
- Entries with asterisks * refer to a note through text.

| SUBJECT | CODE | OPTION | PAPERS | Regular fee | 1st LATE FEE | Final LATE FEE | Signature |
|--|------------|-----------|---|-------------|--------------|----------------|-----------|
| Environmental Management *Candidates may not sit this syllabus in the same series as 5014 | 680 | BX | 11- Paper 11 21- Paper 21 41- Alternative To Coursework 41 | KWD 75.500 | KWD 103.500 | KWD 142.500 | |
| Environmental Management *Candidates may not sit this syllabus in the same series as 5014 | 680 | CX | 11- Paper 11 21- Paper 21 83- Coursework Mark Carried Forward | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| First language Arabic *Candidates may not sit this syllabus in the same series as 0544 | 508 | | 1- Reading 2- Writing | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| First language English (Oral Endorsement) *Candidates may not sit this syllabus in the same series as 0510,0511,1123 | 500 | CR | 21-Reading Passages (Extended) 31-Directed Writing & Composition | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| First language English (Oral Endorsement) *Candidates may not sit this syllabus in the same series as 0510,0511,1123 | 500 | ER | 11-Reading Passages (Core) 84-Directed Writing & Composition | KWD 47.000 | KWD 75.000 | KWD 114.000 | |
| First language French (Oral Endorsement) *Candidates may not sit this syllabus in the same series as 0520 or 3015 | 501 | | 1-Reading 2-Writing | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| French *Candidates may not sit this syllabus in the same series as 0501 or 3015 | 520 | X | 11-Listening 21-Reading 3-Speaking 41-Writing | KWD 85.000 | KWD 113.000 | KWD 152.000 | |

| SUBJECT | CODE | OPTION | PAPERS | Regular fee | 1st LATE FEE | 2nd LATE FEE | Signature |
|---|------------|-----------|---|-------------|--------------|--------------|-----------|
| French *Candidates may not sit this syllabus in the same series as 0501 or 3015 | 520 | XC | 11-Listening 21-Reading 41-Writing 83-Speaking Mark Carried Forward | KWD 75.500 | KWD 103.500 | KWD 142.500 | |
| Geography *Candidates may not sit this syllabus in the same series as 2217 | 460 | BY | 12-Geographical Themes 22-Geographical Skills 42-Alternative to Coursework | KWD 75.500 | KWD 103.500 | KWD 142.500 | |
| Geography *Candidates may not sit this syllabus in the same series as 2217 | 460 | CY | 12-Geographical Themes 22-Geographical Skills 83-Coursework Mark Carried Forward | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| History *Candidates may not sit this syllabus in the same series as 2158 | 470 | BY | 12-Paper 12 22-Paper 22 42- Alternative to Coursework | KWD 75.500 | KWD 103.500 | KWD 142.500 | |
| History *Candidates may not sit this syllabus in the same series as 2158 | 470 | CY | 12-Paper 12 22-Paper 22 83-Coursework Mark Carried Forward | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| Information & Communication Technology | 417 | DY | 12- Theory 22- Document Production, Data Manipulation and Presentations 32- Data Analysis and Website Authoring | KWD 97.500 | KWD 125.500 | KWD 164.500 | |
| Islamiyat *Candidates may not sit this syllabus in the same series as 2058 | 493 | AX | 11-Paper 11 21-Paper 21 | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| Literature (English) *Candidates may not sit this syllabus in the same series as 2010 | 486 | AY | 12-Poetry and Prose 22-Drama | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| Literature (English) *Candidates may not sit this syllabus in the same series as 2010 | 486 | BY | 12-Poetry and Prose 32-Drama (Open Text) 42-Unseen | KWD 75.500 | KWD 103.500 | KWD 142.500 | |

| SUBJECT | CODE | OPTION | PAPERS | Regular fee | 1st LATE FEE | 2nd LATE FEE | Signature |
|--|------------|-----------|--|-------------|--------------|--------------|-----------|
| Literature (English) *Candidates may not sit this syllabus in the same series as 2010 | 486 | EY | 12-Poetry and Prose 32-Drama (Open Text) 82-Coursework Mark Carried Forward from 0486/05 | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| Mathematics (without coursework) *Candidates may not sit this syllabus in the same series as 0607 or 4024 | 580 | AY | 12-Paper 12 (Core) 32-Paper 32 (Core) | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| Mathematics (without coursework) *Candidates may not sit this syllabus in the same series as 0607 or 4024 | 580 | BY | 22-Paper 22 (Extended) 42-Paper 22 (Extended) | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| Physics *Candidates may not sit this syllabus in the same series as 0653,0654,5054,5129 | 625 | CX | 21-Multiple Choice (Extended) 41-Theory (Extended) 61-Alternative to practical | KWD 75.500 | KWD 103.500 | KWD 142.500 | |
| Physics *Candidates may not sit this syllabus in the same series as 0653,0654,5054,5129 | 625 | GX | 11-Multiple Choice (Core) 31-Theory (Core) 61-Alternative to practical | KWD 75.500 | KWD 103.500 | KWD 142.500 | |
| Sociology *Candidates may not sit this syllabus in the same series as 2251 | 495 | AY | 12-Paper 12 22- Paper 22 | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| Travel And Tourism | 471 | A | 1-Written Paper 2-Alternative to coursework | KWD 66.000 | KWD 94.000 | KWD 133.000 | |
| Travel And Tourism | 471 | C | 1-Written Paper 83-Coursework Mark Carried Forward | KWD 47.000 | KWD 75.000 | KWD 114.000 | |

IGCSE SUBJECT ENTRY FEES CALCULATION TO BE FILLED BY STAFF ONLY

| | |
|----------------------|----------------------|
| NUMBER OF SUBJECT(S) | |
| TOTAL FEE | KWD |
| WBS | G/160/01/001/001/001 |

**ORAL MARK CARRIED FORWARD DECLARATION FOR ENGLISH AS A SECOND LANGUAGE (0510 OR 0511),
FRENCH (0520) and ARABIC**

I declare that I have not already carried forward a mark for the component:

I understand that I cannot carry forward a mark for any component more than once within 13 months. I am aware that the British Council is not responsible of any consequences due to wrong information given by me. I understand that fees are neither refundable nor carried forward to next examination session. I know that any further amendment to this entry might be subject to late entry fees and the British council might be unable to guarantee that all entry amendments will be accepted.

Please note that Carried Forward option is available once in 13 months

For Carried Forward Option only:
Important Notice:

Starting from this session CIE has introduced new carry forward options codes for June and November sessions separately. Component code 81 is for carrying forward marks from June session and Component code 85 is for carrying forward marks from Nov session. Please ensure that you choose the correct options from the subject list as per your requirement.

In order to carry forward the previous exam result marks please complete the following.

a) Candidates entering for a syllabus with carried forward grades in **May / June 2016** that was previously taken in **May / June 2015** or **October/November 2015** must attach a copy of the statement of result with the registration form.

b) Previous Entry Details

Centre Number: **Candidate Number:**

Previous Examination Session: June 2015 ☐ November 2015 ☐ (Please tick as appropriate).

Candidate Name:

Candidate Signature:

Date:

CHILD PROTECTION GLOBAL POLICY STATEMENT:

The British Council creates international opportunities for the people of the UK and other countries and builds trust between them worldwide. We believe good child protection requires everyone to take responsibility. We recognise that the care and welfare of children is paramount and that all children have the right to equal protection from all types of harm or abuse.

The British Council recognises that we have a fundamental duty of care towards all of the children we engage with, including a duty to protect them from abuse. We achieve this through compliance with UK child protection laws and relevant laws in each of the countries we operate in, as well as by adherence to the United Nations Convention on the Rights of the Child (UNCRC) 1989.

A child is defined in the British Council as anyone who has not reached their 18th birthday (UNCRC 1989) irrespective of the age of majority in the country where a child is or their home country.

This policy is mandatory for all British Council staff worldwide. This includes anyone who works for the British Council, either in a paid or unpaid, full or part time capacity. This includes directly employed staff, trustees, contractors, agency staff, consultants, volunteers, interns and anyone working on behalf of the British Council.

THE BRITISH COUNCIL IS COMMITTED TO:

- Valuing, respecting and listening to children
- Ensuring all necessary checks are made when recruiting staff
- Adopting child protection systems and procedures for staff
- Providing a common understanding of child protection issues and ensuring these issues inform staff planning and practice.
- Sharing information about child protection and good practice with staff, children and parents/carers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff through supervision, support and training.

As the UK's International organisation for educational opportunities and cultural relations the British Council develops relationships with people from a wide range of backgrounds. Engaging positively with the richness of diversity is central to what we do in line with our core values. We have developed our integrated Equality Scheme to help us promote equality and eliminate discrimination in the areas of gender, race, disability etc.

Find out how we are applying this scheme worldwide: www.britishcouncil.org/diversity

DISCLAIMER:

The British Council and the examining boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or retesting at a later date.

DECLARATION BY CANDIDATES:

- I certify that the information on this form is complete and accurate to the best of my knowledge and that I have referred to the syllabus specifications to ensure that I am registering for the correct subject.
- I recognize that I am liable to pay fees for any entry/amendment fee after the deadline of registration.
- I have not and will not make an entry for any subject at any other Centre/School this session.
- I understand that British Council is not responsible for any clash of timetable that may arise due to above.
- I agree to comply with the regulations of CIE and with the arrangements made by the British Council Kuwait.
- I am 16 years old or above and not studying in any school in Kuwait.
- I understand that Fees are neither refundable nor carried forward to next examination session.
- By signing below you agree that you have read and understood the above mentioned declaration.

DATA PROTECTION FAIR COLLECTION NOTICE:

Under the terms of the United Kingdom's Data Protection Act, 1988, the British Council is required by law to manage any personal information you give to us about yourself or your child securely and only for the purpose we have specified. For the information you provide, these are as follows:

- To maintain academic and educational records of our customers.
- To maintain accurate financial records.
- To register our customers.
- To be able to cater for any special needs our customer may have.
- To provide academic records for our candidate's sponsors where applicable.
- To distribute information to customers.
- We may want to use your information to send you details of the British Council activities, services and events (including social events) which you might find of interest.

You have the right to ask for a copy of the information we hold on you, for which we may charge a fee, and the right to ask us to correct any inaccuracies in that information.

If you do want to see a copy of your information, please contact the Data Protection Team by e-mail at **dataprotection@britishcouncil.org**, or send in your request to, the Data Protection Team, The British Council, 10 Spring Gardens, London SW1A 2BN or your local British Council office

By signing this, you agree to allow British Council to collect and process this information for the purpose specified above, which may involve the transfer of your data to another British Council Office.

| | | | |
|--------------------------------|--|-------------|--|
| CANDIDATE SIGNATURE | | DATE | |
|--------------------------------|--|-------------|--|



**BY TICKING THIS BOX, YOU ARE AGREEING TO RECEIVE FURTHER DETAILS OF THE
BRITISH COUNCIL ACTIVITIES, SERVICES, PROMOTIONS AND EVENTS.**

Dear Student,

If you wish to register for an examination as a Private candidate at the British Council and are currently studying at a school in Kuwait, please note that you must bring either a “No Objection Letter” or a “School Leaving Certificate” from the school authorities. Please use the **below formats ONLY** for both these documents.

a. No Objection Letter (Sample)

The “No objection letter” from the school principal must be **signed and stamped by the school principal**.

The below “No Objection Letter” filled in by the school needs to be submitted to the British Council along with your application.

Examinations Services Manager
British Council
Kuwait

Date:

Dear Examinations Services Manager,

Subject: No objection letter

This is to confirm that (_____) studying in (_____) is currently enrolled in our school.

We would like to confirm that the (School: _____) has no objection to him/her taking the examination through the British Council, Kuwait as a private candidate.

We also confirm that we have communicated to the student and his/her parents that as a private candidate his/her certificate/s will not have the school name mentioned on the same.

Yours sincerely,

Name of school principal
Name of School
School stamp
Date

b. School Leaving Certificate (Sample)

The “School Leaving Certificate” must be printed on the school letter-head and stamped.

Below you will find the format of “School Leaving Certificate” which needs to be submitted to the British Council along with the application.

- A school leaving certificate must be printed on the school letterhead and stamped with the school stamp.

School Leaving Certificate

Student Name: _____

Last School attended: _____

Date of Admission: _____

Date of leaving: _____

Class in which last studied: _____

**School Principal
Signature
Stamp & Date**

PS: For those who did not complete **11 years** of school study, **Please Continue to the next Page**, a declaration of eligibility will be required.

Declaration of Eligibility

I understand that 11 years of School studies is required to apply for
Equivalence from the Ministry of Private Education, Kuwait.

I am applying for CIE examination to be eligible to apply to Universities outside
Kuwait for higher studies and I am aware that I will not be eligible for
Equivalence from the Ministry of Private Education, Kuwait.

I declare that I understand the above information.

Candidate

Name:

Candidate

Signature:

Date: