

Please fill in the following details and submit the form along with the ID documents (University ID and Passport/Civil ID/CPR) to the British Council, Kuwait. Tel: 22520068/67, Email: info@kw.britishcouncil.org

A. Candidate information

Name: _____ Examining Board ID _____
 Date of Birth:/...../..... Country of Origin: _____ Gender: M / F (Tick as appropriate)
 Name of Company: _____ Designation: _____
 Address: _____
 Tel: _____ Mobile: _____ Email: _____

B. Examining Board/University details

Name of the Examining Board /University: _____
 Name of Contact person _____ Email: _____
 Examination Date/Month: _____

Please list all the examination papers with codes:

Local Examination Fee to be paid by : Board Candidate

C. Office Use: Payment details

Administration Fee	KD.20.000	X 1	KD. 20.000
Per Exam Paper	KD.19.000	X ____	KD.
Total number of papers			
Total amount payable		KD.	

Refund Policy: If the candidate cancels all the exams administration fee of KD 20.00 will be deducted and the remaining amount will be refunded to the candidate within 15 days by cheque. Partial refunds for registered exams are not given. No show without prior information (4 days) on the exam date will forfeit the exam fee. The exam fees is non transferable to another exam session.

Candidate Declaration:

- I make this entry according to the provisions of published regulations that I have studied. I have given all the information required truthfully to the best of my knowledge and belief. I understand that I shall be allowed to sit only for those subjects for which I have entered on this form.
- I have read and understood the refund policy.
- I understand that the exam session is defined as the period of one month after the date of first scheduled exam paper
- I understand that there could be other exam candidates in the same examination hall

Signature: Date:

The British Council prides itself on providing quality service and will take all reasonable steps to make sure that the examinations take place on time and are properly conducted. To help us do this, please ensure that you are familiar with the arrangements and any relevant regulations concerning your examination. The British Council can not, however, be held responsible for events or circumstances, which are outside its control or for any error, fault or omission by an examining board or any other third party.

Special Arrangements and Special Needs

Do you have any special needs due to ill health/medical conditions? Yes No
If yes please specify your requirements below. You must attach supporting evidence with the form.

Data Protection Fair Collection Notice

Under UK Data Protection law the British Council is required to manage any personal information you give us about yourself securely and only for the purposes we specify below:

- To register our candidates
- To maintain academic and educational records of our candidates
- (Where applicable) to provide academic records for our candidates' sponsors
- To maintain accurate financial records
- To be able to cater for any special needs our candidates may have
- To distribute information to our candidates

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 inaccurate information. If you want more information about this please contact your local British Council office or the data protection team dataprotection@britishcouncil.org.

The British Council would like to use your information to send you details of our activities, services and events (including social events) which might be of interest to you.

Yes, I would like to be sent details of British Council activities, services and events, please contact me by:

- Email Telephone Fax Post SMS

By signing this, you agree to the British Council's collecting and processing this information for the purpose specified above, which may involve the transfer of your data to another British Council Office.

Signed.....Date.....

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