

## Candidate Transfer Request

Read the guidance notes at the end of the form before you fill it in.

### Details of the transferring candidate

**Centre number**      
**Centre name**

**Candidate number**     
**Candidate name**

**Exam series**

**Date of birth** (DD/MM/YY)      
**Gender** (M/F)  
**Previous entry details** (if applicable)
 

<b>Centre number</b>	<b>Candidate number</b>

### Entries for the transferring candidate

Syllabus code	Option code	Syllabus title

Transfers will be considered a new entry for the ‘Receiving Centre’.

### Details of the ‘Receiving Centre’

**Centre number**

**Centre name**

**Signed (Head of Centre)** 
**Date** (DD/MM/YY)

**Name**

If you submit this form electronically please tick the check box as an alternative to signing the form.

### Returning this form

Return this form to [info@cie.org.uk](mailto:info@cie.org.uk). Please include your Centre number and the form name and number (found at the top right-hand corner of the form) in the email subject line. Save a copy of the form for your own records. **Send a copy of the completed form to the ‘Receiving Centre’.** If you are an Associate Centre and work with us through a Cambridge Associate please submit this form directly to them.

## Guidance notes

### Background information

Use this form if you need to transfer a candidate to another Cambridge Centre after you have submitted their entries for the series. Candidates can only be transferred from one Cambridge Centre to another. A candidate's entry cannot be transferred from one exam series to a future one.

The 'Original Centre' is the Centre transferring the candidate. The 'Receiving Centre' is the Centre to which the candidate is being transferred.

### Responsibilities: 'Original Centre'

- Complete the Candidate Transfer Request Form.
- Make sure the request is for a full candidate transfer only. We cannot accept requests for a candidate to transfer to a Centre for specific syllabuses or components.
- If necessary make arrangements with the 'Receiving Centre' to complete any internal assessment for the transferred candidate.

### Responsibilities: 'Receiving Centre'

- Decide whether to accept the transfer request from the 'Original Centre'.
- Complete the ['Candidate Transfer Confirmation Form: Entries - Form 4.'](#)
- Allocate a new candidate number for the candidate to use at your Centre.
- You are responsible for the candidate once the transfer is complete.
- You must submit all internally assessed work marks and coursework samples.
- You must make sure the transferred candidate takes all their exams at your Centre and that they use the Centre and candidate number detailed on the Candidate Transfer Confirmation Form.

### Processing the form

- When we receive both the Candidate Transfer Request Form and the Candidate Transfer Confirmation Form we will move the entry from the 'Original Centre' to the 'Receiving Centre'.
- Once we have moved the entry we will send all assessment materials including results slips and certificates to the 'Receiving Centre' as normal.

### Fees

- We will refund the candidate's fees paid by the 'Original Centre' and send a new invoice to the 'Receiving Centre'.
- We will not charge any late entry fees to the 'Receiving Centre'.

### Deadline

We cannot accept a transfer request that arrives less than 10 working days before the date of the transfer candidate's first exam.

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