



## Entries confirmation despatch (International)

### What is the entries confirmation despatch?

Your despatch contains several documents confirming the entries you have made for the coming exam series.

### What materials are in my despatch?

Document	Description
Candidate statements of entry	A statement of entry for each candidate entered by the final entries deadline. Each statement shows the candidate's details, their syllabuses and entry options and the date of their exams. Give the statements to all your candidates and ask them to check that the details are correct.
Candidate entry list	A list of all your entries by candidate. Please add any late entries or amendments to this list.
Centre summary of entries	A summary showing all your entries by syllabus and option.
Candidate entry warning list	A document highlighting any potential timetable clashes you may have. For more information on timetable clashes and possible solutions please see section 1 of the <u>Cambridge Handbook</u> .

### Can I make any amendments to my entries?

Make any amendments to your entries as soon as possible. Simply amend candidate details on Cambridge International Direct (Direct): <https://direct.cie.org.uk/login> and then submit them.

We charge late entry fees for any new entries or entry option changes we receive after the final entries deadline. We do not charge you for changes made to the name or date of birth of a candidate. You can view the late entry fees in our fees list which is available in the 'My Messages' section of Direct. Entry deadlines are listed in section 2 of the Cambridge Handbook.

### Can I access this information online?

Yes. You can generate statements of entry and candidate entry lists at any point, to confirm the entry information for each of your candidates. You can also run a number of reports to check the entry information you have entered is correct. Visit the 'Check Entries' tab of Direct to access these reports.

### What information will I get for any late entries or amendments?

If you make late entries or amendments, we will send you updated statements of entry. However, you will not receive an updated entry list, summary of entries or entry warning list. We do not send statements of entry after the late entries deadline published in the Cambridge Handbook.

### Where can I get more information about my despatch?

If you have any questions, visit the 'Help' section of our website: [www.cambridgeinternational.org/help](http://www.cambridgeinternational.org/help), email us at [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) with your centre number in the subject line, or call us on +44 (0)1223 553554.