

Guidance notes

Background

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. The receiving centre should consider transfers as new entries.

Responsibilities of original centre

Complete this 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 of receiving centre

Decide whether to accept the transfer request from the original centre. If you decide to accept the transfer, complete Entries: Form 4 Candidate transfer confirmation. 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. Make sure the transferred candidate takes all their exams at your centre and that they use the centre and candidate number on Entries: Form 4 Candidate transfer confirmation.

Processing the form

When we receive both this form and Entries: Form 4 Candidate transfer confirmation, we will move the entry from the original centre to the receiving centre. After 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.

Deadlines

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

Returning this form

Return this form to info@cambridgeinternational.org. Include your centre number and 'Entries: Form 3 Candidate transfer request' 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.

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