

Signed (Head of Centre)	<input type="text"/>	Date (DD/MM/YY)	<input type="text"/>
Name	<input type="text"/>		
If you submit this form electronically, tick the check box as an alternative to signing the form. <input type="checkbox"/>			

Guidance notes

Background information

Use this form to confirm the transfer of a candidate from another Cambridge centre after their entries for the series have been submitted. 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 'Entries: Form 3 Candidate transfer request'.
- 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.
- 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.

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 4 Candidate transfer information' in the email subject line. Save a copy of the form for your own records. **Send a copy of the completed form to the original centre.** If you are an Associate Centre and work with us through a Cambridge Associate, please submit this form directly to them.

This is an interactive PDF. To complete it on screen we recommend you use Adobe Reader 9 or later or Adobe Acrobat. If you use a lower version of Adobe Reader, your data will not be saved. You can download Adobe Reader for free at <http://www.adobe.com/products/reader.html>