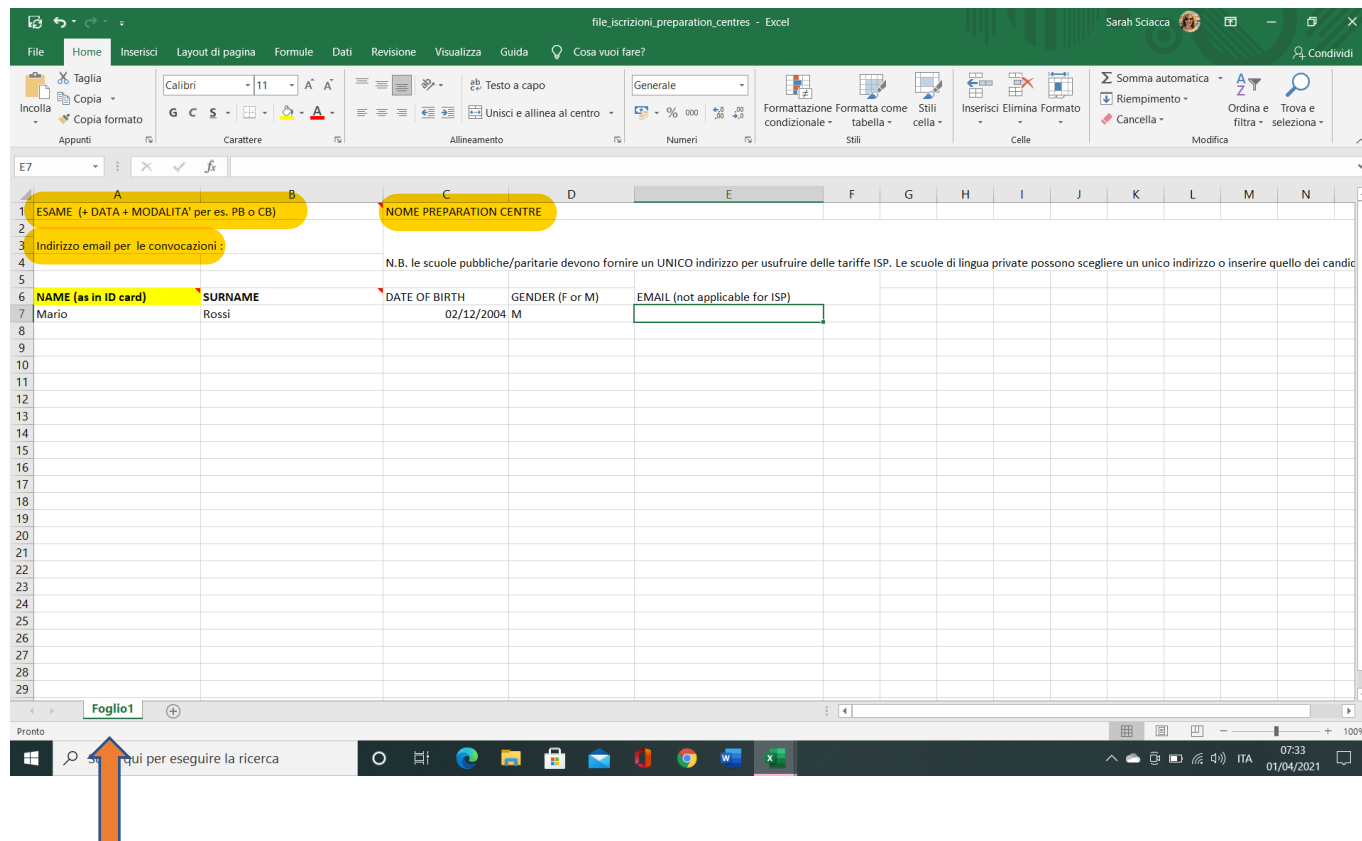


How to fill out the excel file for Cambridge Enrolments

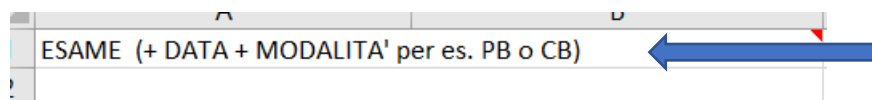
Please follow the instructions carefully.



Exam details

Please write exam name and details of session, for e.g. B1 fs or Pet fs CB 25/05/2021

If you have different exam levels where you need to enrol candidates you can either use another sheet (foglio) or the same sheet as long as you specify the exam details.



Preparation centre details

Write your prep centre name e.g. Ist. Comp. S.Agata , Villafranca (Me)

C	D	E	F	G
NOME PREPARATION CENTRE				

Email address

Public schools need to supply **one** email address for all the Confirmations of entry (COE). Private language schools can supply one or each candidate's individual ones.

Indirizzo email per le convocazioni :

Candidates' details

Please make sure that the name is exactly as shown on identity card. Also make sure that upper and lower cases are respected. Mario Rossi and not ~~MARIO ROSSI~~.

The Cambridge portal will only accept 43 characters, that's including spaces. Longer names may not be shown correctly on certificates.

Date of birth must be in dd/mm/yyyy format.

Select gender M or F.

NAME (as in ID card)	SURNAME	DATE OF BIRTH	GENDER (F or M)	EMAIL (not applicable for ISP)
Mario	Rossi	02/12/2004	M	

If you still have questions about this form, please contact the centre directly at 090679787.