

INSTRUCTIONS TO PRIVATE CANDIDATES FOR CAMBRIDGE INTERNATIONAL A/AS LEVEL EXAMINATIONS (CIE) REGISTRATION (Open Only to Malaysian Applicants)

1. REGISTRATION OPENING AND CLOSING DATES For November 2016 Examination

First Time Entry : Registration opens on **15 July 2016, closes on 29 July 2016 (Friday)**
Retake Entry : Registration opens on **12 August 2016, closes on 2 Sept 2016 (Friday)**

2. ENQUIRY/CONSULTATION

Please call the CPUS office at 03-41450123 ext 339 (Mr. Chong) or ext 340 (Ms. Cheong) or ext 334 (Ms. Tan) for more information. Office hours: Mondays-Fridays from 8.30am – 5.30pm. Closed on Saturdays, Sundays & Public Holidays.

3. APPLICATION

Download the [Registration Form PU/AL/PEE/N2016\(P\)](#). Complete the Form with your particulars.

4. CHECKING

- a. Please ensure that all particulars submitted in Form PU/AL/PEE/N2016(P) are correct and accurate.
- b. Please check that you have made the correct entry of the syllabus codes by referring to the ['Syllabus/Option Codes Information'](#) Sheet.

NOTE: TAR University College shall not be held liable for any discrepancies arising therefrom in the submitted Registration Form PU/AL/PEE/N2016(P)

- c. Upon receipt of your Statement of Entry, please ensure that all details on your Entry Statement are correct and accurate and confirm by appending your signature on the copy of Statement of Entry. Please inform the Centre if there are any discrepancies.

NOTE: TAR University College shall not be responsible for any discrepancies or penalties arising from discrepancies due to the candidate's oversight/error.

5. SPECIAL ARRANGEMENTS

If you need special arrangements during your examinations, you must submit a recent **medical report** along with your Registration form. The medical report must specify what arrangements you will need for your examinations. Approval of arrangements is at the sole discretion of TAR University College.

NOTE: The Centre only provides invigilation services at the TAR University College Main Campus, Setapak Kuala Lumpur.

6. PAYMENT

- a. Buy a banker's draft / money order / cheque and made payable to '**KOLEJ UNIVERSITI TUNKU ABDUL RAHMAN**' for the exact amount of the Examination Fees as stated. Please ensure that the name of the Institution is accurately spelt.
- b. Endorse your NAME (IN BLOCK LETTERS), Mykad / Passport number & Contact number at the back of the banker's draft.

NOTE: TAR UC shall not be held responsible if the candidate is not registered for the examinations due to non-payment of fees.

- c. Submit the Registration Form PU/AL/PEE/N2016(P) together with the banker's draft showing the exact amount as per stated in the Registration Form PU/AL/PEE/N2016(P) to the Office of the Centre for Pre-University Studies by **29 July 2016 (Friday) for First Time Entries and by 2 Sept 2016 (Friday) for Retake Entries.**

NOTE: Late submissions will not be accepted.