

## Application Guidelines for Candidates

1. Check the exam dates for which you wish to apply.
2. Check the final date for entry. Applications after this date will incur Late Entry Fees.
3. Complete the Application Form and return it by post, fax or email to ILS English (jon.dunn@ilsenglish.com)
4. Confirm the method of payment on the application form (UK cheque, bank transfer, cash or postal order).
5. ILS English will contact you with the correct payment amount.
6. Make payment to ILS English. Note: Exam places are not confirmed until payment has been received by ILS English.
7. ILS English will send you the Confirmation of Entry (CoE) to your email address at least 10 days before the exam date. This document will include your candidate number, the results release date and your personal on-line results access details. This document is important. Bring it to the exam and keep it safe until the results release date.
8. ILS English will send full information about times, travel and location map to your email address at least 10 days before the exam date.
9. Your results will be made available on the Cambridge website approximately 6 weeks after the exam and your certificate posted to you approximately 3 months after the exam.