

ENGINEERING COUNCIL EXAMINATIONS (HONG KONG)



STUDENT REGISTRATION FORM CHECK LIST

A Student registration form is attached. Read the following instructions carefully before sending your form. If you do not follow the instructions, your form will be returned to you and your registration will be delayed. Such a delay may mean that you will be unable to enter the next examination.

1. Fill in each section of the Student Registration Form.
2. Attach certified copies of your educational certificates to the form including the options taken and grades or marks awarded. **DO NOT SEND ORIGINALS**
3. Send official evidence of your change of name such as a marriage certificate (if applicable).
4. Enclose payment. This fee is not refundable nor will it count toward any future examination.
The fees for registration in late 2009 are:
 - Certificate: HK\$770
 - Graduate Diploma: HK\$990
 - Postgraduate Diploma: HK\$1315All payments are to be made to '**City and Guilds International Limited**'.
5. Sign and date the form.
6. Post by a secure method, for example by courier or by registered mail, so that you have a record of posting. It is your responsibility to ensure that your form is received by the deadlines stated on the front of the registration form. We advise you to keep a copy of your completed form.
7. Approval of request will take place normally no more than four weeks from receipt of your application form.
8. Once registered you have three years to take your first examination. If you haven't taken an examination after the third available examination period from your time of registration, you will need to re-register.
9. Completed Student Registration Form should **reach City & Guilds, Hong Kong Office no later than 18 December 2009.**
10. Registrations will take place in a certain period of months every year. The next registration period will be in late 2009, which is subject to announcement.

COMPLETION OF THIS FORM DOES NOT ENTITLE YOU TO PRESENT YOURSELF FOR ANY EXAMINATIONS. YOU WILL BE SENT A REPLY ONCE YOUR STUDENT REGISTRATION FORM HAS BEEN PROCESSED.

******* PLEASE RETAIN THIS SHEET FOR YOUR INFORMATION *******

ACADEMIC QUALIFICATIONS AWARDED: List below details of qualifications obtained with the most recent qualification first. Please make sure you attach certified copies of educational certificates to this application. You must also include a course transcript as proof of options taken. If you hold a higher level qualification such as a degree you do not need to include your school certificates.

DO NOT SEND ORIGINALS. ALL QUALIFICATIONS / TRANSCRIPTS MUST BE IN ENGLISH.

Date of Award	Title	Awarding Body/College/University
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WARNING:

If you do not include all the required information, your registration will be delayed and you may not be able to enter the next examination.

REGISTRATION FEE

I enclose a bankers draft/cheque for HK\$ payable to 'City and Guilds International Limited'

CASH – HK\$ *Receipt No.:*

* Please tick the applicable box - **DO NOT SEND CASH BY MAIL**

DECLARATION:

I declare that the information I have given is true and correct, and that any attachments hereto are true and accurate copies of the authentic original documents to which they refer.

Signature:

Date:

This form when completed should be returned to:

City & Guilds, Hong Kong Office
Room 1303-05, Tai Yau Building, 181 Johnston Road, Wanchai, Hong Kong
Tel: 852-2832 5833 Fax: 852-2832 9961 Email: info@cityandguilds.com.hk