



APPLICATION FORM

CIE NOVEMBER 2024 SERIES

APPLICANT DETAILS:

FULL NAME				
SURNAME				
GENDER	MALE	<input type="checkbox"/>	FEMALE	<input type="checkbox"/>
ID/PASSPORT NUMBER				
DATE OF BIRTH				
ENGLISH FIRST (HOME) LANGUAGE	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
EMAIL				
MOBILE NUMBER				

SCHOOL STATUS:

ALMA MATER FULL TIME STUDENT	<input type="checkbox"/>		CIE NUMBER	
EAGLE HOUSE STUDENT	<input type="checkbox"/>		(LEAVE BLANK IF FIRST TIME REGISTER- NUMBER MAY CHANGE)	
PRIVATE HOMESCHOOL STUDENT	<input type="checkbox"/>			

EDUCATIONAL CENTRE DETAILS (if not Alma Mater)

EDUCATIONAL CENTRE NAME			
EMAIL			
CONTACT PERSON			

PARENT/GUARDIAN DETAILS

FULL NAME & SURNAME			
ID/PASSPORT NUMBER			
MOBILE NUMBER			
EMAIL ADDRESS			

EMERGENCY CONTACT DETAILS / MEDICAL CONDITIONS

NAME & SURNAME			
CONTACT NUMBER			

PLEASE LIST ANY MEDICAL CONDITIONS WE SHOULD BE AWARE OF

Please follow the "guideline to making entries" document attached and complete the table below:

<u>CODE</u>	<u>SYLLABUS NAME</u>	<u>OPTION CODE</u>	<u>RETAKE</u>
eg: 0460	eg: Geography	eg: BY	YES or NO

REGISTRATION PROCEDURES:

Teachers and Tutors have to advise their Candidates before registration concerning subjects and option codes.

Alma Mater administers the CIE examination, and does not provide career information to Private Candidates or Home Scholars. It is the responsibility of the parents/tutor centres to provide the correct information to students regarding subject choices, matric certificates etc.

Alma Mater International will NOT BE HELD RESPONSIBLE for incorrect option codes made by candidates/parents.

Complete the Application form and return as soon as possible – Last day for entries is 31 July 2024.

**PLEASE COMPLETE PAGES 1 AND 2 OF THIS DOCUMENT IN NEAT, LEGIBLE HANDWRITING.
UNREADABLE SUBMISSIONS MIGHT LEAD TO INCORRECT INFORMATION BEING CAPTURED FOR
CANDIDATES.**

Please attach the following documents to your application:

- * ID Size Photo
- * Copy of student ID / Passport
- * Copy of Parent / Guardian ID / Passport of Guardian
- * **"Using your personal information"** document attached

You will receive the Electronic Statement of Entry via the parent portal. This statement will contain the examination dates and session times for the registered subjects. A CIE number will be allocated to you if this is your first time entry with our Centre. (Note that CIE numbers might be different for every examination sitting).

This document will state in red **Unsubmitted**.

Please check the following info on the Statement of Entry:

- * Spelling of your Name and Surname
- * Date of Birth
- * Qualification, Syllabus, Component and Code
- * National ID or Passport number
- * Gender

Please report any errors as soon as possible to avoid delays on the examination day and errors on the Candidate's Certificate. A fee will be charged after submission to amend errors.

You will receive an INVOICE on the **PARENT PORTAL** via **SCADSYS**.

Payment must be made, using the **ONLINE** parent portal. **NO** other payment method will be accepted.

Private & Eagle House students will receive parent portal login details for Alma Mater via email.

Should you require assistance accessing the parent portal, please contact ronel@almainternational.co.za.

A candidate will be entered for the examination once payment has been received. **Due date for payment:** 31 July 2024. A student cannot be entered for the CIE if any school fees are in arrears.

Completed Statement of Entry will be emailed after series deadline.

This will be seen as: **Submitted**

See the table below for fee structures. Fees payable per subject or syllabus:

LEVEL	ENTRY FEE	
ENTRY DEADLINE	31 July 2024	Payments can only be made online through the Parent Portal. For Private candidates, you will be added to the Parent Portal and you will receive your online login details via e-mail.
IGCSE	R 2 510	
AS LEVEL	R 2 830	
A LEVEL (A2)	R2 830	
A LEVEL (A1 & A2)	R 4 160	
CIPQ	R3 995	
LANGUAGES: ORAL	R 895	
SCIENCE PRACTICAL	R 1 000	
LATE ENTRY FEE	R2 360	
VERY LATE ENTRY FEE (entries received after late entries deadline)	R3 675	

PLEASE NOTE: No entry will be submitted to Cambridge unless all school fees are up to date and proof of payment for exam fees have been received.

Please send all communication to: cie@almacambridge.org.za

Please use your Candidate number or Candidate Name and Surname in the subject line.

In case of an emergency, contact reception and the message will be communicated to the CIE Officer.

You are welcome to contact our office at: 011-660-7532/67 and leave a message for the CIE Officer.

RESULTS AND CERTIFICATES

The result for the October/November 2024 series will be available Mid-January 2025

Certificates will be issued by late March 2025

Please check your inbox regularly as all communication, timetables and notifications will be sent via email. Alma Mater students will receive certain information via TEAMS.