

## **REGISTRATION PROCEDURE AND TERMS**

Teachers are kindly requested to group their pupils' registrations and deposit the corresponding fees to **HELLENIC BANK** indicating the account code **"UPAY FC"** claiming a single group receipt. Please verify that the depositor's name, the type of exam (DELFI-DALF), as well as a contact telephone number are clearly shown on the receipt.

Immediately after payment: please submit or send the candidates list, the individual registration forms accompanied by the justifying documents, as well as the bank receipt, to the French Institute of Cyprus, Examinations Office, 59 Strovolos Avenue, 2019 Nicosia (Monday to Thursday 9 a.m. to 6 p.m. and Friday 9 a.m. to 2 p.m.)

N.B. Please note that there will not be any refund unless there is a **medical emergency** (supporting evidence will be required). The refund request and all supporting documents related thereto must be submitted to the French Institute no later than 6 days following the date of the exams and you will receive a refund minus an administration fee 25%. All approved requests for refund are processed after the exam results release date.

### **Registration of candidates with disabilities or special educational needs**

Any physical, sensory or motor disability should imperatively be reported **at the time of registration by a medical certificate translated in French describing the recommended accommodations in detail**. If this disability has not been reported in due time, the examination centre shall not be required to receive the candidate under the appropriate conditions.

### **Dates and times of the exams**

Registration for the exams presupposes that the candidate has been informed about the dates of the exams.

N.B. The date and the time of the written and listening parts of the examination cannot be modified. The time of the oral exam can only be changed in case of emergency. Extra fees may apply.

**The candidates are requested to be present at the examination centre not less than 30 minutes before the beginning of the exam. Candidates arriving late will be refused.**

### **Identity document**

The candidates who will not present their identity card (with photograph) or passport at the time of the oral and written exam will not be permitted to sit the exam.

### **Candidate's name and postal address**

The name under which the candidate is registered must correspond to the name appearing on the identity document (which must be valid) presented at the time of the exams. Besides, any correspondence concerning the exam, especially the exam entry slip and the transcript will be sent to the address initially provided. It is therefore necessary to give a complete and valid address on the registration form. It is not possible to deliver or send a copy of the documents concerning the exams.

### **Verification of personal information**

Upon reception the exam entry slip, candidates should check their personal information and immediately report any possible error. This information is used throughout the examination process. Additional fees will apply for any change requested after the exam date.

### **Exceptional registration for a diploma already obtained**

Any candidate wishing to resit the exams of a diploma already obtained needs to make an official written request to the President of the national jury of DELF and DALF with copy to the President of the national commission of DELF and DALF in France, before the end of the registration period. He/She will mention in his/her letter that he/she willingly renounces the diploma already obtained. He/She will enclose the original diploma for destruction.

<p><b>The participation of a candidate to an exam organised by the French Institute of Cyprus presupposes acceptance of the present registration procedure and terms.</b></p>
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