

Step 1:

Log on to www.cie.exams.britishcouncil.org.

Step 2:

- Please **Sign in** if you have a login ID from your previous session
- If you do not have any login ID, then please **Sign up** using your regular **Email account**.

Step 3:

Select Country, centre and session and then click on continue

Step 4:

Read the terms and conditions carefully from the agreement page, click on the check box and then continue

Step 5:

Fill up your personal information and contact details according to your valid passport and then press continue to go to the next page.

Step 6:

Find your required subject details and click on '**Add**' to select the subject. Follow the same procedure if you wish to add more subjects. **(Note: A2 and A level candidates wishing to carry forward must provide previous exams information.)** Once you finish adding all your subjects, click on continue.

Step 7:

Verify all the information provided and click continue to complete your registration.

Step 8:

Print out your registration form and sign it.

Your form now needs to be witnessed (for school candidate only). If you are a school candidate: your form **must** be signed by your School Principal, Vice Principal or School Head.

Step 9:

Your **Registration Form** will tell you how much your fees are. Please make the payment at any of the following branches of Standard Chartered *service1*. Remember to write deposit slip number on your form.

Dhaka

Dhanmondi Branch:	‡ House 6, Road 5, Dhanmondi R/A, Dhaka 1205
Kawran Bazar Branch:	‡ 53 Kawran Bazar, Dhaka
Gulshan Branch:	‡ SCB House, 67 Gulshan Avenue, Gulshan, Dhaka 1212.
Gulshan North Branch:	‡ Block No – NW (A), 189, Gulshan Avenue (North), Gulshan Dhaka 1212.
Uttara Branch:	‡ Update Tower, Plot 1, Shahjalal Avenue, Sector 6, Uttara Model Town, Dhaka-1230
Ruposhi Bangla Branch:	‡ Ruposhi Bangla Hotel, Annex Building, 1 Minto Road, Dhaka 1000.
Kakrail Branch:	‡ Karnaphuli Garden City, 109 Kakrail Road, Dhaka
Motijheel City Centre Branch:	‡ City centre, Plot 5/A, Motijheel C/A, Dhaka
Mirpur Branch:	‡ Dynasty Tower, Plot 1, Road 12, Block G, Section 6, Mirpur, Dhaka 1221.

Chittagong

Agrabad Branch:	‡ Sheikh Mujib Road, PHP House, 31 Agrabad C/A
Nasirabad Branch:	‡ Bulbul Centre – 486/B O R Nizam RD, CDA Avenue, Nasirabad

Sylhet

Sylhet Branch:	‡ 7 Noya Sharak, Jail Road, Ward 16, Sylhet
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Step 10:

Attach the following documents with your registration form

- 1) A photocopy of the first four pages of your valid passport.
- 2) Three recent passport size photograph
- 3) The British Council copy of the deposit slip.
- 4) If you have appeared for any O/IGCSE/A Level exams before, please attach a copy of your Statement of entry or Results sheet.

Step 11:

If you are a school candidate: submit your form to your respective school.

If you are a private candidate: Submit your form to the above branches of Standard Chartered Service 1 booths or at British Council, 5 Fuller Road, Dhaka

**The Closing Date is 10 August 2015
Thank you for registering with British Council**