

Guidance notes

Background information

Use this form to confirm the transfer of a candidate from another Cambridge Centre after their entries for the series have been submitted. Candidates can only be transferred from one Cambridge Centre to another. A candidate's entry cannot be transferred from one exam series to a future one.

The 'Original Centre' is the Centre transferring the candidate. The 'Receiving Centre' is the Centre to which the candidate is being transferred.

Responsibilities: 'Original Centre'

- Complete the ['Candidate Transfer Request Form: Entries - Form 3'](#).
- Make sure the request is for a full candidate transfer only. We cannot accept requests for a candidate to transfer to a Centre for specific syllabuses or components.
- If necessary make arrangements with the 'Receiving Centre' to complete any internal assessment for the transferred candidate.

Responsibilities: 'Receiving Centre'

- Decide whether to accept the transfer request from the 'Original Centre'.
- Complete the Candidate Transfer Confirmation Form.
- Allocate a new candidate number for the candidate to use at your Centre.
- You are responsible for the candidate once the transfer is complete.
- You must submit all internally assessed work marks and coursework samples.
- You must make sure the transferred candidate takes all their exams at your Centre, and that they use the Centre and candidate number detailed on the Candidate Transfer Confirmation Form.

Processing the form

- When we receive both the Candidate Transfer Request Form and the Candidate Transfer Confirmation Form we will move the entry from the 'Original Centre' to the 'Receiving Centre'.
- Once we have moved the entry we will send all assessment materials including results slips and certificates to the 'Receiving Centre' as normal.

Fees

- We will refund the candidate's fees paid by the 'Original Centre' and send a new invoice to the 'Receiving Centre'.
- We will not charge any late entry fees to the 'Receiving Centre'.

Deadline

We cannot accept a transfer request that arrives less than 10 working days before the date of the transfer candidate's first exam.

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