



## 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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