

Registration and Payment for the University of London

Exams

Welcome to the British Council's registration and payment system for University of London exams. The following guidance is important. Following it will ensure you receive your Validation Code withing two working days.

What information does the British Council need and why is accuracy important;

- the correct details of the exam modules you have selected during University of London Assessment Entry. We need these so we can match your British Council registration to your University of London Assessment Entry. If the data you provide cannot be matched then the British Council will not be able to issue a Validation Code and will email you with further guidance.
- Your First Name, Last Name, Date of Birth (DD/MM/YYYY), Email address and Contact number. This should match the data held by the University of London. This data will ensure British Council can do everything possible to match your registration to the Assessment Entry provided to us by the University of London.

Online payment will ensure your registration is processed immediately. You will receive an automatic confirmation of registration regardless the payment has been successfully processed, but the registration will be considered complete only after the successful payment.

If you fail to pay, you will receive in the automatic email a link to try again the online payment; you have up to 10 attempts. If you do not complete within 48 hours your registration may be cancelled.

You should use the email address that you have registered with the University of London. British Council will send all further correspondence, including your Validation Code and later exam confirmation details to the e-mail registered with the University of London.

Reasons why it might take more than two working days to provide a Validation Code:

- The British Council cannot match the Exam Module(s) you have selected to the University of London Assessment Entry you have made. In such cases the British Council will write with guidance on how to proceed.

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- Your online payment was not successful. If this happens you will have received an automated email at the email address provided during the British Council registration process with a link to access and complete payment.
 - You have opted for an offline payment. The British Council will only send you the Validation Code once your payment has reached us.

The University of London will not accept Validation Codes from previous exam sessions. So you must complete your British Council registration and payment to receive a new Validation Code before you can complete your University of London Assessment Entry task and sit your exam.

British Council registration opens at 08.00 on 5 February 2024 and closes at local close of business time on 28 February 2024. Exam seats are allocated by the British Council on a first come first served basis and while the British Council guarantees you an exam seat it cannot guarantee whether that will be a morning or afternoon sitting. If demand is exceptionally high, then the British Council may request the University of London to arrange an additional sitting on another date (usually the following day).

The British Council Terms and Conditions are available on the Registration Platform and you will have the opportunity to read and accept before you continue with your registration.

Late Registration

There will be an opportunity to make late registrations. However, a 20% Late Registration Fee will apply.

British Council Late Registration opens at 08.00 on 15 March 2024 and closes at local close of business time on 27 March 2024.

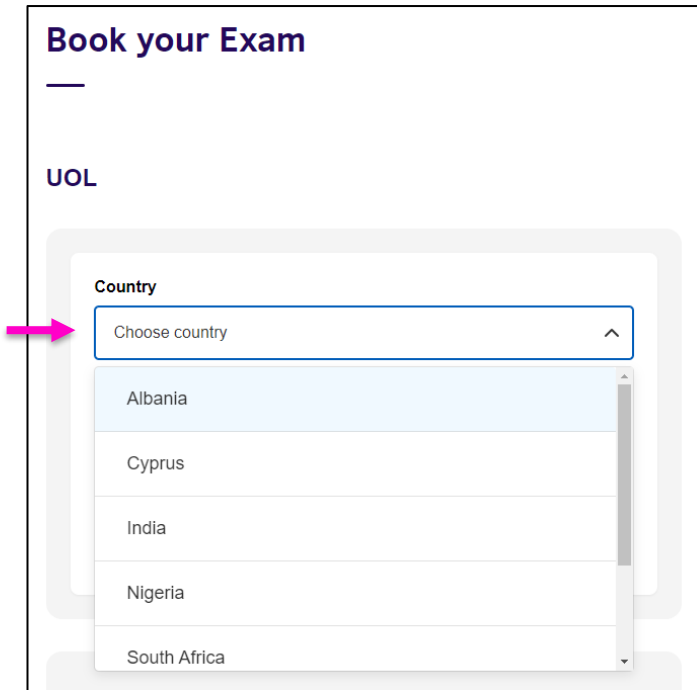
When to contact at the British Council

- You should only contact your local British Council office if:
 - you are having an issue gaining access to the British Council Registration and Payment system;
 - you are experiencing difficulties making online or offline payments; or
 - any information emailed to you by the British Council is unclear.
- All other enquiries should be directed to the University of London in the usual way.

How to register for your University of London exams

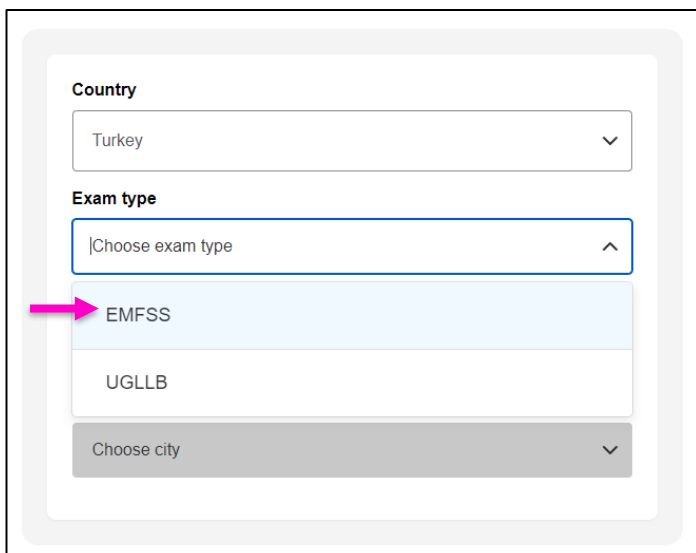
Click on the link that was sent to you by the University of London.

1. Choose the country where you wish to sit the exam.



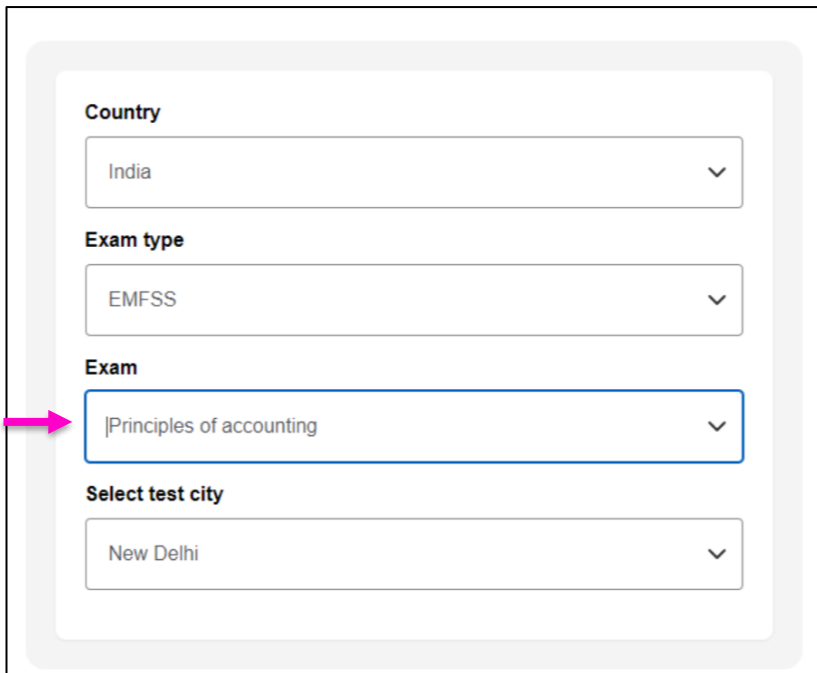
The screenshot shows the 'Book your Exam' form with the 'UOL' logo. The 'Country' dropdown menu is open, showing a list of countries: Albania, Cyprus, India, Nigeria, and South Africa. A pink arrow points to the dropdown menu.

2. Choose the type of exam you wish to sit. You will need to select if you are sitting Under graduate Bachelor of Laws Exams (UGLLB) or Economics, Management, Finance and the Social Sciences (EMFSS).



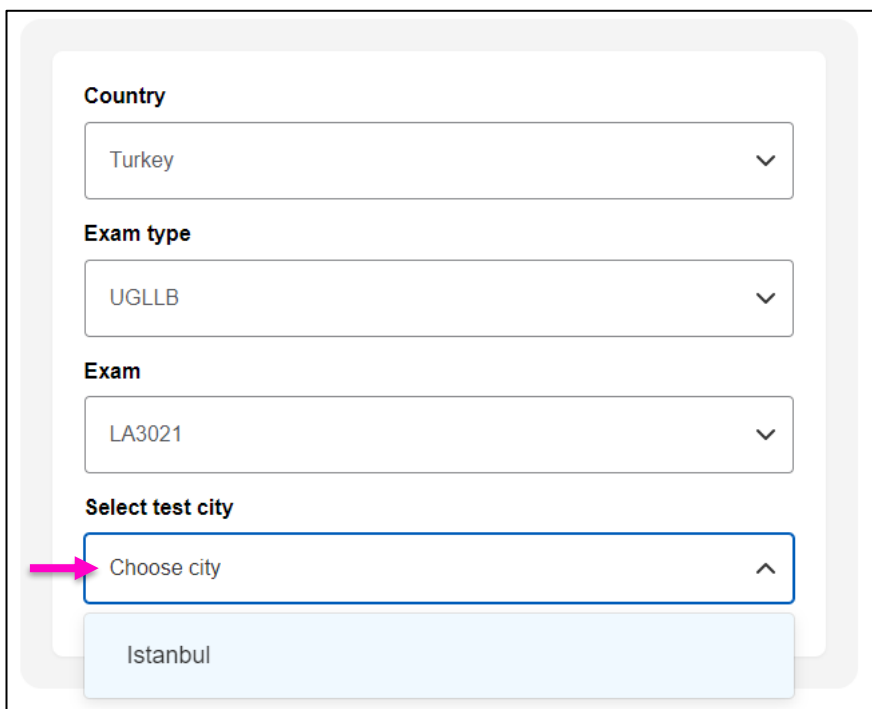
The screenshot shows the 'Book your Exam' form with the 'Country' dropdown menu set to 'Turkey'. The 'Exam type' dropdown menu is open, showing a list of exam types: EMFSS and UGLLB. A pink arrow points to the 'EMFSS' option. Below the 'Exam type' dropdown is a 'Choose city' dropdown menu.

3. Choose which exam you wish to sit.



A screenshot of a web form for selecting an exam. The form contains four dropdown menus. The first is labeled 'Country' and has 'India' selected. The second is labeled 'Exam type' and has 'EMFSS' selected. The third is labeled 'Exam' and has 'Principles of accounting' selected, with a pink arrow pointing to it from the left. The fourth is labeled 'Select test city' and has 'New Delhi' selected.

4. Select the city where you wish to sit the exam.

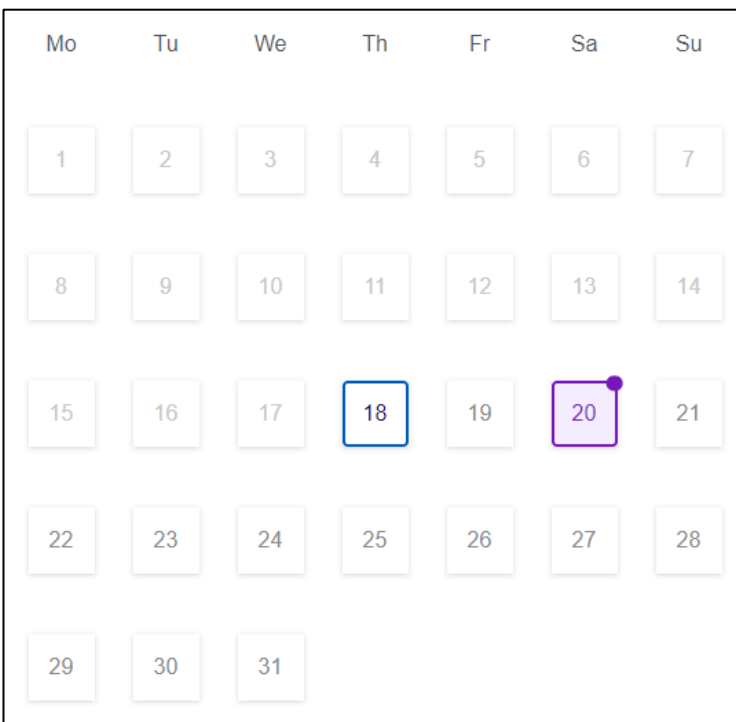


A screenshot of a web form for selecting an exam. The form contains four dropdown menus. The first is labeled 'Country' and has 'Turkey' selected. The second is labeled 'Exam type' and has 'UGLLB' selected. The third is labeled 'Exam' and has 'LA3021' selected. The fourth is labeled 'Select test city' and has 'Choose city' selected, with a pink arrow pointing to it from the left. Below the dropdown menu, the city 'Istanbul' is displayed in a light blue box.

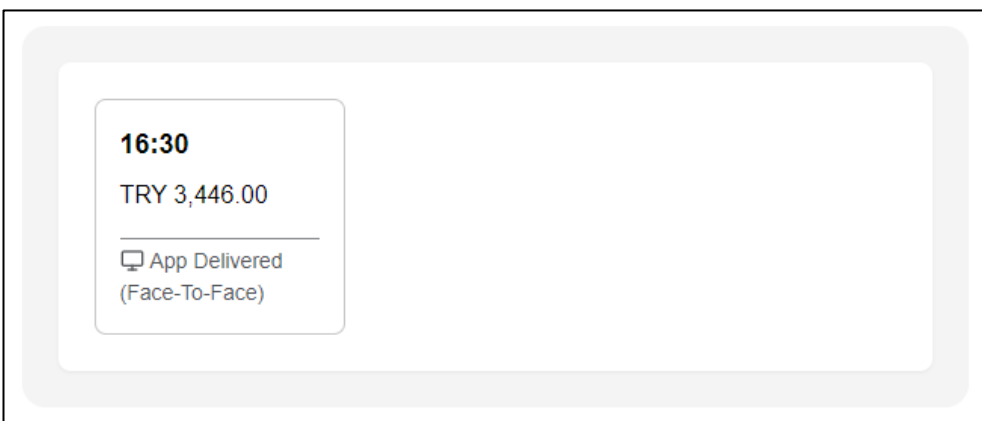
5. The month when there are dates available for this exam will be highlighted. Click on the month.



6. The date of the exam will be highlighted. Click on the highlighted date.



7. The exam will appear underneath. To select, it click on the exam.



8. You will see your selected exam session in the Order Summary on the right hand side of the screen. Click on **+ Add another item** and repeat stages 1-7 to book each exam you wish to sit.

Order Summary (1 item)

1.

Criminology 20.01.2024
kamilvnueturkey

gsdf, Istanbul, dsfg

criminology

20 January 2024, 04:30 PM - 05:00 PM

TRY 3,446.00

+ Add another item

Book & Pay

9. Check the details of your selected exam sessions in your Order Summary. Then click **Book & Pay**.

Order Summary (2 items)

1.

Criminology 20.01.2024
kamilvnueturkey

gsdf, Istanbul, dsfg

criminology

20 January 2024, 04:30 PM - 05:00 PM

TRY 3,446.00

2.

Company law 20.01.2024
kamilvnueturkey

gsdf, Istanbul, dsfg

company law

20 January 2024, 04:30 PM - 05:00 PM

TRY 3,446.00

+ Add another item

Total: **TRY 6,892.00**

Book & Pay

10. Select whether you are booking the exam(s) for yourself or a child.

Who are you booking the test for?

Myself

My child (under 18 years old)

11. Complete the personal details of the test taker. The full name and date of birth must match the Identification Document presented at the test location.

Your Personal details

Please note

The full name and date of birth must match the Identification Document presented at the test location.

First / given names
(including middle names):

Surname / family name:

Date of birth:

Day

Month

Year

Gender:

Female

Male

Other

Clear form


12. Complete your contact details.

Your contact details

Your email:

Confirm email address:


Mobile number:

 
Clear form

13. Complete your address.

Address

Country/Territory of residence:

Postal address:

Town / City:

Postcode / ZIP:

Clear form

14. Select your marketing preferences.

Your marketing preferences

i The British Council would like to use the information you provide to send details of activities, services and events (including social events) which we think are of interest.

We will process your personal information based on your consent.

I am happy to receive information about products, services and events organised by the British Council and by third parties selected by the British Council.

I am happy to receive updates about products, services and events provided for or organised by the British Council (including members of the wider British Council group).

Please do not send me any marketing updates.

15. Click on **Next**.

16. Complete your identification details. These must match the Identification Document presented at the test location.

Passport
 Identification card

Passport number:

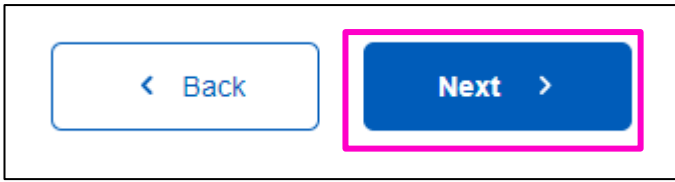
Passport expiry date:
Day Month Year

Issuing authority

What is your country/territory of nationality?

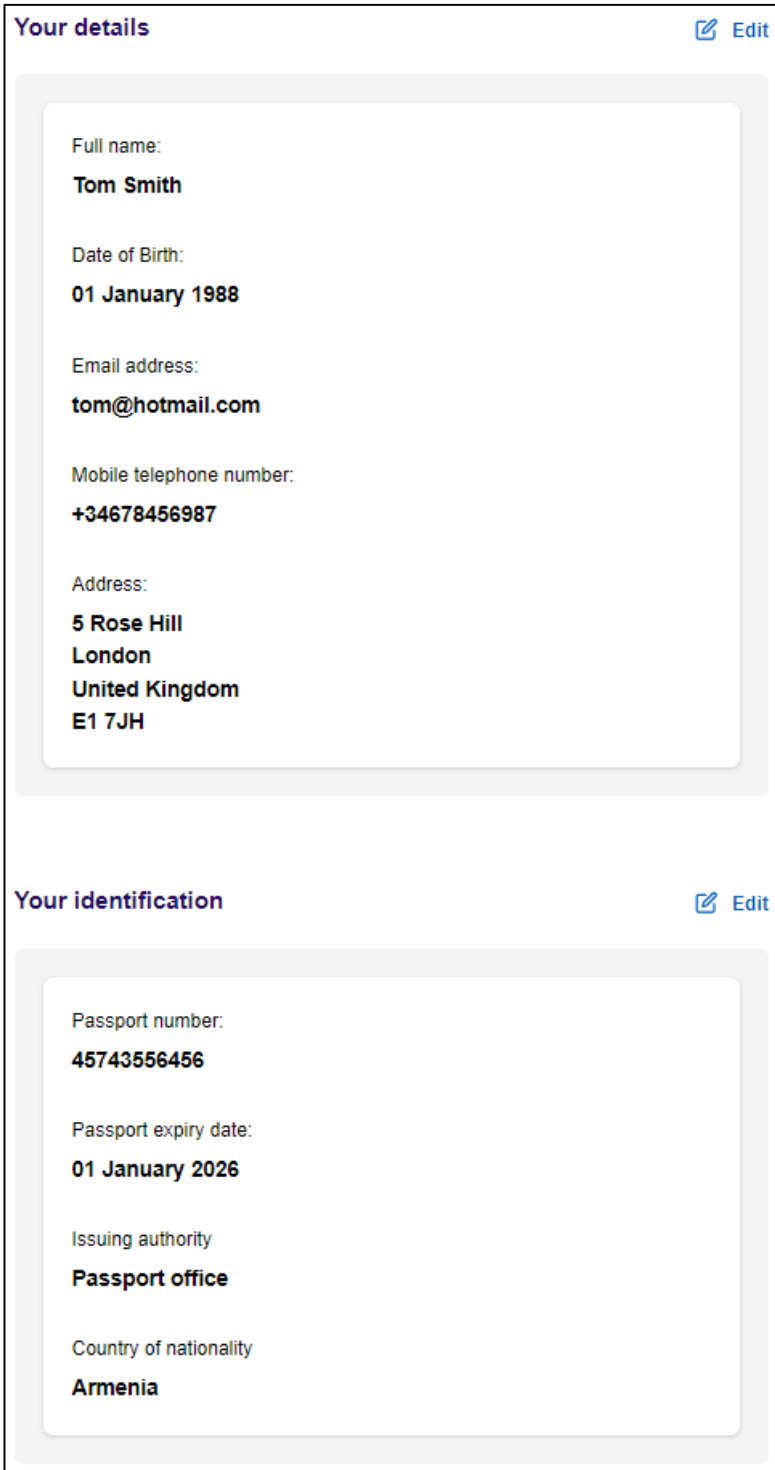
[Clear form](#)

17. Click next.



Navigation buttons: Back and Next. The Next button is highlighted with a pink border.

18. Check all the details carefully.



Your details [Edit](#)

Full name:
Tom Smith

Date of Birth:
01 January 1988

Email address:
tom@hotmail.com

Mobile telephone number:
+34678456987

Address:
**5 Rose Hill
London
United Kingdom
E1 7JH**

Your identification [Edit](#)

Passport number:
45743556456

Passport expiry date:
01 January 2026

Issuing authority:
Passport office

Country of nationality:
Armenia

19. At the bottom of the page you will find our terms and conditions. Click on **terms and conditions** to read terms specific to your country. To agree to the terms and conditions, check the tick box under the text saying – *I agree to the terms and conditions*.

Please note: You can read the full information about data protection by clicking on **Read full notice**.

Our terms and conditions

i The British Council will use the information that you are providing in connection with processing your registration. The legal basis for processing your information is agreement with our terms and conditions of registration (contract).

+ Read full notice

I agree to [the terms and conditions](#)

20. Click **Book & pay** to continue to payment.

[< Back](#) **Book & pay >**

21. Select your payment method and work through the steps to make payment.

22. You will see confirmation that the payment has been successful.

Congratulations

your test is booked

Success
We have sent you a confirmation to your email address (don't forget to check your spam folder!).

Test day information

Please note
On the test day, you will be required to bring the same identification you are using for registration.

Order Summary (1 item)

1.
**Principles of accounting 01/02/2024
New Delhi city venue**

New Delhi,
principles of accounting
1 February 2024, 00:00 AM - 02:30 AM

£57.00

Paid

Once payment has been received you will receive a confirmation email.

If online payment fails, you will receive an email informing you. Please try payment again.

BRITISH COUNCIL

Order confirmation

Dear AnneSo Berrayah,

Thank you for your registration and payment of the University of London with the British Council in Vietnam. There are important information in this email - please read it in its entirety

Here is a summary of your booking:

No. 1	
Test date	2024-02-04
Test name	University of London - EMFSS
Location	VietnamVenue
Test start time	08:15

Order confirmation for your University of London test.

Your payment transaction reference is REBC-2024-01-22-7718650. Please note that the amount you paid is VAT inclusive.

Fee	2,407,232.00 VND
Tax	0.00 VND
Total	2,407,232.00 VND

BRITISH COUNCIL

Online payment failed

Dear AS12345 AStest,

Sorry - your online payment failed! We've still booked your test for you, but you need to try and pay again for your test.

Here is a summary of your booking:

No. 1	
Test date	2024-02-21
Test name	University of London - EMFSS
Location	VenueforCyprus
Test start time	07:15

No. 2	
Test date	2024-02-06
Test name	University of London - UGLLB
Location	VenueforCyprus
Test start time	09:00

Try online payment again

Please note: Your validation code and information about the venue where you will be sitting your exam will not be included in the confirmation email sent to you after registration. You will receive this information separately from the British Council.