



# Guidance notes

## Use these notes to help you enrol for CIPS examinations

- Please read the CIPS External Examination Enrolment Form May 2008 Guidance Notes for Students.
- Please complete all sections then return to CIPS together with payment to reach CIPS by the deadline dates.
- Ensure that your CIPS membership is current. This enrolment form will only be accepted if your membership subscription is current.

## Further copies of the examination form

- Copies of all examination enrolment forms are available on the CIPS website [www.cips.org](http://www.cips.org) or on request from CIPS.

## Examination centres

- CIPS is able to provide examination facilities world-wide. We are able to confirm the centres listed in the guidance booklet at the time of printing but if you are not able to locate an examination centre local to you please contact CIPS for further advice.

## Examination Fees

- Please see guidance booklet for full details. You can pay by:  
Cheque, credit/debit card, BACS, money on CIPS account or local payment in Africa.

## Confirmation of entry – customer service levels

On receipt of a completed enrolment form we will send to you:

- A letter confirming that your form has been received. We aim to send this to you within 10 days of receiving your form.
- An official receipt for your payment. We aim to send this to you within 10 days of your payment being processed.
- Confirmation of your enrolment which will include the papers that you have been entered for and will confirm your examination centre. We aim to send this to you within 4 working weeks of your form and payment being received.
- A final confirmation letter will be sent to you at least 4 weeks before the examination.

CIPS Examinations  
PO Box 9186  
Adamsway  
Mansfield  
Nottinghamshire  
NG18 9DX

**Return Address** - Please fold this paper in half  
and put into a C5 windowed envelope

Office use only

- 01
- 02
- 03
- 04
- 05

Notes

Operator