BRITISH COUNCIL

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;

- Your nine-digit numerical Student Registration Number (SRN No.) and 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:
www.britishcouncil.org

- 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.

- 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 1 August 2024.

- **For UG Laws exams registration will close on Monday 26th August 2024, therefore any off-line payment must clear British Council's account no later than Thursday 29th August 2024.**

- **For EMFSS exams registration will close on the 9th September 2024, therefore any off-line payment must clear British Council's account no later than Thursday 12th September 2024.**

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.
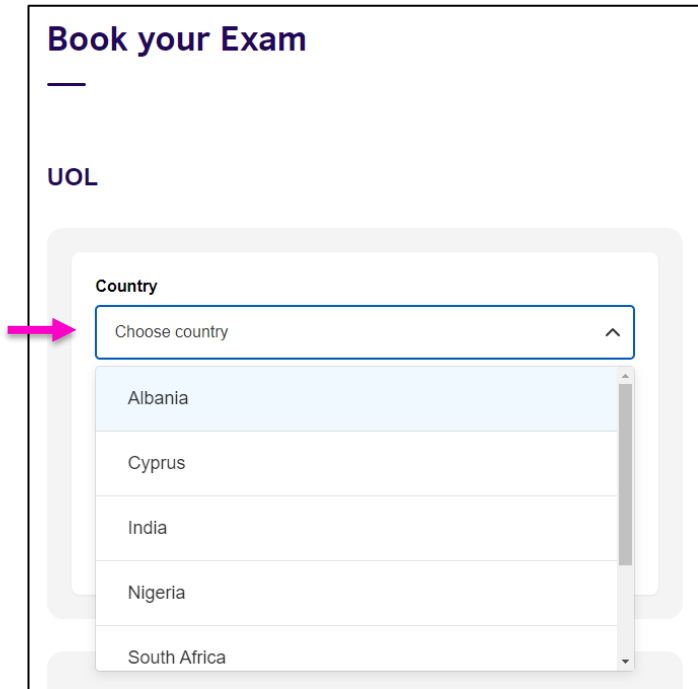
When to contact at the British Council

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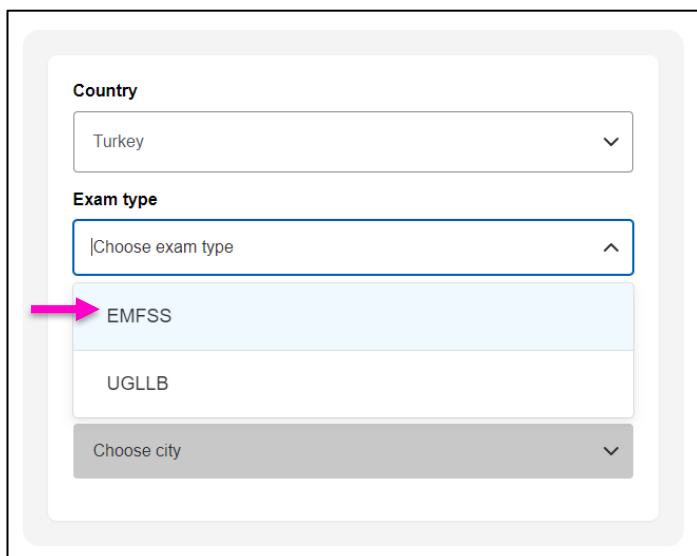
2. Choose the type of exam you wish to sit. You will need to select if you are sitting Under graduate Bachelor of Laws Exams (UGLLB) or Economics, Management, Finance and the Social Sciences (EMFSS).
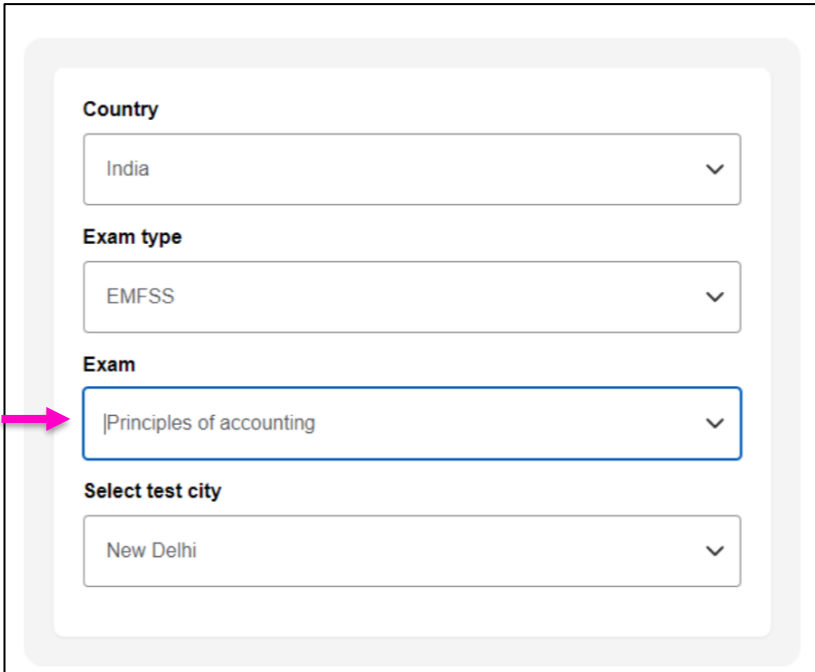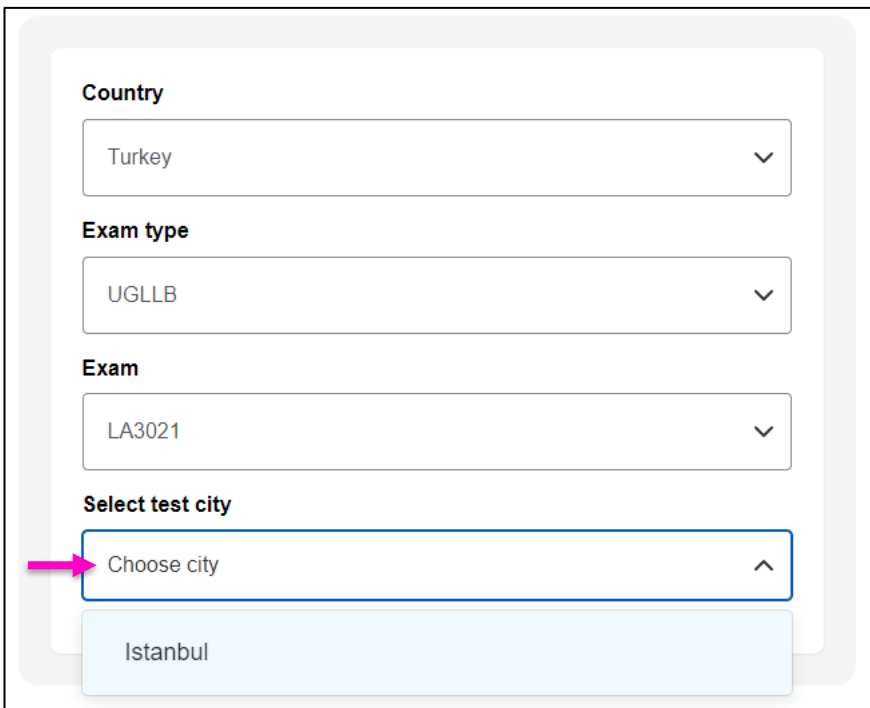
3. Choose which exam you wish to sit.

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

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.

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
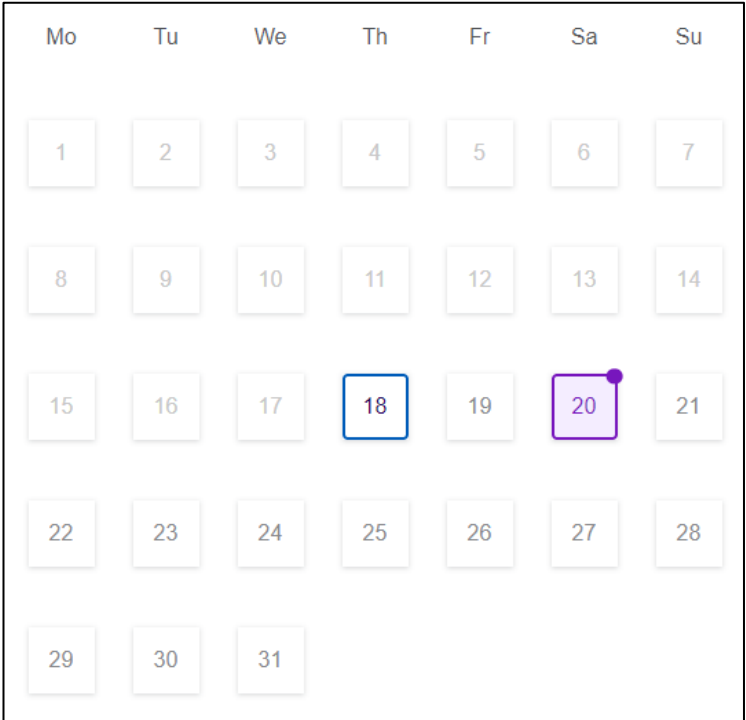
7. The exam will appear underneath. To select, it click on the exam.

16:30

TRY 3,446.00

🖥 App Delivered
(Face-To-Face)

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.

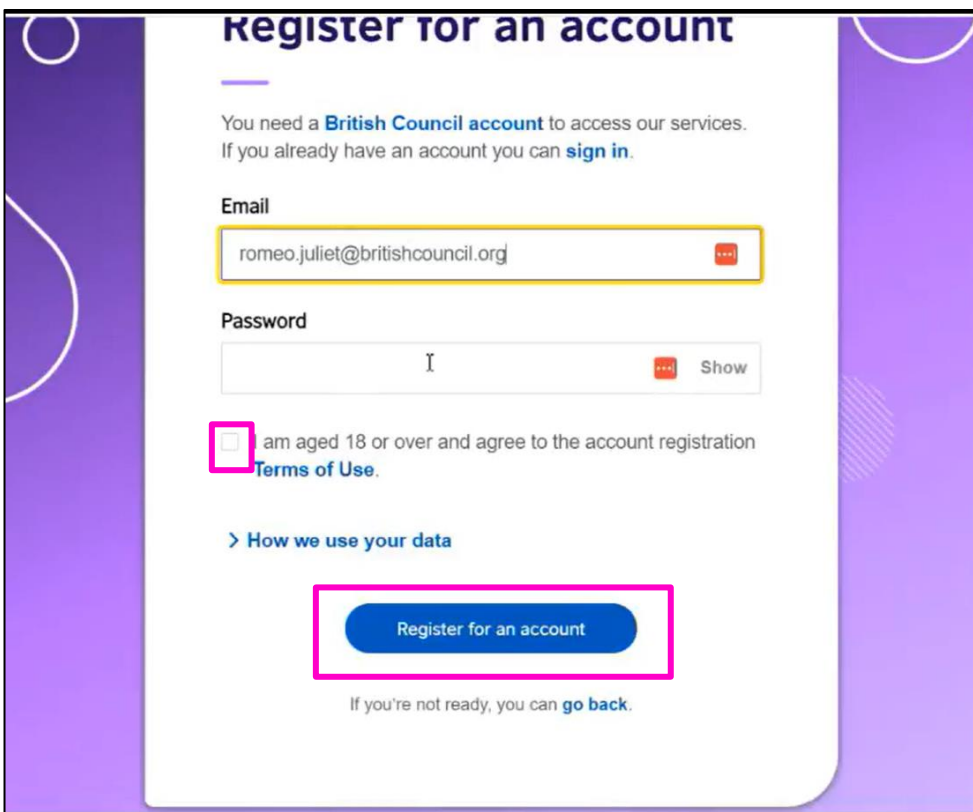9. Check the details of your selected exam sessions in your Order Summary. Then click **Book & Pay**.

10. If this is your first-time using Book & pay you will be prompted to create an account. Click on
    Create an account.
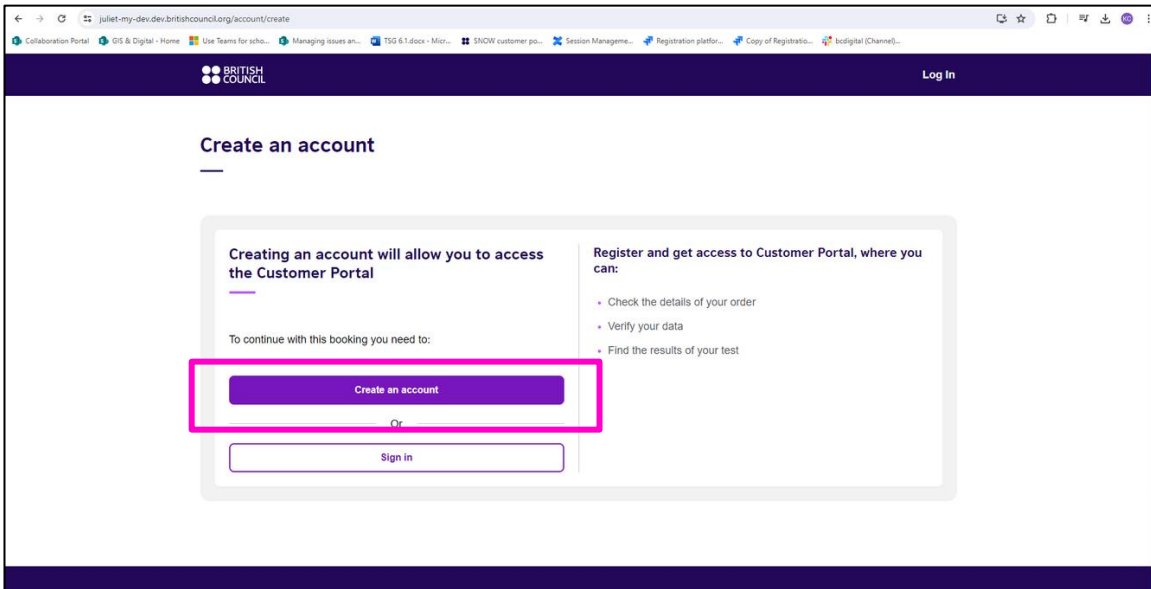
11. Enter in an email address and a password, agree to the terms and conditions but selecting the tick
    box and then click on **Register for an account.**

12. You will be prompted to enter in a verification code which will have been sent to the email address you entered. Once you have entered your code please click on **Complete registration**.

You will then be returned to the Reg and Pay platform.

13. 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.

14. Complete your contact details.

Your contact details

Your email:

Confirm email address:

Mobile number:

🇦🇫 ▾

Clear form

15. Complete your address.

Address

Country/Territory of residence:

Afghanistan ⌄

Postal address:

Town / City:

Postcode / ZIP:

Clear form

16. Select your marketing preferences.

Your marketing preferences

ⓘ 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 or organised by the British Council (including members of the wider British Council group).

● Please do not send me any marketing updates.

17. Click on **Next**.

< Back   Next >

18. 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?

Afghanistan

Clear form

19. Click next.
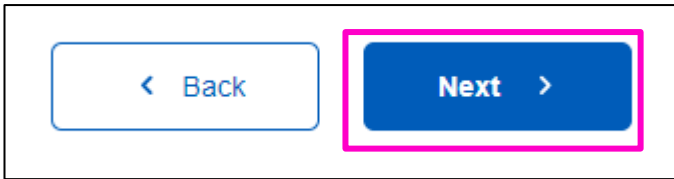
20. Check all the details carefully.

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

21. Select your marketing preferences.

Your marketing preferences

ⓘ 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.
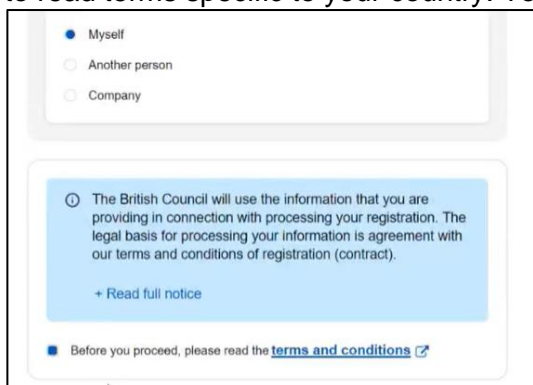
We will process your personal information based on your consent.

○ 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 or organised by the British Council (including members of the wider British Council group).

● Please do not send me any marketing updates.

22. Click on **Next**.

‹ Back   Next ›
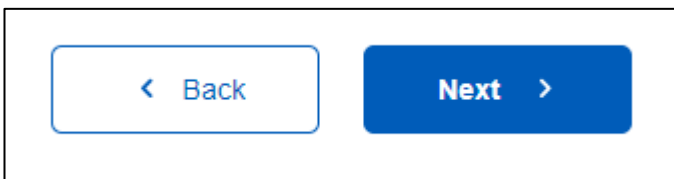
23. At the bottom of the page you will find our terms and conditions. Click on **terms and conditions** to read terms specific to your country. To agree to the terms and conditions, check the tick box.

● Myself
○ Another person
○ Company

ⓘ 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

■ Before you proceed, please read the **terms and conditions** ↗

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

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

25. 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.

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

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.