

Registration Procedures

Step 1

Private Candidates:

Obtain an application form from the Sri Emas Cambridge Examination Department or our website:
www.sriemas.edu.my

Our operating hours: 8:30am – 4:30pm (Mondays to Fridays)

Step 2

Read the registration form carefully before you complete it, and make sure that you adhere to the terms and conditions printed at the back of the registration form.

Step 3

To register bring with you:

- 1 recent passport sized photograph
- An official identification card with one photocopy of both sides of the card
- For non-Malaysian candidates: passport and a photocopy of the page that include your details and picture
- The appropriate fee in cash / cheque / credit card. Please note that your registration form cannot be processed without payment (for bank transfer payment, it is required to email / fax a copy of the transaction slip with your details to us at exam.department@sriemas.edu.my / 603-7865 0774)

Step 4

For private candidates, kindly ask for a receipt upon payment.

Step 5

You will receive the Electronic Statement of Entry via email. This document will contain the dates and session times for examination you are registered for. The overall examination timetable may be obtained from our website.

Step 6

Please check the Statement of Entry upon receipt for any inconsistencies:

- Spelling of your name
- Date of birth
- Subjects and papers registered
- UCI number, if applicable

Step 7

Report errors in your Statement of Entry to the Cambridge Examination Department immediately.