



PRIVATE CANDIDATE AND EXTERNAL REGISTRATION PROCEDURES

STEP 1

Private and External Candidates:

Obtain a registration form from Mutiara International Grammar School or download it from our website: www.migs.edu.my

STEP 2

Please read the registration form carefully and then complete it.
Note also the terms and conditions of the registration form.

STEP 3

Please attach the following with your application:

- 1 passport sized photograph
- A copy of your official identification card (both sides)
- Or a copy of passport (identification and visa pages)
- The appropriate payment (bank in slip/transfer money acknowledgement) or cheque payment

STEP 4

Once accepted, you will receive the Statement of Entry via email. This document will contain the dates and sessions for the examinations you are registered for.
For a copy of the examination timetable please contact the school or check with the school's website.

STEP 5

Please check the Statement of Entry upon receipt for any errors in the following:

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

STEP 6

Once you have completed all criteria, made successful payment and checked the accuracy of the application, we wish you all the best with your exams.

Mutiara International Grammar School

CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION

INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION

IGCSE / LEVEL EXAMINATIONS

PHOTO

Affix your most recent
passport size photo here
(write your name at the
back of the photo)

Centre Number: MY029

Candidate Number:

CURRENT SCHOOL NAME

CANDIDATE NAME (AS PER IC / PASSPORT)

DATE OF BIRTH (DD/MM/YY)

IC / PASSPORT NUMBER

NATIONALITY

GENDER

CANDIDATE / PARENT / GUARDIAN'S H/P NUMBER

Kindly complete this form in **BLOCK LETTERS

**Use 0 for zero and 1 for one

PARENT / GUARDIAN'S NAME

EMAIL (Mandatory)

CANDIDATE' EMAIL

PARENT / GUARDIAN'S EMAIL

REGISTRATION PERIOD

NORMAL ENTRY : On or before 31 January 2023

LATE ENTRY : From 1 February 2023 - 11 March 2023

Your completed entry form must be accompanied by the following (please tick):

- A recent colour passport size photograph affixed to the entry form
- A copy of your passport or identity card
- The total examination fee

GROUP 3: SCIENCES							
Code	Subject	Option code <i>(tick either EXTENDED or CORE)</i>					
		Extended			Core		
0610	Biology	CY	22, 42, 62		GY	12, 32, 62	
0620	Chemistry	CY	22, 42, 62		GY	12, 32, 62	
0625	Physics	CY	22, 42, 62		GY	12, 32, 62	
GROUP 4 : MATHEMATICS							
Code	Subject	Option code <i>(tick either EXTENDED or CORE)</i>					
		Extended			Core		
0580	Mathematics	BZ	23, 43		AZ	13, 33	
0606	Additional mathematics	AY	12, 22				
GROUP 5: CREATIVE, TECHNICAL AND VOCATIONAL							
Code	Subject	Option code <i>(tick either EXTENDED OR core)</i>					
		Extended			Core		
0452	Accounting	AY	12, 22				
0450	Business studies	Y	12, 22				
0417	ICT	BZ	13, 22, 31				

PAYMENT DETAILS

Please note that the fees indicated below are based on the sterling pound entry fees payable to Cambridge Assessment International Education:

Choose only **one** : NORMAL ENTRY / LATE ENTRY

NORMAL ENTRY (on or before 31 January 2023)	
Administrative fee (non-refundable)	RM 150.00
PLUS (+) Subject fee : no. of subjects x RM 950.00 ----- =====

LATE ENTRY (from 1 February 2023 -11 March 2023)	
Administrative fee (non-refundable)	RM 150.00
PLUS (+) Late entry fee no. of subjects x RM215.00
PLUS (+) Subject fee : no. of subjects x RM950.00 ----- =====
<i>(Late entry fee will be charged by Cambridge Examination other than subject fee)</i>	

Payment can be made by:

Method 1: Electronic Bank Transfer

Please indicate your child's name in the reference column on your payment via electronic transfer. All payment towards the above examinations is to be remitted in Ringgit, excluding all bank charges incurred when transferring payment to MIGS. Payment by electronic transfer is through our following Maybank account:

Company Name: MUTIARA INTERNATIONAL GRAMMAR SCHOOL SDN BHD
Account Number: 514271611809
Swift Code: MBBEMYKL
Bank Name: Malayan Banking Berhad
Bank Address: 2, Lorong Rahim Kajai 14, Taman Tun Dr Ismail, 60000. Kuala Lumpur, Malaysia.

Method 2: Cheque

Please make cheques payable to: **MUTIARA INTERNATIONAL GRAMMAR SCHOOL SDN BHD**

* Please note that your application will only be processed upon cheque clearance

Method 3: Credit Card

Payment via Credit Card can be made at the Accounts Department from 8.00 am - 4.00pm Mondays - Fridays.

Public Bank credit card holders can opt for an easy payment plan of 6 or 12 months interest free instalment.

DECLARATION

1. I have read the requirements of the test paper, as well as enrollment conditions associated with MIGS and the processing of an application to sit the IGCSE exam.
2. I agree that I am responsible for understanding all aspects of the exam paper, CAIE requirements and the exam conditions.
3. All information supplied is accurate and I have checked for errors.
4. I am responsible to ensure that no further errors are recorded from CAIE.
5. I will only sit for those subjects and papers which have been entered on this form.
6. MIGS is the only CAIE examination centre I have made provisions with.
7. I agree and understand that there will be no postponement or refund of fees should I decide to withdraw from the examinations after payment.
8. I accept the responsibility to arrive at the place and date of the examination in time and with every intention to sit the exam/s.
9. MIGS reserves the right to reject a registration form if not complete or paid.
10. Absences from any of the examinations require valid proof and reasons.
11. The school (MIGS) will not tolerate the following:
 - Indecent behavior: Sexual harassment, stalking,
 - Drug and substance abuse of any kind
 - Affection and indiscreet behaviours of any form
 - Physical, mental, emotional, psychological, extortion or bullying
 - Smoking (including vaping and e-cigarettes) on school grounds
 - Stealing, drinking or gambling, etc
 - Vandalism or any unwanted abuse of facilities
 - Deliberate cheating or misconduct against staff and examiners

Disclaimer

Mutiara International Grammar School (MIGS) ensures it will undertake all the necessary and reasonable steps to provide access to the CAIE provision of service. However, MIGS cannot be held responsible for any interruptions caused by circumstances which are deemed beyond our control. Where possible, very effort will be made to rectify or assist in the provision of service as soon as possible within the confines and under advice from the Cambridge Examination Board.

Signature of Candidate

Name & IC/passport No:

Date: