

# UNIVERSITY OF LONDON INTERNATIONAL PROGRAMMES EXAMINATIONS OCTOBER/NOVEMBER 2019

BRITISH COUNCIL BULGARIA (CENTRE NO 106)

## How to register?

1. Register online with the University, via the Student Portal: <https://my.london.ac.uk/>
2. Send your application form to [contact@britishcouncil.bg](mailto:contact@britishcouncil.bg) or bring a copy to our [Customer Services Centre](#).
3. Pay your local examination fee:

Number of examinations per candidate*:	Exam fee (in leva):
1 to 2	190 per exam
3 or more	133 per exam
2 Law section exams (50 minutes each)	190 per exam
3 or more Law section exams	133 per exam

**\*Two or more Law section examinations with a duration of 50 minutes each are considered as one examination only when the sub-exams are scheduled within the same sitting (on the same day).**

Payment can be made by bank transfer to: Citibank IBAN: BG77 CITI 9250 1051 0015 01 or cash at our [Customer Services Centre](#).

4. Get your validation code from the British Council. You will need the code to complete your University online registration.

## When do I register?

The University deadlines for the OCTOBER/NOVEMBER 2019 examinations are available [here](#). You should register with the British Council before the deadline.

## When and where do I sit my examination?

You will receive your Admission Notice from the University of London before the start of the examination session. You will also receive an email from the British Council with further information regarding start time and venue, up to two weeks before your first examination date.

## Refunds

Refunds can only be claimed for nonattendance due to illness. If you are unable to attend any of your examinations because of illness, please inform us immediately by email. You must then bring or send by post an original medical document (bolnichn list/medicinska belezhka) which should:

- specify the medical reasons why you are unable to sit the exam;
- have a reference number and date of issue from the medical institution, clear stamp and signature from the medical practitioner. In addition, you should also submit a request in writing, explaining the reasons for your absence, and send both documents to us so that they reach us within **5 calendar days of the exam date**. We will retain a cancellation fee of BGN 90 per exam per candidate to cover the incurred administrative costs.

Further information regarding University of London International Programmes examinations is available here: <http://www.londoninternational.ac.uk/exams>