

**APPLICATION FOR RE-SITTING WRITTEN EXAMINATIONS OVERSEAS**

**IMPORTANT**

* Only students with a permanent residence outside the UK are eligible to apply.
* You must have been approved to re-sit by your School/Department.
* Arrangements can only be made for written exams normally taken on-campus (PC or practical examinations must take place on-campus).
* Examinations will only be conducted at British Council offices by prior arrangement.
* All charges must be paid to the British Council office in full before examinations take place.

**Form to be completed by the student:**

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| --- | --- |
| Surname (Family name) |  |
| First Name |  |
| Student ID Number |  |
| Programme name |  |
| Modules re-sitting (confirm codes and titles if  known) |  |
| International home telephone number |  |
| International mobile telephone number |  |
| Email address |  |
| British Council location in which you propose examinations are to be taken |  |

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| **Exam Period** | **Application Deadline** | **Application for this Exam Period (specify Yes or No)** |
| Semester 1 (January 2025) | **25th November 2024** |  |
| Semester 2 (May/June 2025) | **10th March 2025** |  |
| Summer Re-sits (August 2025) | **7th July 2025** |  |

**IMPORTANT**

* All sponsored students must obtain permission from their sponsor before applying for re-sit examinations overseas. By signing this form, you are confirming that you have contacted your sponsor and your application has been agreed.
* All students will be charged £60 by the University of Liverpool for this service and will be liable for all other charges made by the British Council office. By signing this form, you are confirming acceptance of these charges.

Student Signature:

Date:

**Please return this form by the necessary deadline (as described above) to** [**examsenq@liverpool.ac.uk**](mailto:examsenq@liverpool.ac.uk) **Applications received after this will not be processed.**