How to complete your Electronic S Form

Please remember to check all entry details.

City & Guilds

www.cityandguilds.com

If you have a sub-centre status please put in the correct 'letter'.

Tick this box only for result submission.

Tick this box only for question paper requests (dated entries).

Please always fill these in.

Only use this box if your entry is for a centre-devised award and you have been given a code.

Contact details here will help us to reach you if there are problems.

You must fill in this box with your full **six** digit centre number.

All **six** digits **must** be entered here. You must fill in this box. This is made up of the scheme / programme number (4 digits) and the complex number (2 digits).

If you want a purchase order number quoted back to you on Nominal Roll Reports and invoices then you must fill in this box.

You must only tick **one** box on each form. If more than one box is ticked, we cannot know which transaction you mean or need.

Remember, if you tick this box for Block Registrations then you do **not** need to enter any candidate names.

Please write the name as you wish it to appear on the certificate, with your first or family name in the order required.

When submitting results for candidates please remember to put in the grade. This is normally 'p' for international.

Tick this 'duplicate to above' box if you are entering **identical** components for the candidate above. It will save you time.

When making a dated entry for a set exam please remember to put the component or paper number so we know which question papers to send you.

Please type your name in the signature box

City & Guilds

Form S - registration, results and dated entry submission

UK centres - Please email this form to sform_submission@cityandguilds.com

International centres - Please email this form to your local City & Guilds Branch Office

Please use each cell where available

Centre number | Sub | Centre name | Phone number | Centre contact name

Award number | Award title | Syllabus code | Purchase order reference number

Tick one of these boxes | Named registration | Results | Dated examination | — | Blocked registration | Number of registrations needed

Enrolment number if known	The candidate name is not necessary if enrolment number given	Sex	Date of birth	Ethnic code	Requirement	Funding code	Duplicate
	Candidate name						
	Candidate name						
	Candidate name						
	Candidate name						
	Candidate name						
	Candidate name						
	Candidate name						
	Candidate name						
	Candidate name						
	Candidate name						

I confirm that the above candidates are entered in line with City & Guilds regulations

Your signature: | Page | of | Date | Counter signature (if needed)

If you have any questions about how to fill in this form, please phone Customer Support on +44 (0)20 7294 2787.

Please type your name in the signature box

Please make sure the information here is the same as any previous entry for the same candidate. Anything different will either give the candidate a new ENR, or reject them!

Please fill in this box if you have the data available.

Please fill in this box with codes if needed.