



## APPENDIX 1

### INSTRUCTION TO FILL IN THE SCHS INTERNATIONAL TEST REGISTRATION FORM

#### To Register You Must:

1. **Form is applicable only if testing in India, Pakistan, Philippines, Nepal, Bangladesh and Indonesia, and using Bank Draft as mode of payment for Test Fees.**
2. Read all instructions carefully before you fill out the registration form. Please provide complete and accurate information on the application form.
3. If the form is not properly filled out (contain incomplete information, unclear letters, or non-English characters), it MAY cause a delay in processing your registration and appointment request.
4. Fill in completely, print out, sign and mention the desired test date on the form. Send completed application in an envelope addressed to **Registration Center** (For Mailing address please refer to Appendix 2 or visit [www.prometric.com/schs](http://www.prometric.com/schs) ) and affix the proper postage.

#### Completing the Form

- Use black Ink.
- The Name entered on the form MUST match the name on the photo identification document that will be presented at the test center.(For Identification Requirement please visit [www.prometric.com/schs](http://www.prometric.com/schs) and read FAQs).
- Please include a photocopy of your photo identifications with the completed form.

#### Payment Information

- **Mail** this form if paying with a USD Bank Draft.
- If you do not submit a valid bank draft with this form, your test appointment will not be made.
- If the submitted bank draft is invalid, candidates will be notified to re-submit a new bank draft. Upon subsequent unsuccessful clearance, the client will be notified and future test registration may not be processed.

#### Test Date and Center Information

- Indicate your first 3 date choices by month (MM) , day (DD) and year (YY); for example, May 13 2006 would be listed as  

0	5	-	1	3	-	0	6
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- Fill in the number of test center where you want to test
- Write the name of the city where the test center is located
- A second, third choice test center may also be indicated

#### Submitting this form

##### By Mail

- The Regional Registration Center (RRC) must receive this form **AT LEAST 3 WEEK PRIOR TO YOUR FIRST CHOICE DATE**
- Be sure to include proper payment with this form
- RRC mailing address are on Appendix 2 or you can visit [www.prometric.com/schs](http://www.prometric.com/schs) to get the information

#### Scheduling Process

- The RRC will try to schedule your first-choice test date, then your second-, third-choice test date in chronological order at your first-choice test center.
- If you select a second-choice test center and the RRC is unable to schedule you at your first-choice center, the RRC will try to schedule your first-choice test date, then your second-, third-choice test date your second-choice test center.
- If none of the test dates requested are available, the RRC will try to schedule you for a test date closest to your choice date as per the availability.
- If you have any problem with appointment schedule. Contact RRC.
- RRC contact details are on Appendix 2 or you can visit [www.prometric.com/schs](http://www.prometric.com/schs) to get the information

#### Confirmation Letter

- If you do not receive confirmation of your appointment by e-mail, fax, or mail, you must call RRC **AT LEAST 3 BUSINESS DAYS PRIOR TO YOUR FIRST-CHOICE TEST DATE.**
- If you miss your appointment and did not call the RRC, your test fee will not be refunded.

### Fee Refund

- There is **no refund for cancellation of the exam** if you are using Bank Draft as payment option for scheduling your test

## APPENDIX 2

### Regional Registration Center (RRC) if Testing in India

- **Prometric Testing Private Limited**  
Regional Registration Center (RRC)  
2nd Floor  
DFL Infinity Tower – A,  
Sector 25, Phase II,  
DFL City Gurgaon,  
Haryana 122002  
India  
  
Ph: +91 124 4147700  
Fax: +91 124 4147773  
Email: [pro.globalcandidateservices@prometric.com](mailto:pro.globalcandidateservices@prometric.com)  
Business Hours: 9:00am – 5:30pm (Mon-Fri)

### Regional Registration Center (RRC) if Testing in Pakistan, Philippines, Nepal, Bangladesh and Indonesia.

- **Prometric B.V.**  
Regional Registration Center (RRC)  
Suite 21A-15-1, Faber Imperial Court,  
Jalan Sultan Ismail,  
50250 Kuala Lumpur  
Malaysia  
  
Ph: +603 7628 3333  
Fax: +603 7628 3366  
Email [pro.globalcandidateservices@prometric.com](mailto:pro.globalcandidateservices@prometric.com)  
Business Hours 7am to 8pm – Monday to Friday. Closed on Malaysian Public Holidays

### Test Center List - India

City	Test Center Address	Center Code
<b>Gurgaon</b>	Prometric Testing Pvt. Ltd. 2 <sup>nd</sup> Floor, DLF Infinity Tower – A Sector 25, Phase II, DLF City, Gurgaon 122002 Haryana	8911
<b>Gurgaon</b>	Prometric Testing Pvt Ltd, C/o Mercury Solutions, SCO 21&22, Lower Ground Floor, Next to Karnataka Bank, Sector-14, Gurgaon, Haryana-122001	8927
<b>Mumbai</b>	Everonn Systems India Ltd, Marwah House, Saki Vihar Road, Saki Naka, Andheri (E) Mumbai 400072	8921
<b>Trivandrum</b>	Everonn Systems India Ltd, PTC Tower, 2 <sup>nd</sup> Floor, SS Koil Road, Thampanoor Trivandrum – 695001	8912
<b>Hyderabad</b>	Prometric Testing Pvt. Ltd. Avenue 1, Street 20, Plot 1672, Road 12, Banjara Hills, Hyderabad 500034	8908

<b>Bangalore</b>	Everonn Systems India Ltd, Sree Lakshmi Complex, First Floor, #178/5 , 24th B Cross, 8th F Main Road, 3rd Block Jayanagar, Bangalore 560 011	8918
<b>Chennai</b>	Everonn Systems India Ltd, No 15/7, 2 <sup>nd</sup> Floor, Romar House Jagannathan Road, Nungambakkam Chennai 600034	8909
<b>Ahmedabad</b>	Everonn Systems India Ltd, 310-302, Abhijeet II, Mitha Khali 6 Road Ellisbridge Ahmedabad	8902
<b>Kolkatta</b>	Everonn Systems India Ltd, Flat 1/C, 1 <sup>st</sup> Floor, Sukh Sagar Building, Sarat Bose Road, Kolkatta 700020	8906
<b>Allahabad</b>	IPEM 119/25A, Mahatma Gandhi Road, Civil Lines, Allahabad 211001	8903

**Test Center List – Pakistan, Philippines, Nepal, Bangladesh and Indonesia.**

<b>City</b>	<b>Test Center Address</b>	<b>Center Code</b>
<b>Philippines Cebu City</b>	Tread Inc. Suit 308 Centro Maximo D, Jakosalem ST, Cebu City, Cebu Philippines	8473
<b>Philippines Makati City</b>	ACCESS 2/F ATENEO PROFESSIONAL SCHOOL SALCEDO, 130 HV DELA COSTA ST, MAKATI CITY, PHL 1227	8475
<b>Pakistan Islamabad</b>	USEFP House 3 & 5, Street 17 & 18, F-6/2 Islamabad, Pakistan	8782
<b>Pakistan Karachi</b>	PROMETRIC TESTING CENTER KARACHI H#F-47/1 Park Lane, Block#5, K.D.A Scheme#5 KARACHI	8781
<b>Pakistan Lahore</b>	PROMETRIC TESTING CENTER LAHORE House #19, F.C. College, Feroz Purr Road Lahore	8783
<b>Bangladesh Dhaka</b>	American Alumni Association House 145, Street 13B Banani 1213 Dhaka, Bangladesh	8815
<b>Nepal Kathmandu</b>	Fulbright Commission in Nepal C/o The American Center GPO Box 380, Gyaneswor, Kathmandu Nepal	8914
<b>Indonesia Jakarta</b>	The International Education Foundation Menara Imperium 28 <sup>th</sup> Fl, Suite B Jalan H. R. Rasuna Said Metropolitan Kuningan Super Blok Kav No.1 12950 Jakarta Indonesia	8801