



## INTERNATIONAL TEST SCHEDULING FORM

Applicable only if testing in India, Pakistan, Philippines, Nepal, Bangladesh and Indonesia, and using Bank Draft as mode of payment for Test Fees.

Register Online Through website www.prometric.com

See the Appendix 1 for instruction how to fill the form.	·			
Mail your completed form to the Registration Center  FOR OFFICE USE ONLY	includes special characters. Use Black ink to complete the form			
	Test Date:Test Time:Test Center:			
Specify three Dates in order of preference and test cent	ter location(s).Please refer Appendix 2 for test center list.			
Month of the Year (MM): 01 –12  Day of the Month (DD):01 –31  Year (YY):06-99  MM	$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$			
For eg, 13 May 2006  0 5 - 1 3 - 0 6  Test Center Number				
City Name				
Specify Test Name you would like to appear for. For details p Test Name The Name given when registering must match the name on t	clease visit www.prometric.com/scfhs the photo identification document that will be presented at the test center. If			
you are not sure how to enter your name on this form, include a photocopy of your photo identifications with the completed form when sending it to the Registration center. You still need to take identification to the test center.				
Number on Identification Documents (eg. Passport, Driver	r License etc)			
First/Given Name* (as on Photo ID)	Middle Name			
Last/Family Name (as on Photo ID)				
Work Phone (includes city codes)	Home Phone* (includes city codes)			
Birth Date (MM-DD-YYYY)*	Fax Number (includes city codes)			
Mailing	(			
Address*				
City*	State*			
Postal Code*				
Email Address				
PAYMENT METHOD*  NOTE: Pay only by USD Bank Draft in favor of Prometric Inc payable at USA				
BANK DRAFT (DD) date of issue. T	must have <b>validity of six months</b> and should reach us within two weeks from There is <b>no refund</b> for cancellation of the exam if you are using Bank Draft as n for scheduling your test.			
Draft Number	Draft Date (MM - DD - YY)			

I agree to the policies and procedures related to the computerized testing, specifically those concerning test administration, and payment of fees. I certify that I am the person who will take the test at the center and whose name and address appear on this form.

Signature Date



### **APPENDIX 1**

# INSTRUCTION TO FILL IN THE SCFHS INTERNATION 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 <a href="www.prometric.com/scfhs">www.prometric.com/scfhs</a>) 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 <a href="www.prometric.com/scfhs">www.prometric.com/scfhs</a> 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
- 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/scfhs 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 <a href="www.prometric.com/scfhs">www.prometric.com/scfhs</a> 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: <u>pro.globalcandidateservices@prometric.com</u> 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

Business Hours 7am to 8pm - Monday to Friday. Closed on Malaysian Public Holidays

## **Test Center List - India**

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



Bangalore	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
Chennai	Everonn Systems India Ltd,No 15/7, 2 <sup>nd</sup> Floor, Romar House Jagannathan Road, Nungambakkam Chennai 600034	8909
Ahmedabad	Everonn Systems India Ltd, 310-302, Abhijeet II, Mitha Khali 6 Road Ellisbridge Ahmedabad	8902
Kolkatta	Everonn Systems India Ltd, Flat 1/C, 1 <sup>st</sup> Floor, Sukh Sagar Building, Sarat Bose Road, Kolkatta 700020	8906
Allahabad	IPEM 119/25A, Mahatma Gandhi Road, Civil Lines, Allahabad 211001	8903

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

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