



Centro Linguistico di Ateneo  
Università degli studi di Napoli Federico II  
Via Mezzocannone 8 – I 80134 Napoli  
Via Partenope 36, I 80121 Napoli  
[cla@unina.it](mailto:cla@unina.it) [cla@pec.unina.it](mailto:cla@pec.unina.it)  
<http://www.cla.unina.it>

## Enrollment Form for the Cambridge English Assessment Examinations

- A2 Key for Schools (KET)/A2 Key for Schools (KET for schools)
- B1 Preliminary (PET)/ B1 Preliminary for schools (PET for schools)
- B2 First (FCE)/B2 First for schools (FCE for schools)
- C1 Advanced (CAE)
- C2 Proficiency (CPE).

The undersigned \_\_\_\_\_ born in \_\_\_\_\_  
on \_\_\_\_\_ resident in \_\_\_\_\_ County \_\_\_\_\_ postcode \_\_\_\_\_  
Address \_\_\_\_\_ mobile/phone \_\_\_\_\_  
e-mail address \_\_\_\_\_  
pec address \_\_\_\_\_ National Insurance number \_\_\_\_\_  
(obligatory and necessary for the invoice) \_\_\_\_\_ Student number \_\_\_\_\_

Role at the Università degli Studi di Napoli, Federico II:

- student enrolled on the following course \_\_\_\_\_
- specializing in \_\_\_\_\_
- doctorate student (department) \_\_\_\_\_
- enrolled on a masters (department) \_\_\_\_\_
- teacher Department \_\_\_\_\_
- administrative staff – office \_\_\_\_\_
- outside candidate
- other (specify) \_\_\_\_\_

asks to sit for the undersigned Cambridge Assessment English examination to be held on \_\_\_\_\_

- A2 Key for Schools (KET)/A2 Key for Schools (KET for schools)
- B1 Preliminary (PET)/ B1 Preliminary for schools (PET for schools)
- B2 First (FCE)/B2 First for schools (FCE for schools)
- C1 Advanced (CAE)
- C2 Proficiency (CPE)

- declares they have read completely and accepted the general conditions for taking part in the exam. (see back);
- sends the receipt for Euro \_\_\_\_\_ (euro \_\_\_\_\_) carried out

As payment of the examination fee, as well as a valid personal document.

**N.B. The payment must be made within the expiry date of the enrollment. Whenever this happens after the expiry date the candidate will not be enrolled.**

Authorizes the data included in this form to be used, following the Decree of 30 June  
" and of the GDPR (EU Regulation 2016/679).

Vouches for the truth of all the information contained in this document according to art.47 of the 445/2000 Decree.

Place, Date \_\_\_\_\_

Signature \_\_\_\_\_



Centro Linguistico di Ateneo  
Università degli studi di Napoli Federico II  
Via Mezzocannone 8 – I 80134 Napoli  
Via Partenope 36, I 80121 Napoli  
[cla@unina.it](mailto:cla@unina.it) [cla@pec.unina.it](mailto:cla@pec.unina.it)  
<http://www.cla.unina.it>

### **General conditions to take part in the Cambridge Assessment English Certification– Participant in the Examination**

The participant is the person enrolled for the examination to sit for this language certification and is the object of the present enrollment form. The undersigned person must be at least 18 years old.

#### **Enrollment**

To enroll it is necessary to pay the sum of money, and send it to [certificazioni.cla@unina.it](mailto:certificazioni.cla@unina.it) with the receipt, together with the undersigned and completed enrollment form as well as a copy of a valid personal document.

**The sum must be paid with a bank transfer order sent to:**

**Università di Napoli Federico II - Centro Linguistico di Ateneo**

**IBAN: IT30Q0306903496100000300051**

#### **Rinunciation**

The participant who undersigns the enrollment form can withdraw within three days of signing the form. The withdrawal communication must be sent to [certificazioni.cla@unina.it](mailto:certificazioni.cla@unina.it) in written form, within three days of signing the form. It is not possible to be reimbursed for the examination.

#### **Examination session**

The participant must be responsible for the enrollment and so must take the examination on the date indicated in the enrollment form. The enrollments are valid only for that session. It is not possible to change the date of the examination nor to take other examinations in the same session. The enrollment is nominal and can never be changed over to another person's name.

It is up to the participant, who is to sit for the examination session in this form and only in those cases as foreseen by the Examination Board to transmit and send a sick note from a public body, to [certificazioni.cla@unina.it](mailto:certificazioni.cla@unina.it) with the suitable documents only once and will be automatically enrolled in the following examination session, on the basis of the examination calendar. If the candidate is absent they cannot take the examination again.

#### **Results and certificates**

The results of the Cambridge Assessment English examinations can be seen online; the candidate will be given the appropriate date on the day of the examination.

The paper form certificate can be obtained from the CLA about one month after taking the examination. If the candidate loses the certificate with the performance and the result of the examination another copy can be obtained from Cambridge

Assessment English by sending an e-mail to [certificazioni.cla@unina.it](mailto:certificazioni.cla@unina.it) from when the examination results come out by paying a set fee to the Certificate Board.

Competent Legal Forum

In the case of disputes it is the Forum of Naples.

#### **Information**

Information on art. 13 of the 679/2016 dealing with how personal data are dealt with.

The data here present in this form are used with the aim of carrying out what they are exclusively used for and only with the aim of being used by the Università degli Studi di Napoli Federico II. The candidate is protected by articles 15-22 of the EU Regulation.

The Rector and the Director General are directly responsible as regards the tutelage of the candidate. For the exclusive aim of pointing out any violations in dealing with personal data, it is possible to contact the appropriate person at the following address [ateneo@pec.unina.it](mailto:ateneo@pec.unina.it); or the Person Responsible for the personal data: [rpd@pec.unina.it](mailto:rpd@pec.unina.it).

**For information and/or any clarification on the present procedure, you are asked to write to [cla@pec.unina.it](mailto:cla@pec.unina.it)**

Place, Date \_\_\_\_\_

Acceptance signature \_\_\_\_\_