

## Becoming a Cambridge International Exams (CIE) Associate School

1. Send us a letter expressing your interest on letter headed paper to [exams.nigeria@ng.britishcouncil.org](mailto:exams.nigeria@ng.britishcouncil.org)
2. We will send you via email information about the British Council and explain the attachment process (this includes, inspection criteria, registration quality standards, application form and British Council bank details)
3. You will complete the application form and email it to us with the government approval to operate as a school.
4. Prepare your school for inspection – your libraries, science laboratories, classrooms, confidential material room, computer laboratories should be built to CIE standards.
5. Tell the British Council when ready to proceed with an inspection.
6. We will invoice you an inspection fee of N62, 500.00 (Sixty two thousand five hundred naira only) to be paid into British Council bank account when the school has met the criteria and is ready for inspection. Please ensure you receive invoice before making payment.

Account Name: **British Council**

British Council Account Number: **0000039101**

Bank Name: **Standard Chartered Bank**

Depositors Name: **Name of your school**

Amount to pay: **N62, 500.00**

Bank code: **068**

Branch code: **150015.**

Branch address: **Ajose Adeogun, Victoria Island, Lagos**

7. Scan the evidence of payment to the Schools Exams Officer managing your application
8. We will contact you to agree on a date to inspect your school. We make a judgment based on the evidence at the time of inspection on whether the school is ready to be attached or not.
9. If your school meets the standards, we will complete a Cambridge application form expressing our recommendation for attachment of your school. We usually receive a decision on application from CIE within 4 weeks.
10. For Cambridge primary application, if your school meets the standard, you will be asked to pay Cambridge primary application start-up fee to British Council account  
Fees are available on [https://ng2.live.solas.britishcouncil.net/sites/britishcouncil.ng2/files/checkpoint\\_primary\\_fees\\_2014-15.pdf](https://ng2.live.solas.britishcouncil.net/sites/britishcouncil.ng2/files/checkpoint_primary_fees_2014-15.pdf).

**Please note that you cannot pay the start-up fee before inspection, you must receive an invoice from British Council before making payment.**

11. If your school does not meet the CIE standards, we will give recommendation for improvement and you should arrange a follow up visit without paying another inspection fee.