

Student Registration and Exam Entry on www.shipbrokers.org

To take ICS exams you first of all need to register as a student. This registration (as well as the exam entries) are to be made via the website www.shipbrokers.org (a database set up by the ICS for the administration of students' and members' data).

To set up your account please use the button **Register** and follow the given instructions regarding the use of the registered e-mail-address as your user's name (which cannot be changed by yourself anymore after having been registered) and the setting up of a password.

By confirming your entries the window **My Profile** should open where further contact details need to be provided. From here you can start your **Student Registration** (which is valid for one academic year only). To register please choose the option **Pay Registration**.

On the screen following next you add (unless it is shown anyway) the date at which the current academic year ends (31.05.2023), as this is the date at which the validity of your registration will end too. The fee shown should be GBP 135,00 and you confirm with **Add to Basket**. Further information on your payment options is provided later on in this text.

The entry for the individual exams is also done via **My Profile** under **Select Qualifications**. Choose *Professional Qualifying Examination*, which leads you to the screen **Exam Subjects**. Here you choose subject, exam date and exam place. Contrary to the student registration fee, which only needs to be paid once for both exam sessions in November and May, the exam entry fee needs to be paid for each exam sitting. To conclude your exam entry confirm with **Register**.

Your "shopping basket" should now show the chosen exams as well as the student registration fee.

Student Registration and Exam Entry do not have to be booked together. It is possible too to first only register as a student and enter for the exams at a later stage.

Important notice: The following deadlines for exam entries need to be considered:

11 October 2022 for exams sessions November 2022 and

13 April 2023 for exam sessions May 2023

To choose your payment option open **My Basket**. Once you are happy with its contents, you decide on how you would like to make your payment. Your options are:

Online (via debit/credit card)

Via my local branch/teaching centre

Via Head Office

If you prefer to pay the fees due locally in Euro you need to choose the option "via my local branch/teaching centre". You will then receive an invoice by post or e-mail from us, the ICS German Branch a few days after you made your purchase on the website, which you can pay by remittance to our local bank account.