

FREQUENTLY ASKED CIPS QUESTIONS

1. How do I register for CIPS?

To register for CIPS membership, download and complete the CIPS membership form at https://www.cips.org/Documents/Membership/Membership_Application/FY14/CIPS_MemAppFrmFY14_Africa_Bang.pdf

Make payment of £100 using the British Council pound rate for the month in any Stanbic Bank branch using the British Council deposit slip found in the bank.

Submit to the British Council office or via email CIPS@britishcouncil.or.ug your completed application form, a copy of your highest level of academic achievement document and a copy of your bank slip.

Once the above documents your membership application will be processed accordingly. CIPS requires 10 working days after submission before you can contact them about your membership application status.

2. What is the pound exchange rate for the month?

British Council provides a GBP book keeping rate (pound exchange rate) every month.

To find the book keeping rate go to <https://www.britishcouncil.ug/exam/professional-university/professional/cips>

3. Where do I pay & how do I pay?

- You will need a reference number before making your payment. Contact the British Council for your unique reference number. Alternatively, you can quote your membership number (if you are already a member) as the reference number on your deposit slip
- Please make your registration payment to:
 - Bank: Stanbic Bank
 - Account number: 9030005677164
 - Currency: Uganda Shillings
 - Swift code: SBICUGKX
- We accept payments into our bank account from the following:
 - Electronic bank transfer from your internet banking
 - Direct deposit (using bank deposit slip) into the above named British Council bank account. British Council deposit slips are provided at Stanbic Bank branches countrywide
- To make the above payments you must quote your registration British Council assigned Reference Number / ID number in all reference fields that are available.

- For candidates making payments via bank deposit, it is prudent to plan for an extra day or two for processing payments.
- Failure to quote a reference number may delay your application process.

4. After payment, where & how do I submit my documents (Contact)?

You can submit your documents to the British Council offices at Plot 4 Windsor Loop, Off Kira road, Kamwokya.

You may also submit your documents by email via CIPS@britishcouncil.or.ug

5. At what level do I start after becoming a CIPS member?

There are two CIPS levels, Certificate Level and Diploma Level.

Information about the CIPS requirements for each level can be found at <https://www.cips.org/learn/qualifications/cips-qualifications/>

6. Do I get exemptions & if so, how?

CIPS may grant exemptions depending on your qualifications.

Information about exemptions can be found at <https://www.cips.org/en-gb/learn/qualifications/cips-qualifications/exemptions/>

7. When do I renew membership and how do I do this?

There are three types of CIPS membership; Student membership, Full membership (MCIPS) and Fellow membership (FCIPS).

CIPS membership is renewable every year.

To renew your CIPS membership, make payment of £65 for student members, £80 for Full members or £101 for Fellow members. Fill a CIPS membership renewal form and submit this together with your proof of payment to British Council office or by email via CIPS@britishcouncil.or.ug and we will process them accordingly.

8. How & when do I register for CIPS exams?

CIPS exams are conducted in Uganda six times a year, that is, January, March, May, July, September and November each year.

CIPS publishes information about examination entry fees each year on the CIPS website.

For information about key dates & timetables go to <https://www.surveygizmo.com/s3/4903982/CIPS-Membership-and-Exams-Dates-Fees-and-Forms>

9. How do I pay for exams, membership & what are the fees?

You can pay for exams or membership through British Council or directly to CIPS.

For payments through British Council, examination enrolment forms and payments must be received at the British Council office or by email via CIPS@britishcouncil.or.ug by the paper enrolment form entry closure. After this closure date, CIPS students can only book their exams online through their accounts until the CIPS website entry closure.

NOTE: You are encouraged by CIPS to only pay for exams that you intend to sit for during the open exam series. British Council cannot process payments for exams to be sat in future exam sessions.

CIPS student members who have money on their CIPS accounts and want to use this money for exam booking must submit their exam enrolment forms directly to CIPS by email via exams@cips.org stating that they have money on their CIPS account.

CIPS students should also ensure their membership is up to date before submitting their exam enrolment form and payment to British Council for processing. CIPS students are encouraged to submit their membership renewal for processing at least 10 working days before the paper enrolment form entry closure date.

10. How do I change or cancel an exam?

Amendments or cancellations can be done by British Council before the processing of your exams. After your exams have been processed by British Council, amendments or cancellation can only be made by CIPS UK **ONLY** up to the normal deferral date (7 days after the exam booking deadline).

11. How do I know my exams have been booked after submitting my exam form & payment?

After submitting your exam enrolment form and proof of payment, check your CIPS account up to 10 working days after the deadline day of the paper enrolment form closure date.