

DELF – DALF EXAMINATION Examination Registration Requirements & Instructions

Register in Person at Test Centre office or in our Branches

Walk into our Dhanmondi Test Centre office or any of your nearest Branch offices (Uttara & Gulshan) and follow the following methods for registration. **You are requested to have patience and follow the instructions below,**



REGISTRATION REQUIREMENTS

- AFD Identification Card (*applicable for AFD students*)
- Passport (*photocopy of 1st two pages*) or Birth Certificate Translated Into English (*photocopy*)
- Recent Proof Of Photocopy Of Attestation D'inscription / Previous Delf Examination Admit Paper (*applicable for Prim-A1 & DELF-A2 / B1 / B2 / C1 / C2 candidates*)
- Two (2) Recent Colored Photographs (*size specifications instructed below*)



STEPS TO BE FOLLOWED DURING REGISTRATION

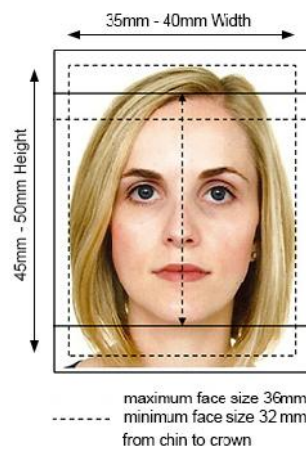
- SHOW your **student ID (AFD)** mentioning current session of French class to the person in charge for registration.
- **BRING photocopy of Passport (Passeport) / Birth Certificate in English Format (endorsed by People's Republic of Bangladesh / City Corporation office)** (*applicable for the candidates who never taken registration for DELF / prim A1.1 & DELF-A1 tp & js candidates*).
- **BRING photocopy of Previous DELF-DALF examination admission paper (attestation d'inscription) or DELF-DALF certificate** (*applicable for Prim-A1 & DELF-A2 / B1 / B2 / C1 / C2 candidates*).
- REQUEST for **registration form** to the person in-charge for registration and complete the application form with appropriate data.
- WRITE your previous **DELF – DALF Candidate number (N° d'inscription) (Obligatory)** available in your last DELF – DALF certificate or in **ADMIT paper** (Attestation d'inscription). [*Applicable for Prim A1 and DELF-A2 to DALF-C2 candidates who already had degrees before*]
- **CHECK AND DOUBLE CHECK** your **Full Name, Date of Birth, Nationality, Birth place & Mother Language**.
- WRITE your **unique Mobile number & E-mail Address**.
- PUT your **cross (x)** on **exact desired DELF – DALF exam**. [i.e. DELF-A1 or DELF-A1(junior)]
- **Sign the application** after reading all terms and conditions aforesaid in the application form.
- Attach **TWO (2) RECENT COLORED PHOTOGRAPHS** (**full face, no dark glasses, no head covering, plain white background only, size specification: 35 mm and 45 mm**). We recommend you to use a professional French visa photo service to ensure your photo meets all the requirements;



YOUR PHOTOS OR DIGITAL IMAGES MUST BE:

- In color (not more than 3 months)
- Only Photo Lab processed print with 600dpi is acceptable.
- **Pixilated / computer printed** photographs will not be acceptable.
- The **frame size** must be between **35mm x 45mm**. [view the photo composition in next page.](#)

Requirements regarding the photograph



- Taken within the **last 3 months** to reflect your current appearance
- Taken in front of a **plain white or off-white background** and **dress** should be light white color or off white color
- Taken in **full-face view directly facing the camera**
- With a neutral facial expression and both eyes open
- Taken in clothing that you normally wear on a daily basis
- Uniforms should not be worn in your photo, except religious clothing that is worn daily.
- Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
- Headphones, wireless hands-free devices, or similar items are not acceptable in your photo.
- If you normally wear glasses (without tinted lenses), a hearing device, or similar articles, they may be worn in your photo.
- Dark glasses or glasses with tinted lenses are not acceptable.
- Glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses or by turning off the camera flash.



The Examination center has the right to reject a photo which does not meet the above mentioned requirements and may for this reason invalidate the registration of a candidate.
The CIEP (International Centre for Pedagogical Studies) has the right to reject a photo which does not meet the above mentioned requirements and may for this reason refuse to issue the certificate.



PAYMENT GUIDELINES:

- After obtaining clearance from our registration personnel, collect your payment slip / payment bill for the test fee to deposit;
- To approve your registration, we need both the correctly completed form and the payment by the deadline.
- The payment must be deposited to AFD recommended Bank (Commercial Bank of Ceylon PLC) **within 03 (three) days***

*WEEKEND BANKING (on Friday and Saturday from 9am to 12pm) IS AVAILABLE AT DHANMONDI CENTER



ATTENTION: the payment must be deposited to our nominated BANK (Commercial Bank of Ceylon PLC) as per indicated payment schedule in your payment BILL. Failure to comply with, will lead to cancellation of your registration without further notice.

- After depositing your payment, you are requested to submit BANK DEPOSIT CONFIRMATION SLIP to the registration office immediately after.
- As per policy of registration and examination, registration fees are neither refundable nor transferrable once confirmed in registration office.
- The office will inform the final registered candidates through SMS for obtaining ADMIT paper / Statement of Entry* (Attestation d'inscription) from the respective registration venue.

*regarding statement of entry / Attestation d'inscription you may check the official announcement of its available day at this link address http://www.afdhaka.org/class_and_exam_schedule.php



N.B. Make sure the given information in the registration form is correct and followed all instructions. Failure to meet all requirements and instruction will lead to cancellation of registration. In this case, Alliance Française de Dhaka will not be liable for any inconvenience.


Faizul Kabir CHOWDHURY
Education Administrative Officer
(French courses and Examinations)