



Dear University of London student,

If you are planning to sit any University of London examinations in the October/November 2026 session, then it is important that you read this message from the British Council. This email provides guidance that you should follow to ensure you are able to register for your exams successfully.

The University of London Assessment Entry Task will open in the Student Portal <https://my.london.ac.uk/> on 10th August for UG Laws and 17 August for EMFSS. You will need to access this task, confirm some personal details and select the module(s) you wish to sit exams for.

- Register and pay for your exams on the British Council's payment portal **using the link within the Assessment Entry Task**. The British Council's registration and payment portal will open and close as follows:

Standard Entry

British Council Registration & Payment- **UG Laws**

Opens:  **Monday, 10 August**
Closes **Wednesday, 26 August**

British Council EF Registration & Payment-**EMFSS**

Opens: **Monday, 17 August**
Closes **Wednesday, 26 August**

Late Entry (with a higher fees)

British Council Registration & Payment- **Both UG Laws and EMFSS:**

Opens: Saturday, 29 August
Closes Friday, 4 September

- To prevent delays when registering with the British Council you must:
 - have your nine-digit University of London Student Number (SN) on hand. You will be required to enter this as part of registration;
 - ensure you use the correct module codes and that you are eligible to sit the module(s). Any others chosen will result in delay. Refunds for incorrect entries will incur an administration fee.
- You will receive a University of London validation code by email from the British Council within two working days following your successful registration and payment to us. We will also check that your Student Number and module(s) selected match the eligibility data provided by the University of London. Please ensure you fill in the information correctly as failure to do so may result in a delay and an administration fee being applied.
- On receipt of the validation code, you must return to the University's Student Portal to **complete your Assessment Entry Task**. Failure to fully complete entry is likely to mean you are unable to sit exams in this session.
- You will further receive a candidate venue detail email from the British Council one week before the exam session starts provided you have completed both the British Council payment and the University Assessment Entry Task. This email will contain exam appointment details for all registered and paid modules, as well as venue address and other guidance.

Reminder that only online mode of payment will be accepted. (keep this line only if you are accepting online payments only).

Reminder that both online and offline mode of payments are accepted. (keep this line only if you are accepting online and offline payments).

The British Council will only respond to queries arising from:

- confirmation of registration and payment notifications;
- validation code e-mails;
- candidate onboarding emails; or
- queries regarding payment to the British Council.

For any other query relating to this email,, please raise an enquiry with the University of London from your student portal.

The British Council wishes you the very best with your studies.

British Council