

## REGISTRATION

- Examination fee will not be accepted after the given date and time.
- The contractually binding examination fee is the fee stated in the price list at the time of application. Only those who have paid the examination fees in full are eligible to appear for the examination. Examination fees, once paid, are non-refundable.
- The date and time of the examination cannot be changed, once the registration process is over. However, an exception can be made in case of illness against a medical certificate that needs to be submitted by email to the Language Department at least 24 hours before the examination date. In such cases, the examination fees would be transferred once to the next available examination date against administrative charges of INR 2900. The decision to grant a transfer is solely at the discretion of the Language Department.
- Please ensure that you enter the requested information (name, date of birth and place of birth) correctly as the same data will thereafter reflect on all official documents including the certificate and communication from the Goethe Institut / Max Mueller Bhavan Mumbai. Please note that any correction in your personal details post registration would be done against an administrative fee of INR 2,900. A candidate needs to send us an email to [exams-mumbai@goethe.de](mailto:exams-mumbai@goethe.de) for this purpose. No changes will be made after the date of the examination. Certificates once issued cannot be changed.
- Candidates are requested to go through the instructions in the email sent by Goethe Institut Mumbai and the Examination Guidelines and Procedures available on our website: <https://www.goethe.de/pro/relaunch/prf/en/Pruefungsordnung.pdf>.
- Candidates with special needs should provide appropriate documentation at the time of the registration by writing to [exams-mumbai@goethe.de](mailto:exams-mumbai@goethe.de) and be counselled on the conduct of the examination. Information for candidates with special needs is available on our website: [Ergänzungen zu den Durchführungsbestimmungen: Prüfungsteilnehmende mit spezifischem Bedarf \(Personen mit Körperbehinderung\) \(goethe.de\)](#).
- Course participants can appear for the international examination for that course level once as an internal candidate within 6 months after the end of that particular course.

## ON THE EXAMINATION DAY

- Candidates are required to be present at the examination centre at the reporting time communicated to them. In case they are delayed, neither shall extra time be granted, nor will the exam be conducted again.
- Candidates must carry an ORIGINAL & VALID photo identification & the examination receipt issue for that particular examination. The photo identification should bear the candidate's latest photograph and the entire date of birth (not only the year of birth).

The following documents shall be accepted for photo identification:

1. Passport
  2. PAN Card
  3. Driving license
- On failure to produce the above-mentioned documents, the candidates will not be allowed to appear for the examination. The management will be unable to entertain any protest made on this ground.
  - Stationery, wristwatches- analog, digital, smartwatches along with any kind of electronic devices, jewellery, caps, hats or similar headgear are not allowed in the examination room.
  - Candidates are expected to make travel arrangements according to the timelines conveyed to them after the payment of examination fees.

## AFTER THE EXAMINATION

- Examination results will be uploaded on the website within 3 weeks after the examination. The same will not be communicated over the phone or by email.
- Candidates can view the results online: <https://www.goethe.de/ins/in/en/sta/mum/prf/anm.html>
- All participants of exams taking place from March 1st 2024 onwards will receive their exam certificates in digital format ONLY on [meingoethe.de](https://meingoethe.de) accessible with their personal logins.
- The results may be appealed only in writing to [exams-mumbai@goethe.de](mailto:exams-mumbai@goethe.de) within 2 weeks of receiving one's exam results. The Goethe-Institut may reject appeals that are unfounded or are based on unsatisfactory reasons. Merely pointing out that a certain number of marks was not scored does not qualify as a satisfactory reason for an appeal.
- Candidates (minors in the company of a parent or guardian) may view the exam that they failed in the presence of the exam official. During this process, the applicable answer and evaluation sheets shall be presented. No copies may be made during this process. Candidates are not entitled to any individual counselling.

## **GRIEVANCES REDRESSAL**

Grievances, if any, should be addressed only in writing to the Language Office at [exams-mumbai@goethe.de](mailto:exams-mumbai@goethe.de).

