

STEP registration form for British Council Japan (JP003)

This form is designed to help centres making entries via the Entries Extranet. It will **not** be accepted as an entry by STEP Mathematics.

Registration with the British Council Japan centre (JP003) is open from 23 March 2026 and closes on 30 April 2026. **No entries will be accepted after 23:59 UK time on 30 April 2026.** Incomplete registration or payment will not be accepted or processed.

To complete your STEP registration with our centre (JP003), please submit the documents listed below by email to exams@britishcouncil.or.jp. These should **not** be returned to Cambridge OCR

1. This STEP registration form
2. British Council exam registration form
3. Proof of payment
4. Scan of the candidate's valid passport photo page

CENTRE DETAILS

Centre name:		Centre number:							
Centre contact details (if required):									

CANDIDATE DETAILS

Please give your entry details exactly as per your UCAS application and/or your passport or national ID document.

First name(s):										
Last name/family name:										
Date of birth:	D	D	/	M	M	/	Y	Y	Y	Y
Gender:	Male <input type="checkbox"/>					Female <input type="checkbox"/>				
UCAS personal ID: (if available)			-				-			
Candidate's address:						Email:				
						Telephone:				

STEP

Mathematics

Please select the institution(s) and enter the course code(s) you are applying for:

Universities applied to	Course				
University of Cambridge (C05) <input type="checkbox"/>	All courses as required by the University of Cambridge For more information see: www.cam.ac.uk/step				
Imperial College London (I50) <input type="checkbox"/>	All courses as required by Imperial College London For more information see the university website				
University of Warwick (W20) <input type="checkbox"/>	All courses as required by the University of Warwick For more information see the university maths and statistics webpages				
Other * <input type="checkbox"/>	Any other courses requiring STEP				

Please check the details of your course(s) to confirm whether you are required to take STEP as part of the application process. If you are in any doubt, please contact the university directly. Other universities sometimes ask candidates to take STEP as part of their offer – in such cases, the university can advise which papers to take.

* If you have applied to a university other than those listed on this form which has requested STEP, you should be entered for STEP under 'Other' with the course code STEP. If you have applied to the University of Cambridge for a course other than G100 Mathematics with Physics or G400 Computer Science with Mathematics, you should be entered under 'University of Cambridge' with the course code STEP.

ACCESS ARRANGEMENTS

Requests for modified papers must be received **by 23:59 UK time on 19 April 2026**. Supporting evidence must be supplied for all access arrangement requests.

- | | |
|---|---|
| <input type="checkbox"/> 25% extra time | <input type="checkbox"/> Supervised breaks |
| <input type="checkbox"/> Separate invigilation | <input type="checkbox"/> Use of colour overlays |
| <input type="checkbox"/> Question papers enlarged to A3 | <input type="checkbox"/> Use of a reader |
| <input type="checkbox"/> Use of a scribe | |

Other (please give detail of required facilities or other modifications)

Reason for access arrangement request (evidence, statement from school/doctor, etc)

STEP

Mathematics

PAYMENT DETAILS

	Tick one	STEP Mathematics fee	Centre administration fee (if applicable)	Total fee payable
Paper 2 only (outside the UK)	<input type="checkbox"/>	32,860.00 JPY	37,100.00 JPY	69,960.00 JPY
Paper 3 only (outside the UK)	<input type="checkbox"/>	32,860.00 JPY	37,100.00 JPY	69,960.00 JPY
Paper 2 & Paper 3 (outside the UK)	<input type="checkbox"/>	65,720.00 JPY	74,200.00 JPY	139,920.00 JPY
TOTAL FEE PAYABLE				JPY
Payment Method and Procedures				
Online payment	<p>After our centre receives your both your STEP registration form and your British Council registration form, you will receive a unique online link to settle your examination fees. We accept Visa, Mastercard, American Express and Diners Club and PayPal.</p> <p>Please contact us for our local bank account details if you do not have a credit card or PayPal account.</p> <p>This document and your online payment record are your receipt and proof of payment. A separate receipt will not be issued.</p>			
After payment	<p>After you have made the online payment, please submit the following documents to: exams@britishcouncil.or.jp</p> <ol style="list-style-type: none"> 1. a proof of payment (screenshot or JPEG) 2. a scan of the candidate's valid passport photo page 			

**** Important information**

Entries must have been made by centres by 23:59 BST on 4 May 2026 so they will have earlier deadlines to receive your form. **Please refer to the below important notes specific to British Council Japan (JP003):**

British Council Japan (JP003) must receive both registration forms and full payment by the 30 April 2026 deadline. Any submissions or payments received after this date will be automatically disqualified from this exam season. Please note that **late entries will not be accepted after this deadline.**

CANDIDATE'S SIGNATURE

DATA PROTECTION NOTICE / CONSENT	
By registering for STEP, you agree that data provided as part of the entry or admission process may be passed to any institution involved in your university application and that the data may be anonymised and used for research purposes. You also agree that if you obtain a place on a course where STEP results form part of the admissions process, then your university may supply Cambridge University Press & Assessment with data about your application and results in subsequent assessments at that university, unless you specifically notify the university in writing. We store personal data securely and will ensure if candidate data is used in publications or research that it is used anonymously.	
CENTRE'S TERMS **	
Please complete this form and return to	
SIGNATURE _____	DATE _____

** Centres should update this part of the form to suit their local terms.

PLEASE RETURN THIS FORM TO YOUR CENTRE.

Further information relating to STEP Mathematics can be found at ocr.org.uk/students/step-mathematics/