

Application for Additional Test Report Forms

Dear Candidate

Enclosed is your IELTS Test Report Form.

1) Free Test Report

Within one month of the test report issue date, you may request up to five additional copies to be sent to academic institutions/government agencies/professional bodies/employers (**the Test Report Form will not be sent to migration or education agents**)

Additional copies can only be sent to receiving institutions, not given to candidates.

If you have not already given us this information during registration, please use your user account to login to our online system to perform the task under “**Request Test Report**”.

The application/request of sending additional Test Report Form will be processed within 3 working days. Please check “**Request Test Report**” for updated status.

2) Paid Test Report

You may apply for further copies of the Test Report Form for a period of two years from the examination date.

Each extra test report requested after the first month is charged at HK\$100 (local delivery) and HK\$240 (overseas delivery). The test report is delivered by courier.

Please use your user account to login to our online system to perform your request under “**Request Test Report**”. You can also make payment through the online system.

Please feel free to contact us should you require further assistance (Tel: 852 2913 5170)

Yours faithfully



Monita Au Yeung
Examinations Services Manager