

## IELTS Process

### ENQUIRIES

**Technical Support:** + 852 8226 2609

**General Enquiries:** + 852 2913 5100

- By email: [enquiries@britishcouncil.org.hk](mailto:enquiries@britishcouncil.org.hk)
- Walk-in at British Council  
Customer Services Centre (Level 3)  
3 Supreme Court Road, Admiralty, HK

### PREPARATION

- Preparation Course, tel: +852 2913 5100
- Self-study Books, tel: +852 2913 5122
- Road to IELTS (fee online preparation materials):  
<http://ielts.britishcouncil.org.hk/html/road-to.jsp>
- Relevant websites:  
<http://www.britishcouncil.org.hk>  
<http://www.ielts.org>

### APPLICATION

- Complete the application form on IELTS website: <http://ielts.britishcouncil.org.hk/html/registration.jsp>
- Upload a passport sized photo taken within six months (the photograph will appear on your final test report)

**In line with advice from government immigration agencies, candidates registering after 1 January 2010 must not wear glasses in the photographs they submit for IELTS registration.**

- Upload a copy of your HKID card or passport that shows your ID / Passport number and picture
- Test Fee: HK\$1500
- You can also come in person to our Customer Services Centre for enrolment
- Payment Method:  
Online – Credit Card  
In person - you can pay by cheque (made payable to 'British Council') or Credit Card or EPS

**IELTS is not recommended for candidates under the age of 16.**

**No refund will be made for cancellation of examinations under any circumstances.**

### CONFIRMATION

- Upon registration, IELTS Registration Confirmation with online system user account detail will be sent to you by email.
- Payment Confirmation email will be sent to you once you have settled the payment
- An email with test details will be sent to you a week before the test day. You can also view and print the information on our online registration system under 'My Test' section after login.

### DAY OF THE TEST

- Candidates must have the same identity card/passport as the number entered on the application form.
- Late-comers will NOT be admitted.
- You may ONLY bring identity card/passport into the examination room. All other personal belongings (including confirmation letter, mobile phones, pencil cases and personal valuables) must be placed in the designated area outside the examination room.
- Candidates are not allowed to leave the test room during any module.

### RESULTS

- No certificate is issued. Results are given on a Test Report Form (TRF). It will be mailed to you 13 calendar days after the test. Please note that candidates will be sent only one copy of the Test Report Form.
- You can also view your results online on the 13th day of the test.
- We are not permitted to give results out over the phone nor by fax or email.
- 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. An administrative fee will be charged for any further copies beyond these five.