

IELTS candidates may apply for further copies of the Test Report Form (TRF) for a period of two years from the examination date. The test report is delivered by courier or sent to the receiving organisations through electronic data. If you are requesting Enquiry on Result, during the period of re-marking the test results are frozen and cannot be used to apply for a university placement or be sent to an immigration authority.

Each extra test report requested within 2 years of test date is charged at:

Free of charge (electronic copy)

HK\$150 per copy (local delivery)

HK\$300 per copy (overseas delivery)

You may complete this form and submit your request **by post or email**.

***Test takers applying for Immigration, Refugees and Citizenship Canada (IRCC) will be issued with a second copy of TRF, free of charge.** You must make this additional request by marking 'IRCC' as the Name of college/university/institution on the next page of this form.

Payment method:

Credit Card (cash is not accepted)

By Post – Send this form to:

Examinations Services,
British Council, 3 Supreme Court Road,
Admiralty, Hong Kong.

By Email – Send a scan copy of this form to IELTSTRF.Exams@britishcouncil.org.hk

Candidate Name: _____ **Phone Number:** _____

Credit Card Payment Authorisation

VISA MasterCard

Cardholder's Name: _____

Credit Card Number: - - -

Expiry Date: ____ / ____ Cardholder's Signature: _____

By signing, I hereby authorise British Council to charge the specified credit card account in the indicated amount. I promise to pay such total subject to and in accordance with the agreement governing the use of such card.

Please tick appropriate box

Additional TRF electronic copy* Free of charge

**Only the IELTS Recognising Organisations subscribed to the electronic download service may download a candidate's results. It is the responsibility of the candidate to check with the receiving organisations whether they accept electronic TRF copy and make the appropriate payment. The British Council reserve the right of rejecting/stop processing your request if incorrect information has been given.*

Additional TRF (local) HK\$150 x ____ paper(s)

Additional TRF (overseas) HK\$300 x ____ paper(s)

Total: HK\$ _____

Candidate Name: _____

Candidate Number: _____

Date of Test: _____

Centre Number: _____

Contact E-mail: _____

Phone Number: _____

Number of additional TRF request: _____

Additional test report form request will be processed within 7 working days from the date of request (Monday – Friday).

1	Name of college/university/institution	
	Name of person/department	
	Address	
	Postal Code	
	City & Country	
	Recipient Contact No.	
	Report Type	
	File/Application/Case Number (if applicable)	
2	Name of college/university/institution	
	Name of person/department	
	Address	
	Postal Code	
	City & Country	
	Recipient Contact No.	
	Report Type	
	File/Application/Case Number (if applicable)	
3	Name of college/university/institution	
	Name of person/department	
	Address	
	Postal Code	
	City & Country	
	Recipient Contact No.	
	Report Type	
	File/Application/Case Number (if applicable)	

****We may need supporting document from the receiving institutions to support your application**