

IELTS Additional TRF Request Form (Within Two Years)

IELTS candidates may apply for further copies of the Test Report Form 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 after the first month is charged at: HK\$100 per copy (local delivery or electronic copy*) HK\$250 per copy (overseas delivery)

You may complete this form and submit your request in person, by post or fax.

In Person – Register at Customer Services Centre, 3/F, British Council, 3 Supreme Court Road, Admiralty, Hong Kong.

Payment method:

Credit Card or EPS (please note that we do not accept cash)

By Post – Send this form with payment to:

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

Payment method:

- (i) Hong Kong cashier order or crossed cheque from a bank account in HKSAR;
- (ii) Bank draft drawn on a bank in HKSAR.

 (All cashier order, cheque and bank draft must be made payable to "British Council" in Hong Kong currency.)

By Fax – Complete the following credit card information and fax this form to 852 2913 5172.

Candidate Name:	Phone Number:		
Credit Card Payment (By Fax ONLY)			
□ 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 (local or electronic copy*) HK\$100 x paper(s) ☐ Additional TRF (overseas) HK\$250 x paper(s) Total: HK\$			

*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. Fees paid are non refundable.



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Candidate Name:		Candidate Number:
Da	te of Test:	Centre Number:
Со	ntact E-mail:	Phone Number:
Number of additional TRF request:		
1	Name of person/department	
	Name of college/university/institution	
	Address	
2	Name of person/department	
	Name of college/university/institution	
	Address	
3	Name of person/department	
	Name of college/university/institution	
	Address	
4	Name of person/department	
	Name of college/university/institution	
	Address	
5	Name of person/department	
	Name of college/university/institution	
	Address	

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