

## **How to Complete the IELTS Application Form**

Please complete Items 1 to 23 (Pages 1 to 4) according to the instructions given in the IELTS application form and in the following notes.

### **Item 1. Preferred date and second choice of date for test**

- Select a test date from the IELTS schedule at British Council website  
<http://www.britishcouncil.org/hongkong-exams-ielts-dates-registration.htm>

### **Item 2, 3 & 4. Last (family/surname) name, Title and First (given) name(s)**

- Fill in your name in English  
*(These names must be the same as the names on your passport/Hong Kong Identity Card and must appear in the same order.)*

### **Item 5. Address for correspondence**

- Fill in the address for correspondence in English in block letters in the boxes provided.  
*(The confirmation letter and the test result will be sent to this address. It is essential that it is correct.)*

### **Item 6. Telephone number/Mobile number**

- Put your contact phone number, such as your mobile phone number and/or residential phone number in the boxes provided.

### **Item 7. e-mail**

- Put your e-mail address.

### **Item 8. Date of Birth**

- Fill in your date of birth as recorded on your passport/Hong Kong Identity Card.

### **Item 9. Gender**

- Circle Female (F) or Male (M) as appropriate.

### **Item 10. Passport or National Identity Card Number**

- Tick the box for Passport or National Identity Card
- Fill in your Passport number or Hong Kong Identity Card Number in the boxes provided.  
*(The same form of ID document which you indicate on your application form must be brought to the test. This is the only form of the identity that will be accepted on the test day. The document must be valid at registration and on the test day.)*

### **Item 11. Country of origin**

- Fill in the code and the name of your country of origin.
- For Hong Kong, the code is 086.
- For China, the code is 042.
- For others, please check on pages ii-iii of the application form.

### **Item 12. First Language**

- Fill in the code and the name of your first language.
- For Chinese, the code is 021.
- For English, the code is 030.
- For others, please check on page iii of the application form

### **Item 13. Occupation (Sector) and (Level)**

- Please check on page iv of the application form.

### **Item 14 Why are you taking the test?**

- Please check on page iv of the application form.

### **Item 15 Which country are you applying/intending to go to?**

- Please tick one of the boxes if appropriate.

**Item 16 Which IELTS module are you taking?**

- Tick the box either Academic or \*General Training  
(The General Training module is not available on every test date.)

*\*If you are intending to study or train through the medium of English at undergraduate or postgraduate level, you should take the Academic module. If you intend to go on to secondary education, to undertake work experience or a training programme (not at degree level) or if you need to take IELTS for immigration purposes, then you should take the General Training module. This information serves as a guide only. Candidates should check with receiving organisations about entry requirements before deciding which module they need to take*

**Item 17. Have you taken IELTS (either Academic or General Training module) before?**

- Please tick the box – yes or no.
- If yes, please complete **item 18** and give us a copy of your previous IELTS result.

**Item 19. Where are you currently studying English (if applicable)?**

- Fill in the information in the boxes provided.

**Item 20. What level of education have you completed?**

- Tick the appropriate box for your level of education.

**Item 21. How many years have you been studying English?**

- Circle the appropriate number for this item.

**Item 22. Do you have any special needs due to ill health/medical conditions?**

- Tick the box – yes or no.
- If yes, please specify your requirements below and attach supporting medical evidence to this form.

**Item 23. Please give the details of academic institutions or government agencies or professional bodies or employers you would like your results sent to (if known).**

- Fill in the appropriate information in the boxes provided
- Please note that each candidate is entitled to receive one copy of the IELTS Test Report Form (TRF).

**Declaration (page 4)**

- Do read the declaration carefully before you sign.
- Make sure you sign the form on page 4 and fill in the date when you sign this form.

**Special Circumstances**

Our centre makes every effort to cater for special needs of any disabled candidates to enable them to best understand questions and tasks and give their answers. It is our aim for the language level of all candidates, irrespective of disability, to be assessed fairly and objectively.

Candidates who require special arrangements are asked to inform the test centre before they pay their test fees. Relevant support materials (medical certificates) should be submitted with your application form.

**Registration Checklist**

- I have signed and dated the Application Form.
- I have provided 2 recent passport sized photographs taken within the last 6 months (signed on the back)  
**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.**
- I have provided a copy of my ID or Passport.
- I have provided a copy of my previous IELTS test report (if applicable)
- I have provided all the information required.
- I have enclosed a cheque made payable to 'British Council' for the test fee correctly dated and signed. It must be in HK dollars.

**\*\* Please note that your application will not be processed if you have missed any items\*\***

**Notice to IELTS Candidates**

Please detach the Notice to IELTS Candidates (pages i – iv) and retain for your own records.

## How can I register for the IELTS Test?

**Online Registration** – For details, please visit our website: <https://ielts.britishcouncil.org.hk>

**In person** – Hand in the completed registration form together with all items listed on the Registration Checklist to the Customer Services Centre 3/F British Council (application form can be downloaded from our website or collected from the Customer Services Centre)

**By Post** – Please send us the completed registration form including all items listed on the Registration Checklist to the following address:

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

## How do I pay for the test?

**Online registration**, a valid VISA card or MasterCard for online payment

**In person**, you can pay by cheque (made payable to 'British Council') or credit card or EPS.

**By Post**, you can only pay by cheque (made payable to 'British Council')

## Examination Registration Times

Monday to Friday: 9.00am – 8.30pm

Saturday: 9.00am – 6.00pm

Sunday and Public Holidays: Closed

## For more information, please contact

### British Council

Customer Services Centre  
3/F., 3 Supreme Court Road,  
Admiralty, Hong Kong.

Telephone: 2913 5100

Fax: 2913 5102

Email: [enquiries@britishcouncil.org.hk](mailto:enquiries@britishcouncil.org.hk)

Website: [www.britishcouncil.org.hk](http://www.britishcouncil.org.hk)



3 Supreme Court Road,  
Admiralty, Hong Kong  
Telephone: 2913 5170 E-mail: [examinations@britishcouncil.org.hk](mailto:examinations@britishcouncil.org.hk)

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