

## IELTS Process

### ENQUIRIES

#### British Council Hanoi

20 Thuy Khue, Tay Ho, Hanoi

Tel: +84 (0)4 3843 6780

Email: [ielts.hanoi@britishcouncil.org.vn](mailto:ielts.hanoi@britishcouncil.org.vn)

#### British Council Ho Chi Minh City

25 Le Duan, Dist 1, Ho Chi Minh City

Tel: +84 (0)8 3823 2862

Email: [ielts.hcmc@britishcouncil.org.vn](mailto:ielts.hcmc@britishcouncil.org.vn)

### PREPARATION

#### British Council Hanoi

20 Thuy Khue, Tay Ho, Hanoi

Tel: +84 (0)4 3843 6780

<http://www.britishcouncil.org/vietnam-english-courses-in-hanoi.htm>

#### British Council Ho Chi Minh City

25 Le Duan, Dist 1, Ho Chi Minh City

Tel: +84 (0)8 3823 2862

<http://www.britishcouncil.org/vietnam-english-courses-in-ho-chi-minh-city.htm>



### APPLICATION

- Complete the application form (can be collected at British Council's offices or downloaded from [http://www.britishcouncil.vn/sites/britishcouncil.vn/files/ielts\\_application\\_form\\_jan\\_2014\\_0.pdf](http://www.britishcouncil.vn/sites/britishcouncil.vn/files/ielts_application_form_jan_2014_0.pdf) or at online registration page)
- Submit a photocopy of Passport or National Identity Card (no need to notarize)
- Pay test fee (you can pay it in either cash or credit card)
- Payment method:
  - On-site registration: Cash
  - Off-site registration: bank transfer
  - Online registration: credit card

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

No refund will be made for cancellation of exams except serious illness with confirmation of public hospitals



### CONFIRMATION

Upon completed registration, a confirmation letter with test details will be sent to you directly or by post or email (online registration).



### 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 and authorised items 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.

There will be no toilet breaks between each test module.



### RESULTS

No certificate is issued. Results are given on a Test Report Form (TRF). It will be issued 13 calendar days after the Written test day.

- Please note that candidates will receive one copy of the Test Report Form only.

You can also view your results online on the 13th day of the test at <http://ielts-results.britishcouncil.org/forms/frmMain.aspx>

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.

You may apply for further copies of the Test Report Form for a period of 2 years from the examination date. Additional copies can only be sent to receiving institutions, not given to candidates.