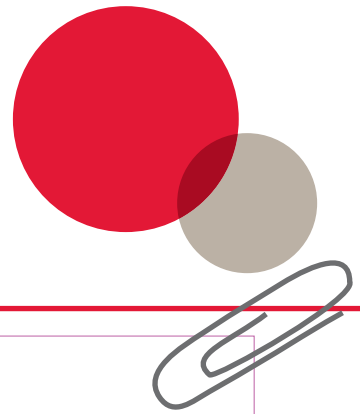


IELTS™

Application form



Please return to:
(Centre stamp)

*please attach a recent
passport-sized
photograph here **securely**
(Note: the photograph
must not be more
than 6 months old)*

*please attach a second
identical signed
passport-sized
photograph here using a
paper clip*

PLEASE WRITE IN BLOCK CAPITALS

1 Preferred date of test second choice

2 Last (family/surname) name

3 Title (Dr/Mr/Mrs/Miss/Ms)

4 First (given) name(s)
(These names must be the same as the names on your passport/National Identity Card and must appear in the same order.)

5 Address: Please note you will only be sent **one** copy of your results. Please ensure the correct mailing address is given, since your results will be sent to this address.

6 Telephone/Mobile number

7 email

8 Date of birth 9 Gender **F** **M** (circle as appropriate)

10 Please indicate which document you will be using as proof of identity and give the number below.
Candidates taking the test outside their own country must present a current passport.
You must bring the ID document indicated below to the test. This is the only form of identity that will be accepted on the test day. The document must be valid/not expired at registration and on the test day.

Passport National Identity Card

Passport or National Identity Card number

For office use only

scheme

date of payment

ID checked

AC GT

test date

receipt number

Administrator's initials

This notice has been written to help you. Read it carefully and do as you are asked. If there is anything you do not understand, ask the IELTS Administrator or the test supervisor.

Before test day

You must ...

- provide proof of your identity (passport or national identity card) at registration. This identity document must contain a number, a signature, a date of birth and a photograph. You should contact your test centre who will tell you which type of identity document they accept. Candidates taking the test outside their own country must produce a passport.
- provide two recent identical passport-sized photographs on registration. (See page iv for guidance on photograph requirements.)
- inform the test centre of any changes to your identity document before the test date. If you do not do this you will not be allowed to take the test and you will not be eligible for a refund or transfer.

On test day

You must ...

- bring the same identity document on the test day as the one recorded on your Application Form. If you do not do this you will not be allowed to take the test and you will not be eligible for a refund or transfer.
- arrive at the test centre before the scheduled test start time. If you arrive late:
 - you will not be admitted to the test room.
 - you will not be allowed to take any of the test components.
 - you will not be eligible for a refund or transfer.
- leave personal belongings outside the test room. The following items may not be taken into the test room: bags, correction fluid, highlighter pens and electronic devices such as mobile phones, pagers, recorders and dictionaries. Candidates must ensure that mobile phones and pagers which are left outside the test room are switched off. Any candidate who does not switch off their phone or pager, or takes any electronic device into the test room, will not be allowed to complete the test and will not receive an IELTS test result or be eligible for refund or transfer. Candidates must not bring valuables to the test centre as the test centre cannot be responsible for these.
- keep only the following items on your desk: your identity document, pen(s), pencil(s) and eraser(s).
- tell the test supervisor or invigilator at once:
 - if you think you have not been given the correct question paper.
 - if the question paper is incomplete or illegible.
- raise your hand to attract attention if you are in doubt about what you should do. An invigilator will come to your assistance. Candidates may not ask for, and will not be given, any explanation of the test questions.
- inform the test supervisor or invigilator on the day of the test, if you believe that your performance may be affected by ill health, by the way in which the test is delivered at the centre or for any other reason. If you have a complaint relating to the delivery of the test, you must submit your complaint to the test centre before your results have been issued. The IELTS Test Partners will not accept complaints relating to the delivery of the test after results have been issued.
- when leaving the test room at the end of the test, leave behind all test materials. The test materials include, but are not limited to, question papers, Speaking tasks, answer sheets/booklets and any paper used for rough work. Any candidate who attempts to remove test materials from the test room will be disqualified and will not receive an IELTS test result.

You must not ...

- talk to or disturb other candidates once the test has started.
- lend anything to, or borrow anything from, another candidate during the test.
- eat or smoke in the test room.
- leave the test room without the permission of the test supervisor or invigilator.
- leave your seat until all test materials have been collected and you have been told you can leave.
- engage in any form of malpractice which may damage the integrity and security of the IELTS test. Malpractice includes, but is not limited to:
 - attempting to cheat in any way.
 - impersonating another candidate or having another person impersonate you.
 - copying the work of another candidate.
 - disrupting the test in any way.

- reproducing any part of the test in any medium.
- attempting to alter the data on the Test Report Form.

- Candidates engaging in malpractice will not be allowed to complete the test and will not receive an IELTS test result. Candidates who are found to have engaged in malpractice on test day after their result has been issued will have their result cancelled. Candidates engaging in malpractice may be liable to legal action.

Your test result

- Results are issued by test centres, usually 13 days after the test.
- You will receive only one copy of your Test Report Form. The test centre is not permitted to issue a replacement copy in the event of loss or damage.
- The Test Report Form will be issued in your name as it appears on the identity document used at registration. If you find that your personal details are incorrect on the Test Report Form, please contact the centre where you took the test to request changes. Documentation must be provided to verify the correct details. If the centre is unable to assist with your request for a change to your personal details please contact either IDP (ielts@idp.com) or British Council (ielts@britishcouncil.org) for further advice.
- If you change your name after receiving your Test Report Form, the name will not be changed on the Test Report Form. In the unusual event that a replacement Test Report Form is approved centrally by the IELTS Test Partners, it will be issued with the name provided on the original Test Report Form.
- Your result may not be issued 13 days after the test if any of the IELTS Test Partners deem it necessary to review any matter associated with your test. In exceptional circumstances you may be required to re-take one or more IELTS components.
- The Test Report Form may be cancelled after it has been issued if any irregularity is identified within the two-year validity period. You may be required to re-take one or more IELTS components.
- Your result will be disclosed by the IELTS Test Partners to the Recognising Organisations which you nominated on your Application Form, for the purpose of allowing those organisations to verify the result or to carry out any enquiries in relation to suspected malpractice.
- If any of the data on the Test Report Form provided by you or your agent to Recognising Organisations has been altered in any way, your original test result will be cancelled by the IELTS Test Partners.
- You will not be permitted access to the work you produce in the IELTS test. The IELTS Test Partners will retain the work you produce to assess your test performance, and it may be used for quality control purposes and research activities.

Cancelling your test or requesting a transfer

- If you cancel your test or request a transfer five weeks or more before the test date, the test centre will charge an administration fee of up to 25% of the total test fee.
- If you cancel your test within five weeks of the test date for any reason apart from medical ones, you will not be eligible to receive a refund. If you cancel your test or request a transfer within five weeks of the test date for medical reasons, you must provide supporting medical evidence within five working days of the test date. Only evidence of serious illness will be considered. Only original medical certificates will be accepted and must state inability to appear for the test on the scheduled test date.

How IELTS uses your information

- The IELTS Test Partners recognise and support the right of genuine IELTS test candidates to privacy.
- Test Report Forms will only be sent to those Recognising Organisations nominated by the IELTS candidate on their Application Form or at the request of the candidate after the issue of results.
- The IELTS Test Partners or their authorised representatives may share candidate test performance or score data with Recognising Organisations or law enforcement agencies where required for verification purposes or other purposes to protect the IELTS test and its stakeholders against any form of malpractice. The IELTS Test Partners may use IELTS test score data and test responses, in an anonymous form, for informational, research, statistical or training purposes.

Codes to enter for questions 11–14

Refer to the lists below for the codes to enter for your country or region of origin, your first language and your occupation.

If either your first language or your country or region of origin is not listed, enter '000'. Look for the closest description of your occupation and proposed area of study. If your work or position is not covered at all, then enter '00'.

Question 11 – Country or region of origin

Afghanistan	001	France	066	Monaco	129
Albania	002	French Guyana	067	Mongolia	130
Algeria	003	French Polynesia	068	Montenegro	131
American Samoa	004	Gabon	069	Montserrat	132
Andorra	005	Gambia	070	Morocco	133
Angola	006	Georgia (Republic of)	071	Mozambique	134
Antigua and Barbuda	007	Germany	072	Myanmar	135
Argentina	008	Ghana	073	Namibia	136
Armenia (Republic of)	009	Gibraltar	074	Nauru	137
Aruba	223	Greece	075	Nepal	138
Australia	010	Greenland	076	Netherlands	139
Austria	011	Grenada	077	Netherlands Antilles	140
Azerbaijan	012	Guadaloupe	078	New Caledonia	141
Bahamas	013	Guam	079	New Zealand	142
Bahrain	014	Guatemala	080	Nicaragua	143
Bangladesh	015	Guinea	081	Niger	144
Barbados	016	Guinea-Bissau	082	Nigeria	145
Belarus (Republic of)	017	Guyana	083	Niue (Cook Island)	146
Belgium	018	Haiti	084	Norfolk Island	229
Belize	019	Holy See	212	Northern Mariana Islands	230
Benin	020	Honduras	085	Norway	147
Bermuda	021	Hong Kong	086	Oman	148
Bhutan	022	Hungary	087	Pakistan	149
Bolivia	023	Iceland	088	Palau	231
Bosnia-Herzegovina	024	India	089	Palestine	150
Botswana	025	Indonesia	090	Panama	151
Brazil	026	Iran	091	Papua New Guinea	152
Brunei, Darussalem	027	Iraq	092	Paraguay	153
Bulgaria	028	Ireland	093	Peru	154
Burkina Faso	029	Israel	094	Philippines	155
Burundi	031	Italy	095	Pitcairn Island	156
Cambodia	032	Jamaica	097	Poland	157
Cameroon	033	Japan	098	Portugal	158
Canada	034	Jordan	099	Puerto Rico	159
Canton and Enderburys Phoenix Is	035	Kazakhstan	100	Qatar	160
Cape Verde	036	Kenya	101	Reunion	161
Caroline Islands	037	Kiribati	102	Romania	162
Cayman Islands	038	Korea, North	103	Russia	163
Central African Republic	039	Korea, South	104	Rwanda	164
Chad	040	Kuwait	105	San Marino	165
Chile	041	Kyrgyzstan	226	Sao Tome and Principe	166
China (People's Republic of)	042	Laos	106	Saudi Arabia	167
Colombia	043	Latvia (Republic of)	107	Senegal	168
Comoros	044	Lebanon	108	Serbia	169
Congo	045	Lesotho	109	Seychelles	170
Cook Islands	046	Liberia	110	Sierra Leone	171
Costa Rica	047	Libya	111	Singapore	172
Côte d'Ivoire	096	Liechtenstein	112	Slovakia (Republic of)	173
Croatia (Republic of)	048	Lithuania (Republic of)	113	Slovenia (Republic of)	174
Cuba	049	Luxembourg	114	Solomon Islands	175
Cyprus	050	Macao	115	Somalia	176
Czech Republic	051	fyr Macedonia	225	South Africa	177
Denmark	052	Madagascar	116	Spain	178
Djibouti	053	Malawi	117	Sri Lanka	179
Dominica	054	Malaysia	118	St. Helena	180
Dominican Republic	055	Maldives	119	St. Kitts-Nevis-Anguilla	181
Ecuador	056	Mali	120	St. Lucia	182
Egypt	057	Malta	121	St. Pierre and Miquelon	183
El Salvador	058	Marshall Islands	122	St. Vincent and the Grenadines	184
Equatorial Guinea	059	Martinique	123	Sudan	185
Eritrea	060	Mauritania	124	Surinam	186
Estonia	061	Mauritius	125	Svalbard and Jan Mayen Islands	232
Ethiopia	062	Mayotte	227	Swaziland	187
Faeroe Islands	063	Mexico	126	Sweden	188
Falkland Islands	224	Micronesia (Federal States of)	228	Switzerland	189
Fiji	064	Midway Islands	127	Syria	190
Finland	065	Moldova (Republic of)	128	Tahiti	191

Question 12 – First Language

Taiwan	192	Afrikaans	001	Marathi	076
Tajikistan	233	Akan	002	Marshallese	077
Tanzania	193	Albanian	003	Masai	078
Thailand	194	Amharic	004	Mende	079
Timor-Leste	222	Arabic	005	Mongolian	080
Togo	195	Armenian	006	Nepali	081
Tokelau	196	Assamese	007	Norwegian	082
Tonga	197	Aymara	008	Oriya	083
Trinidad and Tobago	198	Azeri	009	Palauan	084
Tunisia	199	Baluchi	010	Punjabi	085
Turkey	200	Bambara	011	Pashto	086
Turkmenistan	234	Basque	012	Polish	087
Turks and Caicos Islands	201	Bemba	013	Ponapean	088
Tuvalu	202	Bengali	014	Portuguese	089
Uganda	203	Bihari	015	Pushto	090
Ukraine	204	Bosnian	901	Quechua	091
United Arab Emirates	205	Breton	016	Rajasthani	092
United Kingdom	206	Bulgarian	017	Riff	093
Uruguay	207	Burmese	018	Romanian	094
US Virgin Islands	208	Byelorussian	019	Romansch	095
United States of America	209	Catalan	020	Russian	096
Uzbekistan (Republic of)	210	Chinese	021	Samoan	097
Vanuatu	211	Creole	022	Serbian	098
Venezuela	213	Croatian	023	Setswana	099
Vietnam	214	Czech	024	Shona	100
Wallis and Futuna Islands	215	Danish	025	Sindhi	101
Western Sahara	216	Dari	026	Singhalese	102
Western Samoa	217	Dzongkha	027	Slovak	103
Yemen (Republic of)	218	Dutch	028	Slovene	104
Zaire	219	Efik	029	Somali	105
Zambia	220	English	030	Spanish	106
Zimbabwe	221	Estonian	031	Swahili	107
Other	000	Ewe	032	Swazi	108
		Faeroese	033	Swedish	109
		Farsi	034	Tagalog	110
		Fijian	035	Tahitian	111
		Finnish	036	Tamil	112
		Flemish	037	Tatar	113
		French	038	Telugu	114
		Fulani	039	Tetum	136
		Ga	040	Thai	115
		Galician	903	Tibetan	116
		Georgian	041	Tigrinya	117
		German	042	Tongan	118
		Gilbertese	043	Trukese	119
		Greek	044	Tulu	120
		Gujarati	045	Tupi/Guarani	121
		Haitian Creole	046	Turkish	122
		Hausa	047	Uighur	123
		Hebrew	048	Ukrainian	124
		Hindi	049	Ulithian	125
		Hungarian	050	Urdu	126
		Ibo/Igbo	051	Uzbek	127
		Icelandic	052	Vietnamese	128
		Igala	053	Wolof	129
		Indonesian	054	Xhosa	130
		Italian	055	Yao	131
		Japanese	056	Yapese	132
		Javanese	057	Yiddish	133
		Kannada	058	Yoruba	134
		Kashmiri	059	Zulu	135
		Kazakh	060	Other	000
		Khmer	061		
		Korean	062		
		Kurdish	063		
		Lao	064		
		Latvian	065		
		Lithuanian	066		
		Luba	067		
		Luo	068		
		Luxemburgish	069		
		Macedonian	902		
		Malagasy	070		
		Malay	071		
		Malayalam	072		
		Malinka	073		
		Maltese	074		
		Maori	075		

Question 13 – Occupation

Example

If you are a student, enter 08 because the sector is Education and 7 because the level is Student.

0 8 7

Sector

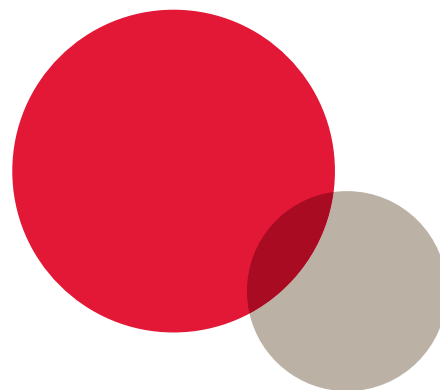
Administrative services	01
Agriculture, Fishing, Forestry, Mining	02
Arts and Entertainment	03
Banking and Finance	04
Catering and Leisure	05
Construction Industries	06
Craft and Design	07
Education	08
Health and Social Services	09
Installation, Maintenance and Repair Services	10
Law and Legal Services	11
Manufacturing and Assembly Industries	12
Personal Services	13
Retail Trade	14
Technical and Scientific	15
Telecommunications and the Media	16
Transport	17
Utilities (gas, water etc)	18
Wholesale Trade	19
Other	00

Level

Self-employed	1
Employer/Partner	2
Employee (Senior level)	3
Employee (Middle or Junior level)	4
Worker in the home	5
Retired	6
Student	7
Other	0

Question 14 – Why you are taking the test?

For higher education extended course (three months or more)	1
For higher education short course (three months or less)	2
For other education purposes	3
For registration as a doctor	4
For immigration	5
For employment	6
For professional registration (NOT medical)	7
For personal reasons	8
For registration as a nurse (including CGFNS)	9
For registration as a dentist	10
Other	0



Checklist

- I have signed the Application Form.
- I have provided 2 passport-sized photographs (signed on the back).

Photographs must:

- be in colour
- be identical
- be no more than 6 months old
- be taken against a plain background so that features are clearly distinguishable
- be undamaged
- be in sharp focus and clear
- be print quality of professional standard
- be a close-up of the head and shoulders
- show the candidate looking straight at the camera
- show the candidate with a neutral expression
- show the candidate with mouth closed
- show the candidate with eyes open and clearly visible
- show the candidate without glasses
- not show any shadows
- not show anything covering the face, the outlines of the eyes, nose or mouth

- I have provided all the information required.
- I have enclosed the test fee.
(Please note that your application will not be processed without this.)
- I have attached a photocopy of my passport (pages showing personal identification details and expiry date).



UNIVERSITY of CAMBRIDGE
ESOL Examinations

Declaration

- I acknowledge that the IELTS test is jointly managed by British Council, IDP: IELTS Australia and Cambridge ESOL, collectively referred to as the IELTS Test Partners.
- I certify that the information on this Application Form is complete, true and accurate.
- I understand that the personal data on this Application Form is collected for the purposes of the IELTS test, and I consent for this data to be disclosed to, processed and stored by the IELTS Test Partners for the purpose of such administration. I further consent for this data and my test result to be disclosed by the IELTS Test Partners to those Recognising Organisations to which I apply, for the purpose of allowing these organisations to verify my test result or to carry out enquiries in relation to suspected malpractice. If the IELTS Test Partners discover that a false or altered Test Report Form has been provided to any of these Recognising Organisations I further consent that the IELTS Test Partners may inform the same and provide them with my personal data and any relevant details relating to the work I produce as part of my test taking.
- I understand that my personal data may be processed in an anonymous form for statistical and research purposes for the development of Cambridge ESOL examinations. Cambridge ESOL and the centre administering the test confirm that they will not disclose personal information about candidates to others except as stated in this Declaration or to the extent permitted by law.
- I understand that I may view a copy of my personal data contained in the Application Form by contacting ielts@cambridgeesol.org. I understand that a fee will be charged for access to this information.
- I understand that if the details on this form are not completed my application may not be processed. I further understand that completing and submitting this Application Form does not guarantee enrolment on my preferred test date or at my preferred test location. I understand that my enrolment will be confirmed in writing from the test centre.
- I acknowledge that I have read the *IELTS Notice to Candidates* contained on page i of this document and undertake to abide by the rules and regulations contained therein.
- I understand that the IELTS Test Partners have a responsibility to all candidates and Recognising Organisations to ensure the highest confidence in the accuracy and integrity of test results and that the IELTS Test Partners therefore reserve the right to withhold test results temporarily or permanently, or to cancel test results which have been issued, if they consider those results to be unreliable for reasons of suspected malpractice or any other irregularity in the test process.
- I understand that my result may not be issued 13 days after the test if any of the IELTS Test Partners deem it necessary to review any matter associated with my test, including making enquiries as to whether any rules or regulations have been breached, as outlined in the *IELTS Notice to Candidates*. I understand that in exceptional circumstances I may be required to re-take one or more IELTS components.
- I understand that if I engage in any form of malpractice, or do anything that might damage the integrity and security of IELTS, I will not receive a test result, my test fee will not be refunded and I may be prohibited from taking the IELTS test in the future. I understand that details of any malpractice that has been established or is being formally investigated may be provided to the relevant Recognising Organisations, including visa processing authorities, and that suspected malpractice will be reported centrally to the IELTS Test Partners and to any relevant test centre by the centre where the suspected malpractice occurred.
- I understand that if any other person attempts to take the IELTS test in my place (i.e. in place of the person whose details appear on this form), both I and such person will be liable to prosecution. Details relating to the situation may be provided to the relevant authorities, including visa processing authorities.
- I consent for a photograph to be taken of me on the test day to assist in the confirmation of my identity. I acknowledge that this photograph will be printed onto the IELTS Test Report Form issued under my name and with my identity details and will be provided to the Recognising Organisations to which I apply and to the IELTS Test Partners.
- I understand that the work I produce as part of the IELTS test remains the property of the IELTS Test Partners. Under no circumstances will it be released to candidates or to institutions or organisations, except in the investigation of suspected malpractice whereby the work I produce as part of the IELTS test may be provided to relevant authorities.
- I agree that an observer may attend my Speaking test as part of the monitoring process.
- I understand that I will be charged the full test fee if I cancel my test or request a transfer within five weeks of the test date, unless I provide appropriate medical evidence, within five days of the test date, to support the cancellation or transfer.
- I acknowledge that I have read the *IELTS Information for Candidates* booklet.

Disclaimer: The International English Language Testing System (IELTS) is designed to be one of many factors used by academic institutions, government agencies, professional bodies and employers in determining whether a test taker can be admitted as a student or be considered for employment or for citizenship purposes. IELTS is not designed to be the sole method of determining admission or employment for the test taker. IELTS is made available worldwide to all persons, regardless of age, gender, race, nationality or religion, but it is not recommended to persons under 16 years of age.

British Council, IDP: IELTS Australia and Cambridge ESOL and any other party involved in creating, producing, or delivering IELTS shall not be liable for any direct, incidental, consequential, indirect, special, punitive, or similar damages arising out of access to, use of, acceptance by, or interpretation of the results by any third party, or any errors or omissions in the content thereof.

Signature

Date



UNIVERSITY of CAMBRIDGE
ESOL Examinations



IELTS Application Form Terms & Conditions

(Applicable to candidate appearing at IDP:IELTS Australia – Test Centre Planet EDU)

Version 6.7 – 3rd April 2010



A copy of this Terms & Conditions MUST be given to the Candidate, at the time of filling of the application form. It is important that the candidate reads and fully understands the applicable test related rules & regulations given hereunder;

- Test Partners** : The IELTS Test is jointly owned by the University of Cambridge – ESOL Examinations, The British Council and IDP IELTS Australia, who are referred to as the “Test Partners”
- Test Centre** : This refers to the IDP IELTS Australia’s, Test Centre Planet EDU Pvt. Ltd. With Centre No. IN 122, also referred as the “Centre”
- Eligible Age** : IELTS is made available worldwide to all persons, regardless of age, gender, race, nationality or religion but it is not recommended to persons under 16 years of age.
- No Passport No Test Policy** : All candidates MUST BRING with them THE ORIGINAL VALID PASSPORT ON THE DAY OF THE TEST. If the candidate DOES NOT BRING the Passport in original, on the test day, THEY WILL NOT BE ALLOWED TO SIT THE TEST. The candidate MUST CARRY WITH THEM, THE PASSPORT IN ORIGINAL FOR THE SPEAKING TEST also.
- Arrangements for Special Needs** : The Test Partners / Test Centre will try its best to arrange for the special needs (such as Visual difficulties, Hearing difficulties, Specific Learning difficulties i.e. Dyslexia) of an applicant as requested and as per the details provided in S. No. 23 of the application form, supported by necessary Medical Certificate. However, in certain circumstances, the requirements may take long processing time. It is therefore suggested that the applicant discusses, with the test centre, such requirement prior to submitting the application form. The test partners and the test centre would try their best to make such arrangements, but do not guarantee fulfillment of such requests at all times.
- Application Form & Information** : Application form, completed in all respects will be considered. Incomplete applications will be rejected. The details on the application form are collected for the purposes of the IELTS test and that these details may be disclosed to, processed and stored by the test partners and the test centre for the purpose of administration and that these details and the examination results may be disclosed by the test partners to those academic institutions or other entities to whom the applicant submits enrolment application, for the purpose of allowing such institutions or entities to verify the results of the test. If the test partners discover that a false or altered Test Report Form (TRF) has been provided to any of these institutions or entities the test partners may inform the same and provide them with the applicant’s personal details. The personal details of the applicant may be processed in an anonymous form for statistical and research purposes by the Test Partners and / or the test centre.
- Test Booking** : The test application forms will be accepted by the test centre on a first-come-first-served basis. Test seats are limited and the registration will close for a particular test, when all seats are booked or as decided by the centre. The decision of the centre will be final and binding on all candidates.
- Test Type Selection** : The responsibility of test type selection (i.e. Academic or General Training), lies with the applicant. However, correct counseling could be obtained from the centre, in case of doubt. CHANGING THE TEST SELECTION WILL BE PERMISSIBLE, subject to a receipt of application in writing to the Test Centre, **MINIMUM 5 WEEKS PRIOR** to the test date. NO REQUESTS WOULD BE ENTERTAINED less than 5 weeks prior to the test date.
- Test Fee** : The applicable test fee is Rs. 7,200/- (Rupees Seven Thousand Two Hundred only). The fee is subject to change, as per the decisions of the Centre and would be final and binding on all candidates.
- Payment** : All Payments, for Test fee, Transfer / Shifting (i.e. Postponement / Pre-ponement) must be made by Demand Draft / Pay order / Credit Card / Cash (at ICICI Bank of India branches) only. The Demand Draft / Pay order must be drawn in favour of “IELTS India Project” payable at **New Delhi**. **IMPORTANT** : MENTION YOUR NAME, YOUR PASSPORT NUMBER, YOUR TEST DATE AND TEST CITY on the reverse of the Demand Draft. Payment in CASH will only be accepted at all branches of ICICI Bank of India. Cheque payment is NOT ACCEPTED. DO NOT PAY CASH to anyone. If the candidate pays Cash to anybody, OR pays by Demand Draft drawn in another name, he / she would do so at their own risk and the Test Partners and / or the centre will not be responsible for the same. Payment of test fee can also be made by Credit Card (Master / Visa), Debit Card (Maestro / Visa Electron) at the test centre. However, the candidate understands and agrees to pay a handling charge over and above the test fee, in case of making payments by credit / debit card.
- Passport / Identification Document (ID)** : A VALID PASSPORT is currently treated as the ONLY proof of Identification. A passport which is valid as on the date of applying BUT expires before or on the day of the test, WILL NOT BE TREATED AS A VALID PASSPORT and the candidate WILL NOT BE ALLOWED to sit the test. The candidate will be treated as NO SHOW and no refund will be applicable in such case. The application form MUST be accompanied by a clear photocopy of the passport, without which the application will be treated incomplete and the candidate will NOT BE REGISTERED. If a candidate fills and submits the application form to the centre, without the Passport, and receives an automated acknowledgement, even then, the candidate WILL NOT BE REGISTERED unless he / she submits the copy of the Passport at least 10 days prior to the test date. In case of applications submitted on-line, it is mandatory for the candidate to provide 2 recent passport size photographs (not older than 3 months) and clear copy of the passport at least 7 days before the test date of Listening / Reading / Writing Test or the Speaking Test whichever is earlier, failing which the candidate WILL NOT BE ALLOWED TO SIT THE TEST, the candidate will be treated as NO SHOW and no refund will be applicable in such case.
- Photograph** : All applications must be forwarded with applicant’s 2, recent passport size photographs (no later than three months old). **IMPORTANT**: MENTION YOUR NAME, YOUR PASSPORT NUMBER, TEST DATE AND TEST CENTRE on the reverse of the Photographs. In case of applications submitted on-line, it is mandatory for the candidate to provide 2 recent passport size photographs (no later than three months old) at least 7 days before the test date of Listening / Reading / Writing Test or the Speaking Test whichever is earlier, failing which candidate WILL NOT BE ALLOWED TO SIT THE TEST, the candidate will be treated as NO SHOW and no refund will be applicable in such case.
- Applying on-line** : If a candidate applies on-line, i.e. through the Website, www.IELTSidpIndia.com, then he / she MUST pay the test fee by Credit Card (MASTER / VISA) or ATM / Debit Card. The candidate agrees to pay a handling charge over and above the test fee, while paying by credit card or ATM / Debit Card, if applicable. The candidate agrees to provide 2 recent passport size photographs and clear copy of the passport at least 7 days before the test date of Listening / Reading / Writing Test or the Speaking Test whichever is earlier, failing which candidate WILL NOT BE ALLOWED TO SIT THE TEST, the candidate will be treated as NO SHOW and no refund will be applicable in such case.
- Allotment of Test Date** : Test dates will be allotted, based on the choices provided by the applicant in his / her application form or as selected while completing the online registration. However, in case both dates are not available the candidate will be notified of the next available date, which if acceptable to the candidate will be allotted else the application will be returned to the candidate. The centre may alter / modify / merge test dates at its sole discretion and in absence of minimum number of candidates on a test date or due to any logistic / operational issues. The decision of the centre will be final and binding on the applicant.

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15. **Information Provided by the Applicant :** The applicant takes full responsibility for the correctness of the information provided in the application form. Any information found to be in-correct at any stage will automatically lead to cancellation of the test and the test result and fee paid for such test will be forfeited.
16. **Speaking Test :** The Speaking Test will be conducted as per a Speaking Test schedule. The test may be conducted on the same day or anytime during 7 days prior to or after the test date of Listening, Reading and Writing test. The applicant MUST check his / her speaking test schedule 4 days prior to the test date, by logging on to the website www.IELTSidpIndia.com and going into the "Candidate Services" section. An observer may attend the Speaking Test as part of the monitoring process. Alternately, the candidate can also check the same via SMS, by typing "SPK followed by a space and the passport number" to 56767877. The SMS charge applicable will be as charged by the candidate's service provider.
17. **Request for Transfer of Test Date :** A request for transfer of test date (i.e. postponement or pre-ponement) to another date will be entertained as per the "Test Date Transfer & Cancellation Policy", in effect at the time of such request and as modified from time to time. The decision of the centre, would be final and binding on the applicant.
18. **Request for Withdrawal / Cancellation :** All applications for withdrawal / cancellation will be entertained as per the "Test Date Transfer & Cancellation Policy", in effect at the time of such request and as modified from time to time. The decision of the centre, would be final and binding on the applicant.
19. **No Show / Absent on Test Day :** In case an applicant fails to report on the test date, his / her application will be treated as cancelled, and the candidate will lose their full test fee and NO REFUND would be possible. The decision of the centre would be final and binding on the applicant.
20. **Malpractice :** The centre will strictly deal with any malpractice(s) adopted by the applicant, including Impersonation, Tampering / Adjusting seating plan with malpractice in mind, copying / collusion, disrupting the test in any manner, removing or copying or attempting to remove or copy any test material from the examination room, doing anything that might in any manner damage the integrity and security of the IELTS Test etc., as per guidelines of the Test Partners and the local law of the land. The examination of such candidates will be CANCELLED and the candidate will be DISQUALIFIED. The candidate can also be liable to prosecution and may be prohibited from taking the IELTS test in future, as per the decision of the centre and law of the land, which will be binding on the candidate.
21. **Reporting Malpractices / Frauds :** The candidate understands that the test fee is currently Rs. 7,200/- only. The candidate also understands and agrees that she / he MUST NOT pay to anyone, any more fee on account of the test. The candidate also understands and agrees that the candidate has not indulged in or has intention of indulging in any form of malpractice, such as using an imposter to sit the test on the candidate's behalf, submitting forged document including the passport or use any other unlawful means including bribery or payment for any undue favors from anyone. The candidates also agree that if found guilty, the candidate's results / TRF will not be released and the test will be cancelled and there would be no refund to the candidates. The candidate also understands and agrees that such matters may be reported to the government and law enforcing agencies and necessary action under the law may be initiated against candidates found to indulging in such acts. The candidate agrees to inform the IELTS Ethics Officer on Email : EthicsOfficer@IELTSidpIndia.com immediately, if the candidate is approached by anyone offering fraudulent services or similar offering in lieu of getting desired scores. All information will be dealt in strict confidence
22. **Complaints :** If you want to make a complaint on the day of the test, you must do so before you leave the test venue today. Once the Writing Test has finished, before leaving the hall come to the Head Table and ask for Complaint Form. Fill the same and hand it over to the staff present at the head table. Once results are released no complaints can be investigated.
23. **Result Validity :** The test results are normally valid for 2 years from the date of test.
24. **Result Communication :** The results would be communicated to the applicant within a stipulated time period, as fixed by the Test Partners. It would ONLY BE delivered to the address specified by the applicant in the S. No. 5 of the application form and using the medium as decided by the Test Centre. The centre may at its discretion make available the test scores on the website www.IELTSidpIndia.com, or communicate the same through SMS. However, the candidate understands and agrees, that scores communicated over the website or over SMS would be provisional / indicative and CANNOT BE TREATED as final scores. The Candidate also agrees NOT TO USE these scores for any formal, official or verification purposes. The IELTS TRF AS ISSUED BY THE TEST CENTRE IS AND WILL BE THE CORRECT AND AUTHENTIC IELTS TEST SCORES.
25. **Enquiry on Results (EOR) – Re-mark:** The results conveyed by the centre will be final. However, applicant may apply for an Enquiry on Result (EOR) – Re-mark of their test results, if they so desire. An application for such a request must be forwarded to the centre within 6 weeks of the test date on the TRF (Test Result Form), and upon payment of the applicable RE-MARKING FEE OF Rs. 5,550/- (Rupees Five Thousand Five Hundred and Fifty only) PAYABLE BY BANK DRAFT DRAWN IN FAVOUR OF "IELTS INDIA PROJECT", PAYABLE AT "NEW DELHI". There is no guarantee of band score improvement, as a result of re-marking. However, should the band score of the candidate increase, as a result of re-marking the re-marking fee paid by the candidate will be refunded. The decision of the centre will be final and binding on the applicant and no queries would be entertained in this regards.
26. **Request for issue of Additional TRF :** A candidate may request for additional TRF's to be sent directly to institutions that may require these for various purposes. Such request must be made by the candidate using an application form, which is available at the test centre. There is NO CHARGE for issuing additional TRF's. However, an administrative fee will have to be paid by the candidate, which will depend upon the mode of dispatch. For dispatches using "Registered Post" an administrative fee of Rs. 250/- per TRF and a dispatch by "Courier" an administrative fee of Rs. 1000/-, per TRF would be payable. The Administrative Fee must accompany the request form by way of Demand Draft, Drawn in Favour of "IELTS India Project.", payable at "New Delhi". The additional TRF will NOT be sent to the candidate or to any body, institution, organisation other than the one that recognizes IELTS, as per the approved list of the Test Partners.
27. **Receipt of Notice to IELTS Candidates :** The applicant confirms that he / she has received the Notice to Candidates document, which is available in the application form, along with the IELTS Application Form Terms & Conditions provided by the centre. The receipt of such notice will be deemed to have been read, understood and agreed by the candidate.
28. **Test Terms and Conditions :** Once an application is submitted, it will be assumed that the applicant has read and understood all the terms and conditions herein. The terms and conditions can be modified and / or changed as deemed fit, by the centre, without giving prior notice. Such modified terms and conditions once communicated to the applicant would be applicable and binding on the applicant.
29. **Errors & Omissions :** The Test Partners, the test centre, will take full precautions that the test procedures, administering of the test and declaring of results are handled as per the guidelines of the Test Partners and in the most professional manner and that, no errors or omissions are committed. However, in case any errors or omissions are reported / brought to the notice by the applicant, the same would be taken up and necessary action / remedial measures would be taken. The decision of the centre in such case will be final and binding on the applicant. No claims or compensations of any nature would be entertained / applicable.

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Test Date Transfer & Cancellation Policy – [Version 4.3, 30th March 2010]

The application MUST be supported by adequate and required support documents / evidences, without which the application WILL NOT be accepted / considered. The decision of the centre will be final and binding on the candidate.

Request for Transfer of Test Date

A request using the “Test Date Transfer & Cancellation Form” for shifting of test date (i.e. postponement or pre-ponement) to another date must reach the centre in original and AT LEAST 10 WORKING DAYS PRIOR TO THE TEST DATE ORIGINALLY BOOKED. The allotment of the next date of test would be at the sole discretion of the centre and subject to availability. The candidate can only transfer her / his test date once without charge. If a transfer is requested more than once on the same application then an administrative charge of Rs. 1,800/- (Rupees One Thousand Eight Hundred only). NO REQUESTS WOULD BE ENTERTAINED after the cut-off period i.e. LESS THAN 10 DAYS PRIOR TO THE TEST DATE.

Request for Cancellation / Withdrawal

All applications for withdrawal / cancellation and refund must be sent to the centre using the “Test Date Transfer & Cancellation Form” along with the original receipt of payment of test fee. A withdrawal administrative charge of Rs. 1,800/- (Rupees One Thousand Eight Hundred only) will be deducted from the examination fee paid by the applicant, if the application for such withdrawal is received 5 WEEKS (i.e. 34 days) PRIOR TO THE TEST DATE, and the balance Rs. 5,400/- (Rupees Five Thousand Four Hundred only) will be refunded to the applicant, within 4 weeks from the test date for which the candidate was registered.

Requests received, LESS THAN 5 WEEKS (i.e. 34 days) prior to the test date will NOT BE ENTERTAINED and NO REFUND would be possible.

Request under “Extra Ordinary Circumstances” – Prior to the test date

A request received by the centre LESS THAN 5 weeks (i.e. 34 days) prior to the test date, BUT BEFORE the commencement of the test will be treated as a “Cancellation case” subject to the application fulfilling the conditions of “Extra Ordinary Circumstances” as listed hereunder and the centre accepting the application ;

- ▶▶ Serious illness – linked to hospital admission or other serious illness making the candidate not able to sit the test. For e.g. Typhoid, Jaundice, Eye flu, Infectious disease, Surgery etc. Please note, ordinary viral fever, cough, cold, stomach upset etc. WILL NOT BE CONSIDERED.
- ▶▶ Serious injury – linked to hospital admission, or injury such as fracture of the hand used for writing etc.
- ▶▶ Loss or bereavement – death of a close family member, hardships / trauma
- ▶▶ Victim of crime
- ▶▶ Victim of a traffic accident
- ▶▶ Loss of Passport after applying for the test
- ▶▶ Passport submitted to Passport office for any services, after applying,

For an application to be considered under this category, the candidate MUST submit an application in writing, along with the relevant document in ORIGINAL or copy of the document, attested by a first class government officer (note : the original MUST be brought along with the application and shown to the centre administrator) from the list of documents mentioned hereunder ;

- ▶▶ Medical certificate signed by a registered medical practitioner and bearing his / her registration number
- ▶▶ Hospital admission certificate and discharge summary (in case of hospitalization)
- ▶▶ Police report / FIR
- ▶▶ Death certificate signed by a registered medical practitioner and bearing his / her registration number
- ▶▶ Receipt from the Passport Office detailing the passport number and the date when the passport will be given back.

Upon receipt of such request, the Administrator will verify facts and take a decision to EITHER ACCEPT OR REJECT the application, WITHOUT ASSIGNING ANY REASON FOR REJECTION.

Once an application is accepted under Extra Ordinary Circumstances, a withdrawal administrative charge of Rs. 1,800/- (Rupees One Thousand Eight Hundred only) will be deducted from the examination fee paid by the applicant, and the balance Rs. 5,400/- (Rupees Five Thousand Four Hundred only) will be refunded to the applicant, within 4 weeks of the test date for which the candidate was registered.

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Request under “Extra Ordinary Circumstances” – Post test date

All requests received by the centre NO LATER THAN CLOSE OF OFFICE ON THE NEXT WORKING DAY FROM THE TEST DATE, may be considered as a “Cancellation case”, subject to the application fulfilling the conditions of “Extra Ordinary Circumstances”, supported by relevant documentary evidence clearly stating that any one of the below listed mis-happening took place on the test date, but before the candidate could reach the test centre, thereby not allowing the candidate to reach the test centre in time for the test. ONLY any one of the following conditions will be considered;

- ▶▶ Loss or bereavement – death of a close family member, hardships / trauma on the test day, before the candidate could leave for the test
- ▶▶ Victim of crime on way to the test venue
- ▶▶ Victim of a traffic accident on way to the test venue
- ▶▶ Loss of Passport on way to the test venue
- ▶▶ Could not travel to the test venue due to Strike / *Bandh*, Riots or other similar circumstances

For an application to be considered under this category, the candidate MUST submit an application in writing, along with the relevant document in ORIGINAL or copy of the document, attested by a first class government officer (note : the original MUST be brought along with the application and shown to the centre administrator) from the list of documents mentioned hereunder ;

- ▶▶ Medical certificate signed by a registered medical practitioner and bearing his / her registration number
- ▶▶ Hospital admission certificate and discharge summary (in case of hospitalization)
- ▶▶ Police report / FIR
- ▶▶ Death certificate signed by a registered medical practitioner and bearing his / her registration number

Upon receipt of such request, the Administrator will verify facts and will take a decision to EITHER ACCEPT the request OR REJECT the application, WITHOUT ASSIGNING ANY REASON FOR REJECTION.

Once an application is accepted under Extra Ordinary Circumstances, a withdrawal administrative charge of Rs. 1,800/- (Rupees One Thousand Eight Hundred only) will be deducted from the examination fee paid by the applicant, and the balance Rs. 5,400/- (Rupees Five Thousand Four Hundred only) will be refunded to the applicant, within 4 weeks of the test date for which the candidate was registered.

Your Rights

Information we hold on you is very broad and could include information we do not make available. If you wish to view a copy of your personal details contained in the Application Form contact ielts@ucles.org.uk. A charge of £10 will be made for access to this information. You also have the right to have inaccuracies in your personal details corrected. Please contact us if you find that your information is inaccurate. Documentation must be provided to verify the correct details.

Declaration

- ▶▶ I certify that the information on this form is complete, true and accurate. I understand that if any other person attempts to take the IELTS examination in my place (i.e. in place of the person whose details appear on this form), both I and such person will be liable to prosecution. Details relating to the situation may be provided to the relevant authorities, including visa processing departments.
- ▶▶ I understand that I will not be charged any administration fee if I postpone my test to another date within 10 days of the test date originally booked for. However, no application for postponement will be considered if application is made less than 10 days before the test date.
- ▶▶ I understand that I can apply for cancellation under special circumstances as the defined rules and if I provide appropriate medical evidence to support the postponement or cancellation. Only evidence of serious illness will be considered. I understand that medical evidence must be provided within 5 days of the test date.
- ▶▶ I understand that if I attempt to cheat, copy the work of another candidate, disrupt the test, remove or copy or attempt to remove or copy any test materials from the examination room, submit fraudulent documents, passport or have an imposter sit the test on my behalf or engage in any form of malpractice, or do anything that might damage the integrity and security of IELTS, I will not receive a result for the test, my test fee will not be refunded and I may be prohibited from taking IELTS tests in future. I also understand and agree that I may be subjected to prosecution under the law of the land. I understand that details of any alleged cheating/malpractice may be provided to the relevant authorities, including visa processing authorities. All alleged malpractice will be reported centrally to the Test Partners and to any relevant test centre by the centre where the alleged malpractice occurred.
- ▶▶ I acknowledge receipt of the document entitled *IELTS information for candidates*.
- ▶▶ I acknowledge receipt of the *Notice to IELTS candidates* document, contained on page i of this document and undertake to abide by the regulations contained therein.
- ▶▶ I agree an observer may attend my Speaking Test as part of the monitoring process.
- ▶▶ I agree that a photograph may be taken on the day of the test and same may be affixed on the TRF (result) that I will receive.
- ▶▶ I acknowledge that the IELTS examination is administered by British Council, IDP:IELTS Australia, and Cambridge ESOL collectively referred to as the Test Partners, and I understand and agree that the details on this form are collected for the purposes of the IELTS test and that these details may be disclosed to, processed and stored by the Test Partners for the purpose of such administration and that these details and my examination results may be disclosed by the Test Partners to those academic institutions or other entities to whom I submit my enrolment application, for the purpose of allowing such institutions or entities to verify the results of the test or to carry out an investigation in relation to suspected fraud, If the Test Partners discover that a false or altered Test Report Form has been provided to any of these institutions or entities the Test Partners may inform the same and provide them with my personal details and any relevant details relating to the work I produce as part of my test taking.

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- ▶▶ I understand that my results may not be issued within 13 days of the test day if any of the Test Partners deem it necessary to review any matter associated with my test. I understand that in exceptional circumstances I may be required to re-take one or more IELTS modules.
- ▶▶ I understand that my personal data may be processed in an anonymous form for statistical and research purposes for the development of Cambridge ESOL examination. Cambridge ESOL and the centre administering the test confirm that they will not disclose personal information about candidates to others except as stated in this Declaration or to the extent permitted by law.
- ▶▶ I understand that the work I produce as part of the IELTS test remains the property of the Test Partners and under no circumstances will be released to candidates or institutions/organizations, except in the investigation of alleged malpractice whereby the work I produce as part of the IELTS test may be provided to relevant authorities.
- ▶▶ I understand that if the details on this form are not completed my application may not be processed.

Disclaimer : The International English Language Testing System (IELTS) is designed to be but one of many factors used by academic institutions, government agencies, professional bodies and employers in determining whether a test taker has sufficient English skills to successfully be admitted as a student or be considered for employment. IELTS is specifically designed not to be the sole method of determining admission or employment for the test taker. IELTS is made available worldwide to all persons, regardless of age, gender, race nationality or religion but it is not recommended to persons under 16 years of age.

British Council, IELTS Australia Pty. Ltd. and Cambridge ESOL and any other party involved in creating, producing, or delivering IELTS shall not be liable for any direct, incidental, consequential, indirect, special, punitive, or similar damages arising out of access to, use of, acceptance by, or interpretation of the results by any third party, or any errors or omissions in the content thereof.

If you need any clarification / assistance, please feel free to get in touch with nearest test centre

I have read the above and have understood the same and agree with the terms and conditions laid out.

Applicant's Signature: _____

Applicant's Name: _____

Date: _____

Place: _____

Note: These rules and regulations are extracted from the Handbook, Information for candidates document and the Application form which is available at the office or can be downloaded from the website www.IELTSidpIndia.com. They have been provided as an immediate reference document. However, the candidate is advised to fully read and understand the details provided in the Hand Book, Information for candidates document and the Application form as well. In case of doubt, you may contact your centre.