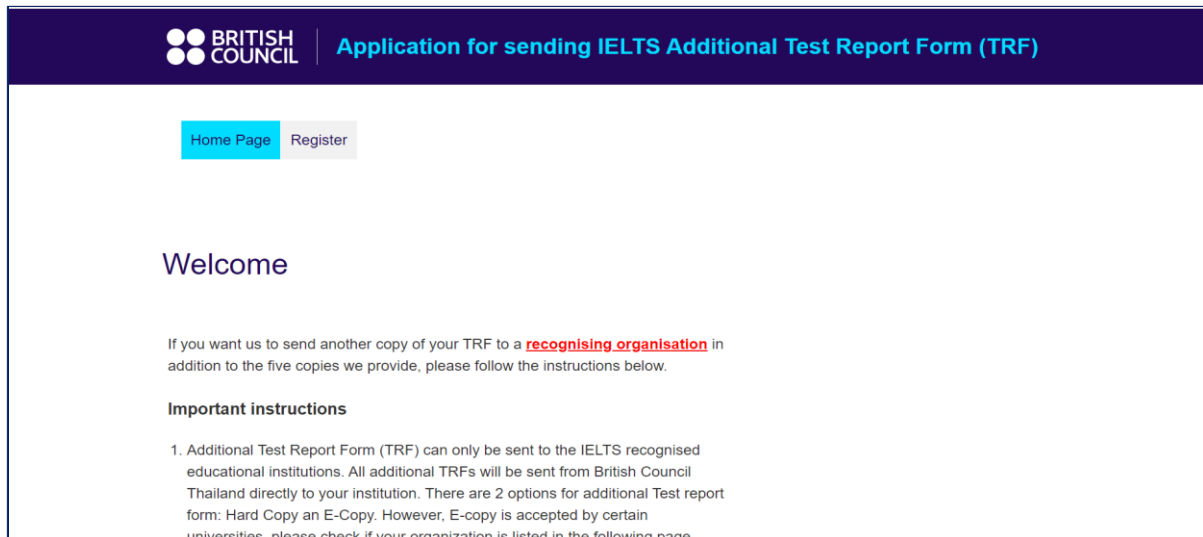


Request for Additional Test Report Form

1. Make your request via this link :
[https://www.eventsforce.net/britishcouncil/frontend/reg/thome.csp?pageID=3176600&eventID=5618&CSPCHD=000001000000IRew5AFShbg1RIRUsgf4OgHOI2III\\$6uCYYPZc](https://www.eventsforce.net/britishcouncil/frontend/reg/thome.csp?pageID=3176600&eventID=5618&CSPCHD=000001000000IRew5AFShbg1RIRUsgf4OgHOI2III$6uCYYPZc)
2. Once you click the link, you will see the page as below. Please read all the information and scroll down. You will see the “Start registration” button.



BRITISH COUNCIL | Application for sending IELTS Additional Test Report Form (TRF)

Home Page Register

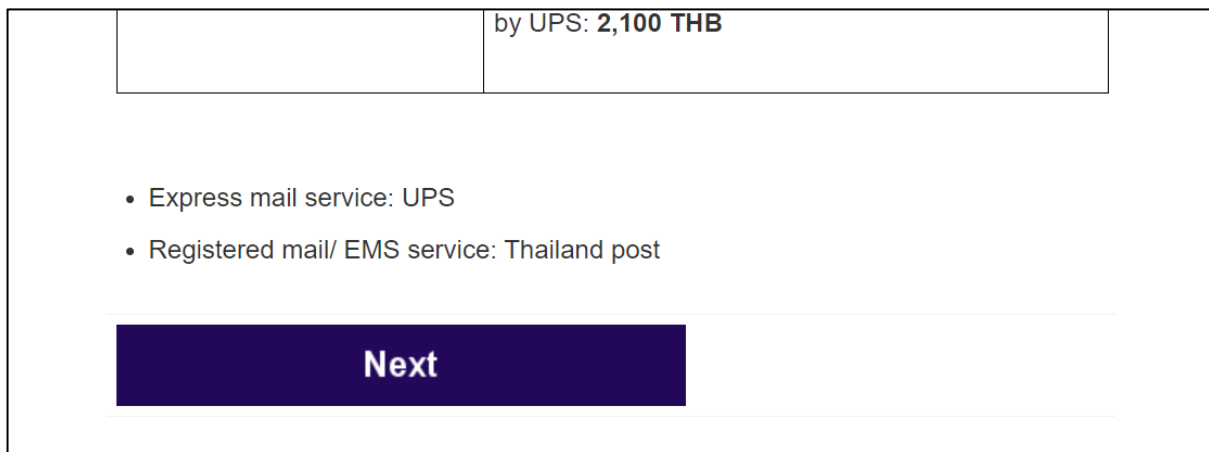
Welcome

If you want us to send another copy of your TRF to a **recognising organisation** in addition to the five copies we provide, please follow the instructions below.

Important instructions

1. Additional Test Report Form (TRF) can only be sent to the IELTS recognised educational institutions. All additional TRFs will be sent from British Council Thailand directly to your institution. There are 2 options for additional Test report form: Hard Copy an E-Copy. However, E-copy is accepted by certain universities. please check if your organization is listed in the following page.

3. Click “Next”



| | |
|--|--------------------------|
| | by UPS: 2,100 THB |
|--|--------------------------|

- Express mail service: UPS
- Registered mail/ EMS service: Thailand post

Next

4. Please note that **we only accept online payment via Visa, Master, debit card and Smart QR code**. If you don't have the card or Thai Bank account, you cannot proceed the payment.

Notes to candidates

Please note that we only accept online payment via VISA, Master, debit card and Smart QR code (**For Thai bank account only**).

If you don't have the card or a Thai bank account, please **DO NOT** start the registration.

If you confirm that you have the payment method(s) mentioned above, please click "**Proceed**" to submit your request.

Please confirm before you move on *

Yes, I have one of the cards (Visa, Master, debit card) or a Thai bank account to make online payment through credit card or Smart QR code.

No, I don't have any of the card or Thai bank account.

5. Click "**I agree to the terms and conditions**" then scroll down and click "**Proceed**"

Privacy Notice

Terms and conditions

The British Council will use the information that you are providing in connection with processing your registration. The legal basis for processing your information is agreement with our [Terms and Conditions of registration](#).

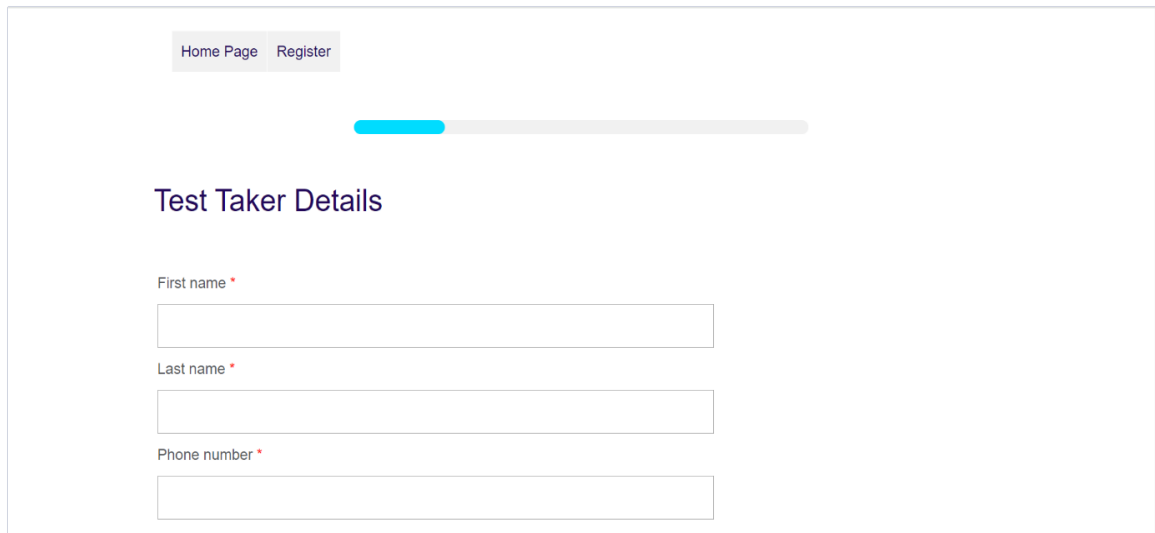
I agree to the terms and conditions *

Data protection

The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.

will keep your information for a period of 3 years from the time of collection for your registration; for marketing purposes, we will keep your information for a period of 7 years.

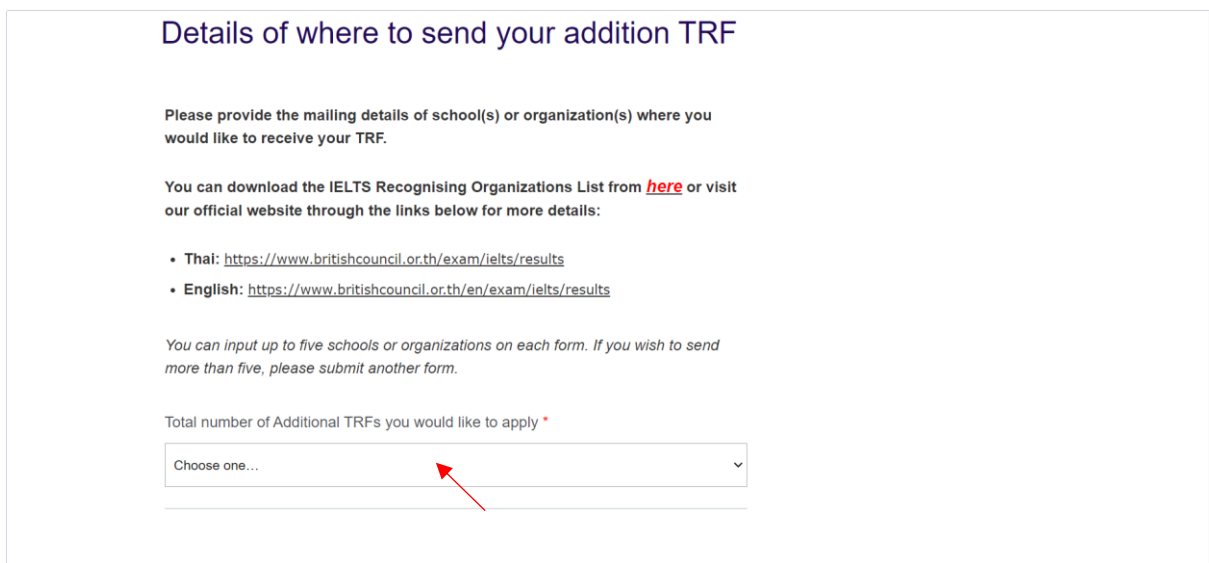
6. Fill in your information required in the designated box and click **“Proceed”** at the bottom right.



The screenshot shows a registration form titled "Test Taker Details". At the top, there are two links: "Home Page" and "Register". Below the title, there are three input fields: "First name *", "Last name *", and "Phone number *". Each field is a simple rectangular box. At the bottom of the form, the text "Email address *" is partially visible.

7. Choose **Total number of Additional TRFs you would like to apply** and click **“Proceed”** at the bottom right.

*If you choose only 1 copy of additional TRF, you can fill in the university information in this page. In case you choose more than 1 copy, please click **“Proceed”** at the below to provide the information.



The screenshot shows a form titled "Details of where to send your addition TRF". The text reads: "Please provide the mailing details of school(s) or organization(s) where you would like to receive your TRF." Below this, it says: "You can download the IELTS Recognising Organizations List from [here](#) or visit our official website through the links below for more details:" followed by two bullet points: "• Thai: <https://www.britishcouncil.or.th/exam/ielts/results>" and "• English: <https://www.britishcouncil.or.th/en/exam/ielts/results>". Below the links, it says: "You can input up to five schools or organizations on each form. If you wish to send more than five, please submit another form." At the bottom, there is a dropdown menu labeled "Total number of Additional TRFs you would like to apply *" with the text "Choose one..." and a red arrow pointing to the dropdown arrow.

8. There are 2 types of IELTS result to be sent.

: **Electronic TRF** is free of charge and the condition is that the institutions should be on the list of institutions for electronic TRF, If the institutions are not in the [IELTS Recognising Organizations List](#) candidates have to send a hard copy TRF.

First copy of additional TRF

Please select the type of TRF (1st copy) *

| |
|---|
| Paper TRF (charged for postal service) |
| Choose one... |
| Electronic TRF (free of charge) |
| Paper TRF (charged for postal service) |
| Paper TRF: Lost/Damage/One skill retake |

In order to send your electronic TRF, please check the university information in the [IELTS Recognising Organizations List](#). If it matches the location where you wish to send your score, please copy the information and university address into designated box.

: **Paper TRF** will be charged for delivery fee as per your chosen delivery service.

Faculty or Department name (1st copy) *

Organization or University name (1st copy) *

Full postal address of your organization or university (1st copy) *

Application number (if any)

Postal service (1st copy) *

Choose one... ▼

Postal services:

If the university is in Thailand, we will send the TRF by EMS (60 THB)

If the university is overseas, there are 2 types of delivery services.

- Registered mail (250 THB) it can take up to more than a month to be delivered to the university

9. Once you complete all the information and click **“Proceed”** You will see the page below.

Test Taker Details

Please read the conditions below. By ticking the boxes, you acknowledge that you understand and agree to the conditions.

* I agree about British Council processing timeline and tracking number will be provided within 5-7 business days. *

* I agree about the no refund will be provided after complete the registration and paid the service fee. *

Back Proceed

Click both **“I agree about British Council processing timeline and tracking number will be provided within 5-7 business days.”** **“I agree about the no refund will be provided after complete the registration and paid the service fee”** and click **“Proceed”**

10. Once you clicked **“Proceed”**, you will see the page below to review and recheck your request.

Registration Details

Please note:

- You should check carefully of your contact information and registration details below before you submit the registration.
- You can amend your information by click the "Edit" button.
- Your registration information cannot be changed after the submission.

Registration contact's details: Fewew Fewd

Ax-TH001-x-000000
343432432
examinations@britishcouncil.or.th

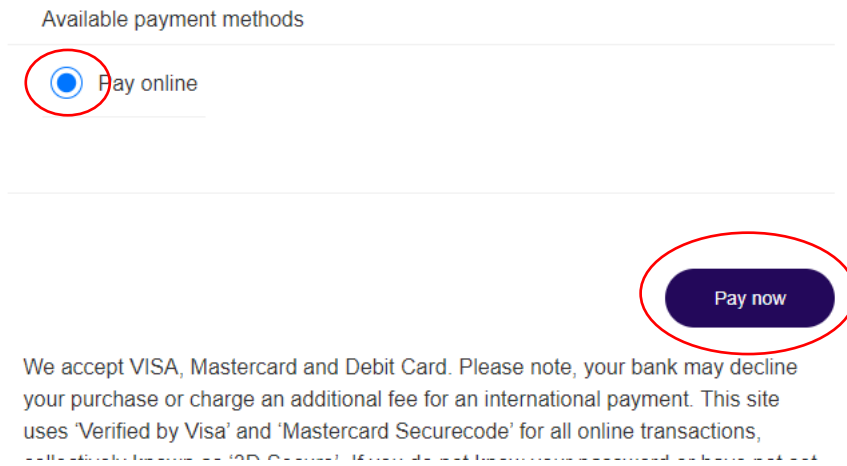
| Description | Quantity | Unit price | Total |
|--|----------|--------------|-----------|
| Event Booking: Attendee | 1 | | |
| Please select the type of TRF (1st copy): Paper TRF (charged for postal service) | 1 | | |
| Please select the type of TRF (2nd copy): Paper TRF (charged for postal service) | 1 | | |
| Please select your test type: IELTS on Computer | 1 | | |
| Postal service (1st copy): EMS (address in Thailand) | 1 | B60.00 | B60.00 |
| Postal service (2nd copy): UPS Express (international express) | 1 | B1,600.00 | B1,600.00 |
| Total number of Additional TRFs you would like to apply: 2 copies of Addition TRFs | 1 | | |
| | | Total: | B1,660.00 |
| | | Grand total: | B1,660.00 |
| | | Outstanding: | B1,660.00 |

Available payment methods

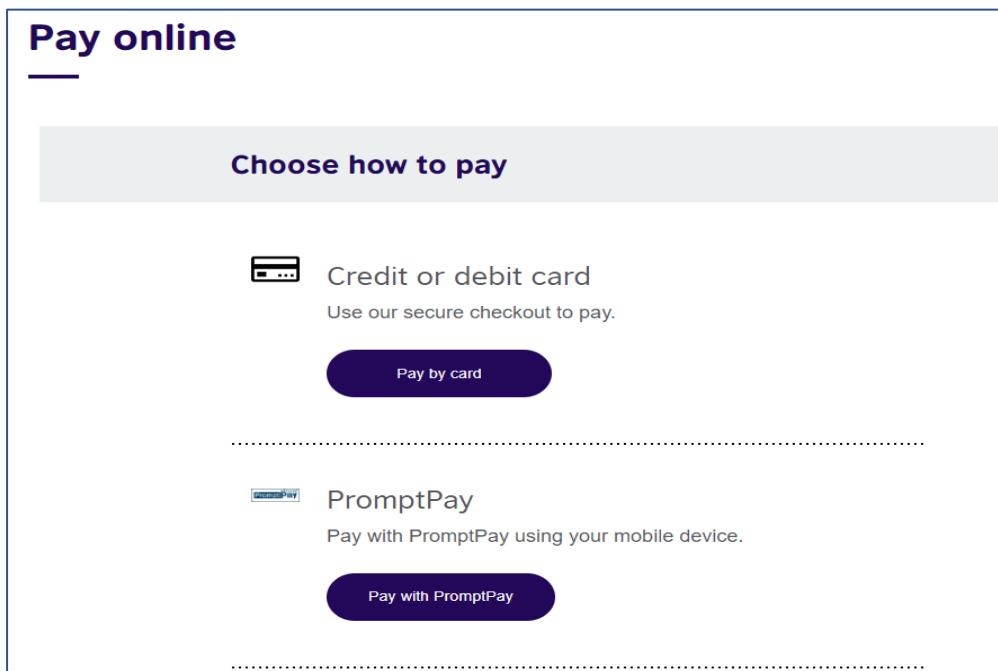
Pay online

11. If you request only **Electronic TRF**, please click **“Complete registration”** to complete your request. You will receive an email subject **“Registration confirmation for Thailand Additional Test Report Form Request”** to confirm your request accordingly.

12. If you request **Paper TRF**, please click **“Pay online”** and **“Pay now”**



13. There will be 2 payment options as per the picture below.




14. If you wish to **pay by card**, click “Pay by card” and you will see page below. Fill in your card information to make a payment for your additional TRF request and click “**Pay.....THB**”

Pay by Card

You are paying
60.00 THB

Payment options
Card payments are processed securely by **Stripe**.
Card brands available may vary from those shown.



Enter your card details

Card number

Name on card

Expiry date Security code

Your billing address
These details must match the address held by your bank or card issuer.

Street address

Town

State (optional)

Postal code

Country

Pay 60.00 THB

15. If you wish to pay with PromptPay, please provide your email in the box and click “continue” and the QR code will be shown for you to scan and make your payment.

Pay with PromptPay

You are paying
60.00 THB

Email address

Continue

Having trouble?
placeholder
To help with your enquiry, please make a note of your order number **E-
THEXA-306071-785617**.

16. Once your payment is successful, you will receive 2 emails subject “**Registration confirmation for Thailand Additional Test Report Form Request**” to confirm your request and **Card payment confirmation for Thailand additional test report form request**” to confirm your payment accordingly.

Card payment confirmation for Thailand Additional Test Report Form Request

 Eventsforce_NoReply@britishcouncil.org
To Charoenwantana, Watcharee (Thailand)

Dear Test Test 1,

Thank you for your payment of ฿30.00 for Thailand Additional Test Report Form Request.


Registration reference: TH-ATRF-56182V
Transaction reference: E-THEXA-277306-749279

If you have any enquiries, please contact examinations@britishcouncil.or.th.

Best regards,

British Council

Registration confirmation for Thailand Additional Test Report Form Request

 Eventsforce_NoReply@britishcouncil.org
To

Dear Test Test 1 Test Test 1,

This is to confirm that we received your request.

Your reference number for this request: **TH-ATRF-56182V**

Please check below for your registration details.

| | |
|--|---|
| Registration contact's name | Test Test 1 Test Test 1 |
| I agree to the terms and conditions | Yes |
| Phone number | 0123456789 |
| Email address | j |
| Test reference number (in the format of Ax-TH001-x-000000) | A3-TH001-S-123456 |
| Candidate number (six digits number) | 001234 |
| Written test date | 03/01/2024 |
| Please select your test type | IELTS on Computer |
| Test venue (IELTS on Computer) | Bangkok-Westminster International Silom |
| Total number of Additional TRFs you would like to apply | 1 copy of Addition TRF |
| Please select the type of TRF (1st copy) | Paper TRF (charged for postal service) |
| Faculty or Department name (1st copy) | test |
| University name (1st copy) | test |
| Full postal address of your university (1st copy) | test |
| Postal service (1st copy) | Testing only |

*** I agree about British Council processing**

