

# Easy Step Guide for IELTS Registration

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Please have the below before at hand so that it will be easier to register for the exam.

- Valid Passport
- A photocopy or a soft copy of the passport (You will have to upload this to the registration or hand over a copy if paying at one of our registration centers.)
- Credit/Debit Card (Visa/Master only)

## Step 01:

Go to [www.britishcouncil.lk/exam/ielts/dates-fees-locations](http://www.britishcouncil.lk/exam/ielts/dates-fees-locations) and select a location.

**\*\* Important – You can select IELTS Paper based or Computer Delivered according to your preference and the availability of dates.**

## Step 02:

Select your module (Academic or General Training) and available test date. Click **“Apply now”**

## Step 03:

You can now choose your own speaking test date and time. Please do so under the selected exam date by clicking **“Choose Speaking test”**

## Step 04:

Click **“Create an account”** if you are a new user.

If you already have an account, you can select **“I already have an account”**

**\*\* Please check page 4 – 5 for Steps to be followed if you already have an account.**


## Step 05:

Fill in your details and click “Register” at the end.

***Note:*** *If you are a minor (below 18 years of age), please note that you have to get your parents or a guardian to book the test on your behalf.*

You need to be over 18 years old to create an account. You will need your parent or guardian to book the test for you.

Before logging in you are requested to read the **'Terms and Conditions'**

☐ I agree to the account registration terms and conditions 

**Step 06:**

Now in the **"Log in"** page and enter your E-mail and password. Then click **"Log in and continue booking"**

**Step 07:**

You now have 25 mins to complete your registration.

Check the information and click **"Book test"**

**Step 08:**

This is where you need to have your Passport and copy of it ready.

Fill in the form and click **"Add ID"**

**Step 09:**

Enter your passport details and type "Department of Immigration and Emigration" for the Passport Issuing Authority.

Click **"Add additional details"**

**Step 10:**

Fill in the form and click **"Add additional details"**

**Step 11:**

Fill in the details and click **"Add receiving organization"**

### **Step 12:**

You can add up to 5 institutes or organizations where you need to send your results sheets additionally.

You may add them now or before making the payment.

Click **“Review my application”**

### **Step 13:**

Check your details and then tick “Terms & Conditions”

Click **“Payment”**

### **Step 14:**

If you wish to pay online, please click **“Pay online”**

You may also opt for **“Pay another way”** and do a bank transfer and upload the proof of payment or visit one of our registration centers to pay over the counter using cash or card.

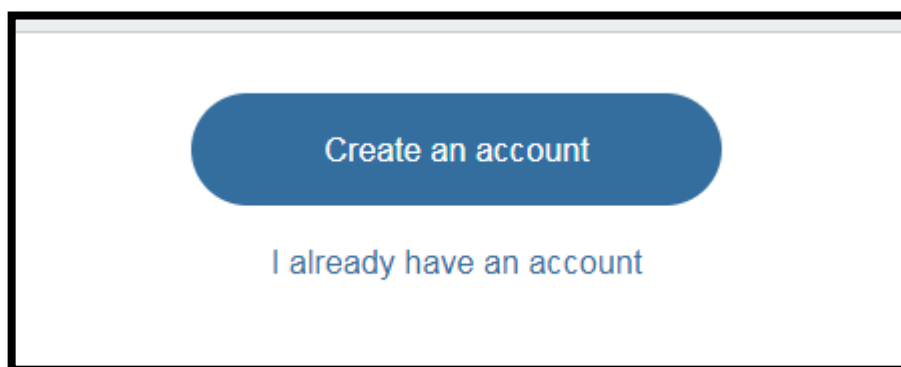
### **Step 15:**

You have now been sent an email and please use it to log in back to your account later on.

Using this, you can do the following:

- Change your password
- Register for another exam (you don't have to create another account)
- Upload payment proof or pay online if you were unable to at the time registering.
- Upload Passport copy
- Add organizations to send the results, if this was not done earlier
- Prepare for the exams with a range of IELTS resources
- Check results

## Steps to be followed when 'I already have an account'

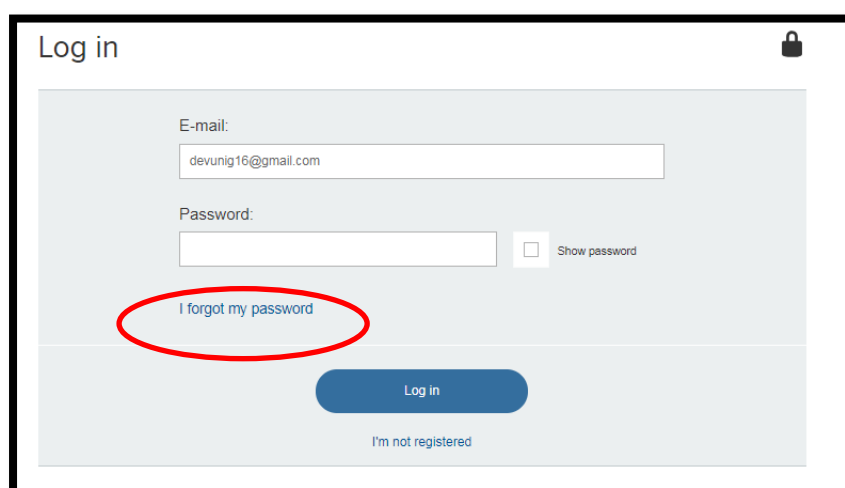


**\*\*If you have already registered for an IELTS exam previously, an account has been already created for you. You will have to do the following;**

Login with your e-mail and password, and register for the examination.

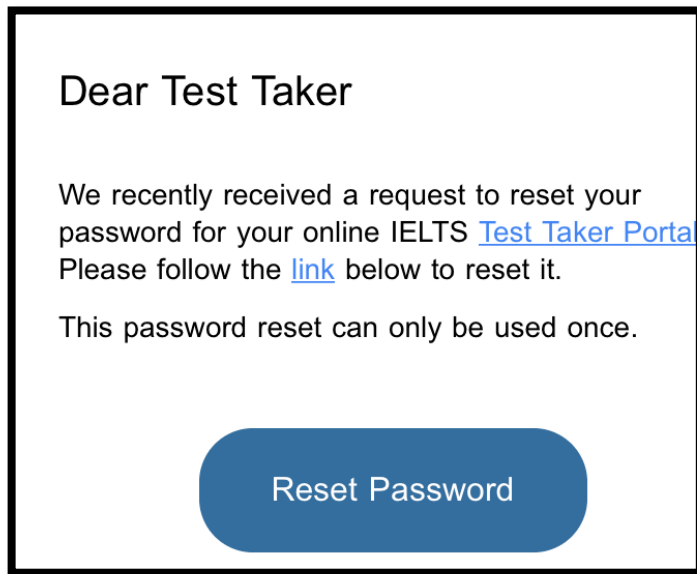
**If you have forgotten or lost your password;**

Enter your registered e-mail address and click on forgot password

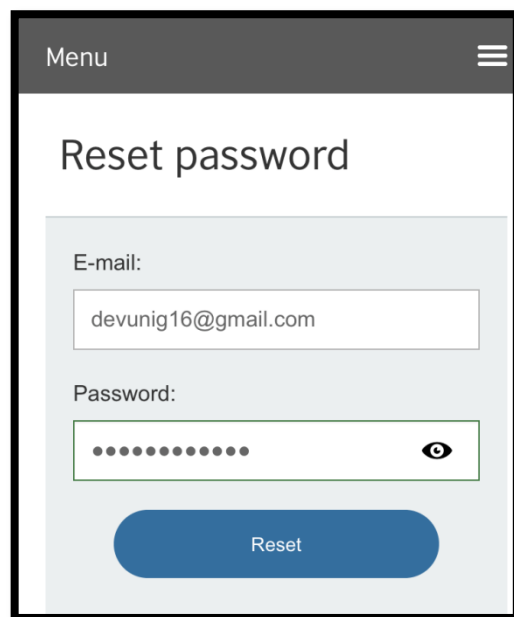


Once the forgot password button is clicked an E – mail will be sent to your E – mail address requesting you to reset your password

The e-mail sent to you will allow password reset.



Enter your e-mail address and a new password and click on reset

A screenshot of a mobile app interface for resetting a password. The app has a dark grey header with the word "Menu" and a hamburger menu icon. The main title is "Reset password". Below this, there are two input fields. The first is labeled "E-mail:" and contains the text "devunig16@gmail.com". The second is labeled "Password:" and contains a series of dots, with a toggle icon (an eye) to its right. At the bottom, there is a blue button labeled "Reset".

After the password has been reset, you will receive a message saying it has been reset successfully

Finally, log in with your new password.