

Easy Step Guide





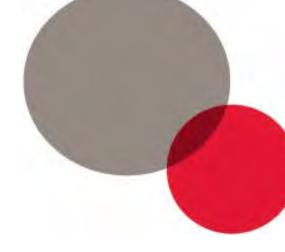


Step One

Visit https://ielts.britishcouncil.org/srilanka





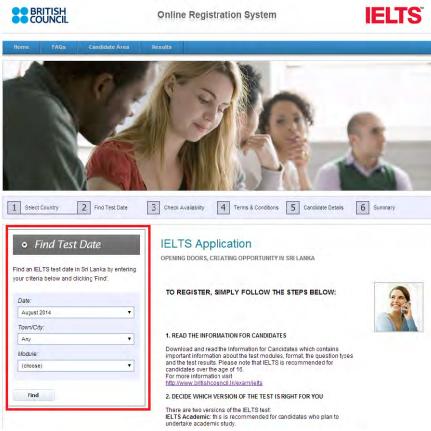




Step Two

Fill in the "Find Test Date" option highlighted below. This should include the month that you hope to take the test, the city and your preferred module.

Once completed please click on "find".

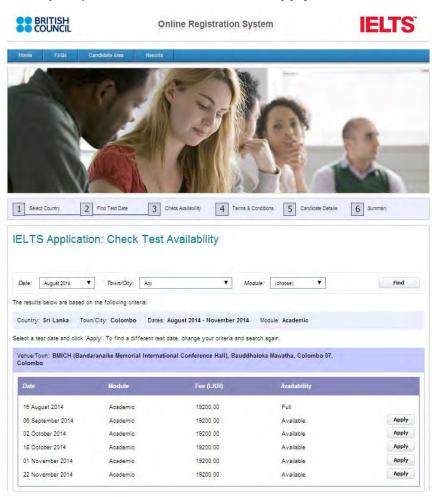




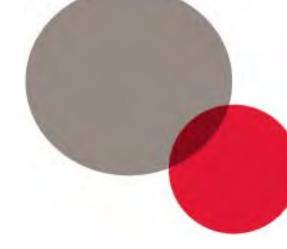


Step Three

Select your preferred test date and click 'Apply'









Step Four

Read the Terms and Conditions and tick the check box at the end of the page. Thereafter, click 'Continue'



In the above cases a refund, less 4,000 LKR administrative fee will be granted.

In any of these circumstances, you will need to submit an application for a refund to the relevant test centre no more than five working days after the Test Date and provide appropriate documentation or evidence to support your application for a refund – for example, a medical certificate from a qualified medical practitioner, a death notice or certificate or a police report, as applicable. You will be informed whether or not your application has been approved within one week after the date you submit it.

You will not be entitled to a refund if you do not submit an application for a refund as described above.

Contacting the British Council

To cancel a Test Registration, change your Test Date, make amendment to the test module, remarking, request a refund or applying for Special Consideration you must contact the British Council in writing by sending an email to info.lk@britishcounicl.org.

have read and agree to the above Terms and Conditions





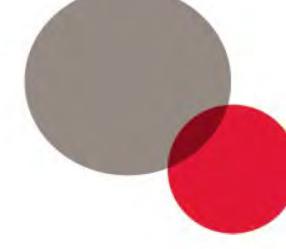


Please include your details and select "Yes" for "Send IELTS result to other institutions?"



Once you have completed this section, please select 'Continue'





IELTS



IELTS Application: Candidate Details - Other Institutions

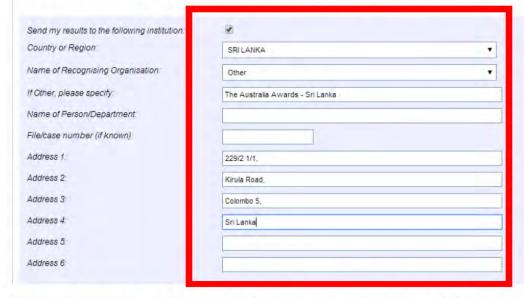
Please give details of up to 5 academic institutions/government agencies/professional bodies/employers you would like your results sent to.

Results may be sent either electronically or by post to these institutions. Please complete all details below for the centre to correctly identify Recognising

Organisations. The centre may charge a postal fee for results sent internationally or by courier. The Test Report Form will not be sent to migration or education
agents. Please note that organisations you specify below may access your results before you have received or viewed them.

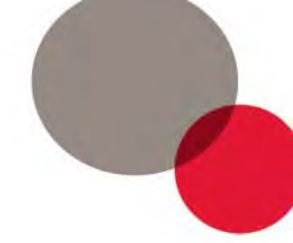
Please note that some language-specific special characters are not allowed.

- · Tick the boxes below to select an organisation to receive your results.
- · If the organisation does not appear on the drop-down list, select 'Other' to enter their contact details manually.



Please fill the information as shown above, to send a copy of your TRF to AusAid- Sri Lanka.



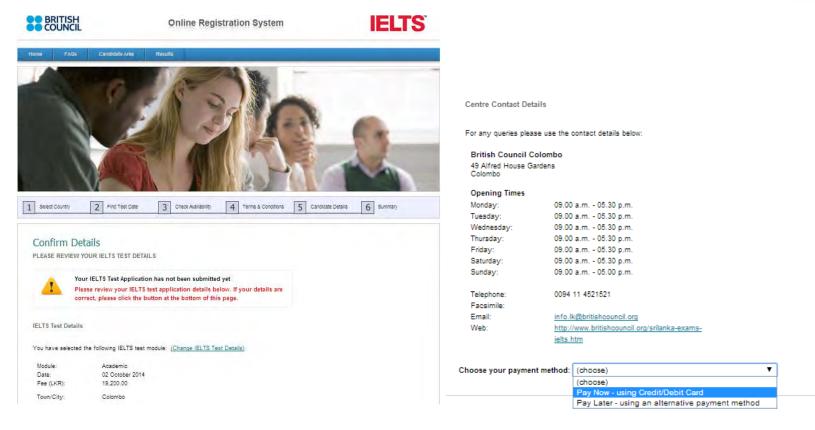




Step Six

Please verify the information that is detailed on this page. If it is accurate, please select the payment method from the drop down list.

If not, you may edit the information by selecting either 'Change IELTS Test Details' or 'Change Candidate Details'



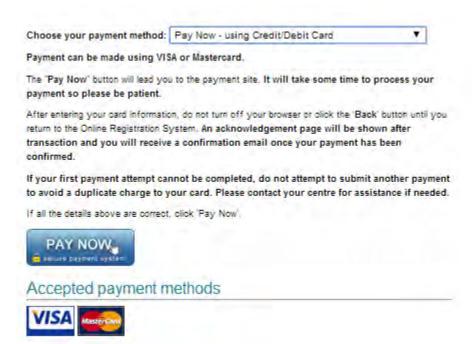




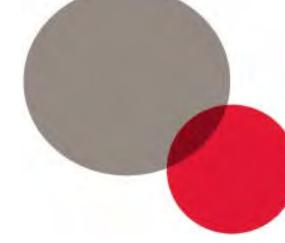
Step Seven

You have two payment options - 'Pay Now' or 'Pay Later'

a) Select - 'Pay Now' - For payment via Credit or Debit Card

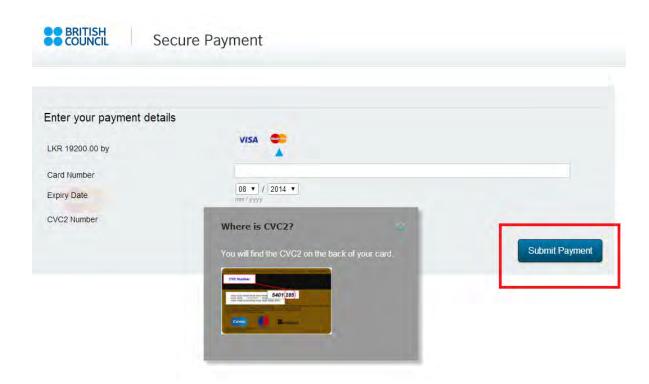








- Enter Credit/ Debit Card Details and click 'Submit Payment'
- After entering your card details DO NOT turn off your browser or click the Back button
- Once your payment is confirmed, you will see an acknowledgement page and you will also receive a confirmation e-mail.









b) Select - "Pay Later" - For alternative payment methods and click "Apply now" to complete the registration process.

Centre Contact Details

For any queries please use the contact details below:

British Council Colombo

49 Alfred House Gardens

Colombo

Opening Times

Monday: 09.00 a.m. - 05.30 p.m.
Tuesday: 09.00 a.m. - 05.30 p.m.
Wednesday: 09.00 a.m. - 05.30 p.m.
Thursday: 09.00 a.m. - 05.30 p.m.
Friday: 09.00 a.m. - 05.30 p.m.
Saturday: 09.00 a.m. - 05.30 p.m.
Sunday: 09.00 a.m. - 05.30 p.m.
Sunday: 09.00 a.m. - 05.00 p.m.

Telephone: 0094 11 4521521

Facsimile:

Email: info.lk@britishcouncil.org

Web: http://www.britishcouncil.org/srilanka-exams-

ielts.htm

Choose your payment method: Pay Later - using an alternative payment method ▼

If all the details above are correct, click 'Apply Now'.

Apply Now



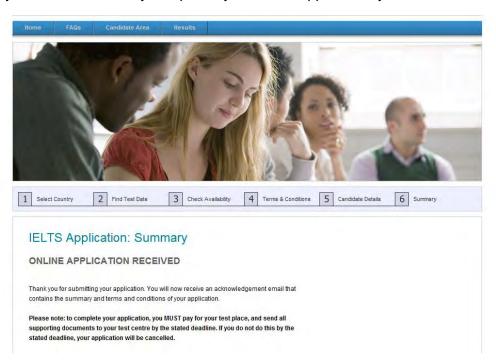


Please note that your IELTS test place is not confirmed until:

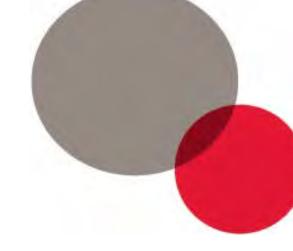
- a) Payment has been made
- b) A copy of your passport has been submitted

Step Eight

Once you have successfully completed your online application, you will receive the below confirmation:











Your registration is now complete

