

# IELTS™

## Easy Step Guide

Register online  
for IELTS



IELTS is jointly owned by the British Council, IDP: IELTS Australia and Cambridge English Language Assessment


[www.takeielts.britishcouncil.org](http://www.takeielts.britishcouncil.org)






## Step One


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



Online Registration System



[Home](#) [FAQs](#) [Candidate Area](#) [Results](#)



1 Select Country

2 Find Test Date

3 Check Availability

4 Terms & Conditions

5 Candidate Details

6 Summary

Find Test Date

Find an IELTS test date in Sri Lanka by entering your criteria below and clicking 'Find'.

Date:  
August 2014

Town/City:  
Any

Module:  
(choose)

Find

IELTS Application

OPENING DOORS, CREATING OPPORTUNITY IN SRI LANKA


TO REGISTER, SIMPLY FOLLOW THE STEPS BELOW:

1. READ THE INFORMATION FOR CANDIDATES

Download and read the Information for Candidates which contains important information about the test modules, format, the question types and the test results. Please note that IELTS is recommended for candidates over the age of 16.  
For more information visit  
<http://www.britishcouncil.lk/exam/ielts>

2. DECIDE WHICH VERSION OF THE TEST IS RIGHT FOR YOU

There are two versions of the IELTS test:  
**IELTS Academic**: this is recommended for candidates who plan to undertake academic study.



IELTS is jointly owned by the British Council, IDP, IELTS Australia and Cambridge English Language Assessment

[www.takeielts.britishcouncil.org](http://www.takeielts.britishcouncil.org)



## 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”.

 Online Registration System 

[Home](#) [FAQs](#) [Candidate Area](#) [Results](#)



1 Select Country

2 Find Test Date

3 Check Availability

4 Terms & Conditions

5 Candidate Details

6 Summary

Find Test Date

Find an IELTS test date in Sri Lanka by entering your criteria below and clicking 'Find'.

Date:  
August 2014

Town/City:  
Any

Module:  
(choose)

Find

IELTS Application

OPENING DOORS, CREATING OPPORTUNITY IN SRI LANKA


TO REGISTER, SIMPLY FOLLOW THE STEPS BELOW:

1. READ THE INFORMATION FOR CANDIDATES

Download and read the Information for Candidates which contains important information about the test modules, format, the question types and the test results. Please note that IELTS is recommended for candidates over the age of 16.  
For more information visit  
<http://www.britishcouncil.lk/exam/ielts>

2. DECIDE WHICH VERSION OF THE TEST IS RIGHT FOR YOU

There are two versions of the IELTS test:  
**IELTS Academic**: this is recommended for candidates who plan to undertake academic study.












## Step Three

Select your preferred test date and click '**Apply**'

 Online Registration System 

[Home](#) [FAQs](#) [Candidate Area](#) [Results](#)



1

 Select Country 

2

 Find Test Date 

3

 Check Availability 

4

 Terms & Conditions 

5

 Candidate Details 

6

 Summary

IELTS Application: Check Test Availability

Date: August 2014

Town/City: Any

Module: (choose)

Find

The results below are based on the following criteria:

Country: Sri Lanka Town/City: Colombo Dates: August 2014 - November 2014 Module: Academic

Select a test date and click 'Apply'. To find a different test date, change your criteria and search again.

Venue/Town: BMICH (Bandaranaike Memorial International Conference Hall), Buddhaloka Mawatha, Colombo 07, Colombo

Date	Module	Fee (LKR)	Availability	
16 August 2014	Academic	19200.00	Full	
06 September 2014	Academic	19200.00	Available	<div>Apply</div>
02 October 2014	Academic	19200.00	Available	<div>Apply</div>
18 October 2014	Academic	19200.00	Available	<div>Apply</div>
01 November 2014	Academic	19200.00	Available	<div>Apply</div>
22 November 2014	Academic	19200.00	Available	<div>Apply</div>



IELTS is jointly owned by the British Council, IDP, IELTS Australia and Cambridge English Language Assessment

[www.takeielts.britishcouncil.org](http://www.takeielts.britishcouncil.org)



## Step Four

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

The screenshot shows the IELTS Online Registration System interface. At the top, there's a header with the British Council logo, 'Online Registration System', and the IELTS logo. Below the header is a navigation bar with links: Home, FAQs, Candidates Area, and Results. The main content area displays a progress bar with six steps: 1. Select Country, 2. Find Test Date, 3. Check Availability, 4. Terms & Conditions (currently active), 5. Candidate Details, and 6. Summary. The 'Terms & Conditions' section includes a heading 'IELTS Application: Terms and Conditions', a sub-heading 'IELTS TERMS & CONDITIONS AND LEGAL NOTICES', and a 'Declaration' section. The declaration text states: 'I acknowledge that the IELTS test is jointly owned by British Council, IDP IELTS Australia and Cambridge English Language Assessment, 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:'. To the right of the declaration is an 'Information & FAQs' box with a link to 'What is IELTS?'. At the bottom of the form, there is a checkbox and the text 'have read and agree to the above Terms and Conditions'.

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

### Note:

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@britishcouncil.org](mailto:info.lk@britishcouncil.org).

☐ have read and agree to the above Terms and Conditions



IELTS is jointly owned by the British Council, IDP IELTS Australia and Cambridge English Language Assessment

[www.takeielts.britishcouncil.org](http://www.takeielts.britishcouncil.org)

# IELTS™

## Step Five

Please include your details and select “Yes” for “*Send IELTS result to other institutions?*”

 **BRITISH COUNCIL**

Online Registration System

**IELTS™**

[Home](#) | [FAQs](#) | [Candidate Area](#) | [Results](#)



1 Select Country

2 Find Test Date

3 Check Availability

4 Terms & Conditions

5 Candidate Details

6 Summary

### IELTS Application: Candidate Details

Current IELTS test selection:

Country: **Sri Lanka**   Town/City: **Colombo**   Date: **02 October 2014**   Module: **Academic**   Cost (LKR): **19200**

Complete the following information. Note: All fields marked \* are mandatory. Please note that some language-specific special characters are not allowed.

Title: \*

First (given) name(s): \*

If you would like your results sent to specific academic institutions, government agencies, professional bodies or employers, please indicate this below.

Results may be sent either electronically or by post to these institutions. 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 institutions and organisations you specify may access your results before you receive them by post. If you select 'Yes', you will be able to specify up to 5 institutions on the next screen.

Send IELTS result to other institutions?: ☒ **Yes** ☐ No

Once you have completed this section, please select ‘**Continue**’



IELTS is jointly owned by the British Council, IDP: IELTS Australia and Cambridge English Language Assessment

[www.takeielts.britishcouncil.org](http://www.takeielts.britishcouncil.org)



1

Select Country

2

Find Test Date

3

Check Availability

4

Terms & Conditions

5

Candidate Details

6

Summary

## 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.

Send my results to the following institution:

Country or Region:

☒

SRI LANKA

▼

Name of Recognising Organisation:

☐

Other

▼

If Other, please specify:

☐

The Australia Awards - Sri Lanka

Name of Person/Department:

☐

File/case number (if known):

☐

Address 1:

☐

229/2 1/1,

Address 2:

☐

Kirula Road,

Address 3:

☐

Colombo 5,

Address 4:

☐

Sri Lanka

Address 5:

☐

Address 6:

☐


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'**

 **BRITISH COUNCIL**

Online Registration System

**IELTS**

[Home](#) [FAQs](#) [Candidates Area](#) [Results](#)



1 Select Country

2 Find Test Date

3 Check Availability


4 Terms & Conditions

5 Candidate Details

6 Summary

### Confirm Details

PLEASE REVIEW YOUR IELTS TEST DETAILS

 **Your IELTS Test Application has not been submitted yet**  
Please review your IELTS test application details below. If your details are correct, please click the button at the bottom of this page.

#### IELTS Test Details

You have selected the following IELTS test module: [\(Change IELTS Test Details\)](#)

Module:	Academic
Date:	02 October 2014
Fee (LKR):	19,200.00
Town/City:	Colombo

#### 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. - 05.00 p.m.

Telephone: 0094 11 4521521

Facsimile:

Email: [info.lk@britishcouncil.org](mailto:info.lk@britishcouncil.org)

Web: <http://www.britishcouncil.org/srilanka-exams-ielts.htm>

Choose your payment method:

(choose)

(choose)

Pay Now - using Credit/Debit Card

Pay Later - using an alternative payment method







## Step Seven

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

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

Choose your payment method: Pay Now - using Credit/Debit Card ▼

Payment can be made using VISA or Mastercard.

The 'Pay Now' button will lead you to the payment site. It will take some time to process your payment so please be patient.

After entering your card information, do not turn off your browser or click the 'Back' button until you return to the Online Registration System. An acknowledgement page will be shown after transaction and you will receive a confirmation email once your payment has been confirmed.

If your first payment attempt cannot be completed, do not attempt to submit another payment to avoid a duplicate charge to your card. Please contact your centre for assistance if needed.

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



### Accepted payment methods



- 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.



Secure Payment

## Enter your payment details

LKR 19200.00 by

Card Number

Expiry Date

CVC2 Number

  
mm / yyyy

### Where is CVC2?

You will find the CVC2 on the back of your card.



Submit Payment



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. - 05.00 p.m.

Telephone:	0094 11 4521521
Facsimile:	
Email:	<a href="mailto:info.lk@britishcouncil.org">info.lk@britishcouncil.org</a>
Web:	<a href="http://www.britishcouncil.org/srilanka-exams-ielts.htm">http://www.britishcouncil.org/srilanka-exams-ielts.htm</a>

Choose your payment method:

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

Apply Now



IELTS is jointly owned by the British Council, IDP, IELTS Australia and Cambridge English Language Assessment

[www.takeielts.britishcouncil.org](http://www.takeielts.britishcouncil.org)





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:

[Home](#) [FAQs](#) [Candidate Area](#) [Results](#)

1

 Select Country 

2

 Find Test Date 

3

 Check Availability 

4

 Terms & Conditions 

5

 Candidate Details 

6

 Summary

### IELTS Application: Summary

**ONLINE APPLICATION RECEIVED**

Thank you for submitting your application. You will now receive an acknowledgement email that contains the summary and terms and conditions of your application.

**Please note: to complete your application, you MUST pay for your test place, and send all supporting documents to your test centre by the stated deadline. If you do not do this by the stated deadline, your application will be cancelled.**



IELTS is jointly owned by the British Council, IDP: IELTS Australia and Cambridge English Language Assessment

[www.takeielts.britishcouncil.org](http://www.takeielts.britishcouncil.org)



**Your registration is now complete**



IELTS is jointly owned by the British Council, IDP, IELTS Australia and Cambridge English Language Assessment

**[www.takeielts.britishcouncil.org](http://www.takeielts.britishcouncil.org)**