

## Application for Additional Test Report Form (ATRF)

Please note that ATRFs can only be sent to institutions. **The ATRF cannot be issued to test takers or any individual.**

Each Institution/ Receiving Organisation (RO), also referred to as STED (Subscribed to Electronic Download) has a preferred mode of receiving the IELTS Test Report Form (TRF). Please refer to the STED RO list carefully to check the mode in which the Institution/ RO accepts the IELTS test results.

*We recommend that you confirm the preferred mode of receiving the ATRF with the Institution/ RO before sending the ATRF application form.*

**Please Note:**

For the ATRF to be processed as hard copies and sent to receiving organisations by couriers, we require following accurate details:

\* Please provide full address of the College / Institution/ University to ensure successful delivery of the TRF, Address with only P.O.Box will be considered incomplete.

<b>Test Type</b> (Please tick as appropriate)	IELTS	CD IELTS			UKVI IELTS	CD UKVI IELTS			LIFE SKILLS
		AM1	PM1	PM2		AM1	PM1	PM2	

<b>Candidate Name</b>				<b>Candidate Number</b>			
<b>Test Date</b>		<b>Test Location</b>		<b>Registered ID/Passport Number</b>			

<b>Candidate Physical Address,</b>	_____						
	_____						
	_____						
<b>Mobile Number</b>	_____						
<b>Candidate's Email</b>	_____						

<b>1</b>					
<b>Name of Person/Dept</b>					<b>Application Type</b>
<b>Name of University/ Institution</b>					<b>Mode of sending ATRF</b> Please Tick Below
<b>Address &amp; Zip Code</b>					<input type="checkbox"/> <b>Electronic</b> <input type="checkbox"/> <b>Courier</b>
<b>Contact Number</b>			<b>For Official Use Only AWB#</b>		

I certify that the information on this form is complete and accurate to the best of my knowledge and authorise the IELTS Test Partners to forward a copy of my TRF to the department/s or institution/s listed above.

Signature: \_\_\_\_\_ Date:    /    /    (day / month / year)

CS Staff Name & Signature: \_\_\_\_\_ Date:    /    /    (day / month / year)

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<b>Name of Person/Dept</b>			<b>Application Type</b>
<b>Name of University/ Institution</b>			<b>Mode of sending ATRF</b> Please Tick Below
<b>Address &amp; Zip Code</b>			<b>Electronic</b> <input type="checkbox"/>
			<b>Courier</b> <input type="checkbox"/>
<b>Contact Number</b>		<b>For Official Use Only AWB#</b>	

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<b>Name of Person/Dept</b>			<b>Application Type</b>
<b>Name of University/ Institution</b>	Virginia Tech		<b>Mode of sending ATRF</b> Please Tick Below
<b>Address &amp; Zip Code</b>	_____		<b>Electronic</b> <input checked="" type="checkbox"/>
	_____		<b>Courier</b> <input type="checkbox"/>
<b>Contact Number</b>		<b>For Official Use Only AWB#</b>	

4

<b>Name of Person/Dept</b>			<b>Application Type</b>
<b>Name of University/ Institution</b>			<b>Mode of sending ATRF</b> Please Tick Below
<b>Address &amp; Zip Code</b>	_____		<b>Electronic</b> <input type="checkbox"/>
	_____		<b>Courier</b> <input type="checkbox"/>
<b>Contact Number</b>		<b>For Official Use Only AWB#</b>	

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<b>Name of Person/Dept</b>			<b>Application Type</b>
<b>Name of University/ Institution</b>			<b>Mode of sending ATRF</b> Please Tick Below
<b>Address &amp; Zip Code</b>	_____		<b>Electronic</b> <input type="checkbox"/>
	_____		<b>Courier</b> <input type="checkbox"/>
<b>Contact Number</b>		<b>For Official Use Only AWB#</b>	

I certify that the information on this form is complete and accurate to the best of my knowledge and authorise the IELTS Test Partners to forward a copy of my TRF to the department/s or institution/s listed above.

Signature: |

Date: / / (day / month / year)

**Step 1:** Please complete the Application for the Issue of Additional TRFs (page 1)

**Step 2:** Make the payment.

### Payment options

**Option 1: Payment at one of the British Council Offices.**

**Option 2: Direct Deposit at SABB**

Directly deposit the fee at your nearest SABB branch - <http://www.sabb.com/ar/personal/tools/branches-and-atm-locator/>

Please make sure to include your IELTS candidate number, centre name and mobile number on the deposit slip as reference for your payment at the time of deposit. Once you have paid the correct fee (see table below), please email a copy of the deposit slip as proof of payment with duly filled Application for the Issue of Additional TRFs (page 1) (quoting your IELTS Candidate Number and Centre Name in the subject line) to [ExamsRegistration@sa.britishcouncil.org](mailto:ExamsRegistration@sa.britishcouncil.org)

**Option 3: Direct Bank Transfer**

Online direct bank transfer from your account to the British Council's account. In this case you need to add the British Council as a beneficiary for your transfer.

Please make sure to enter your IELTS candidate number, Centre Name and mobile number as reference for your payment at the time of transfer. Once you have paid the correct fee (see table below), please email a copy of the transfer as proof of payment with duly filled Application for the Issue of Additional TRFs (page 1) (quoting your IELTS Candidate Number and Centre Name in the subject line) to [ExamsRegistration@sa.britishcouncil.org](mailto:ExamsRegistration@sa.britishcouncil.org)

### British Council Bank Details

Bank name	The Saudi British Bank
Branch address	Shara Dabab Branch, PO Box 17682, Riyadh 11494, Saudi Arabia
Account name	British Council
Account number	003 001 328 003
IBAN number	SA58 4500 0000 0030 0132 8003
Swift Code	SABBSARI

**Important Note:** Please note your request will be processed within 7 days from the receipt of payment confirmation and Application, to ([ExamsRegistration@sa.britishcouncil.org](mailto:ExamsRegistration@sa.britishcouncil.org)).

**Fees to be paid**

	Fee (SAR)
Electronic Results to <a href="#">receiving organisations</a>	69 per institution
Test Report Form dispatch to domestic location	69 per Institution
Test Report Form dispatch to international location	184 per institution

**Disclaimer:**

Missing or incorrect IELTS Candidate Numbers, Centre Name and mobile numbers provided at the time of deposit may result in the British Council unable to track your registration fee in which case your service will not be confirmed. The British Council will accept no responsibility for any delays or loss that occurs as a result.

For clarification or assistance, please contact our Call Centre:

Telephone	<a href="tel:920003668">920003668</a>
Email	<a href="mailto:KSAinfo@sa.britishcouncil.org">KSAinfo@sa.britishcouncil.org</a>