

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.

Test type

Candidate Name					Candidate Number			
Test Date		Test Location		Registered ID/Passport Number				

Candidate Physical Address,								
Mobile Number								
Candidate's Email								

1

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

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:

CS Staff Name & Signature:

Date:

2

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

3

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

4

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

5

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

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:

Payment options

Option 1: Payment at one of the British Council Offices (Riyadh & Al Khobar only).

Option 1 is not available in Jeddah.

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 reference 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, please email a copy of the deposit slip as proof of payment with duly filled Application for Test Report Form (page 1 & 2) (quoting your IELTS reference Number and Centre Name in the subject line) to 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 reference number, Centre Name and mobile number as reference for your payment at the time of transfer. Once you have paid the correct fee, please email a copy of the transfer as proof of payment with duly filled Application for Additional Test Report Form (page 1 & 2) (quoting your IELTS Reference Number and Centre Name in the subject line) to 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.

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	920003668
Email	KSAinfo@sa.britishcouncil.org