

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					

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Name of Person/Dept				Application Type
Name of University/ Institution				Mode of sending ATRF Please Tick Below
Address & Zip Code				<input type="checkbox"/> Electronic <input type="checkbox"/> Courier
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:

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

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

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Name of Person/Dept			Application Type
Name of University/ Institution			Mode of sending ATRF Please Tick Below
Address & Zip Code			<input type="checkbox"/> Electronic <input type="checkbox"/> Courier
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Name of Person/Dept			Application Type
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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: Pay Online (VISA/MasterCard/mada)

To pay your fee online, please click [here](#).

Once you have paid the correct fee, please email the payment reference as proof of payment with duly filled out 'ATRF' Form (quoting your IELTS reference number) to KSAinfo@sa.britishcouncil.org.

Important Note: Your request will be processed within 7 days from the receipt of your payment confirmation and application to KSAinfo@sa.britishcouncil.org.

Disclaimer:

Missing or incorrect IELTS reference numbers and contact numbers provided at the time of payment may result in the British Council being unable to track your 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