



Application for the Issue of Additional TRFs

TRFs (test report forms) for Computer-Delivered IELTS are issued and sent to candidates 7 days after examination. Additional TRFs can only be sent to official immigration departments, government institutions, and educational institutions. Additional TRFs cannot be sent to individuals/relatives/acquaintances or any private organisations/study abroad agencies/immigration agencies. IELTS rules state that only one TRF can be issued per candidate. Candidates must keep their TRFs safe. Candidates must agree to abide by the above rules when applying for additional TRFs.

1. Fill in the "Application for the Issue of Additional TRFs"

● There are 3 ways to send your additional TRFs. Please choose ONE postage option from below:

(1) Trackable post

Submitted within 30 days after the first TRF issue date AND for the first 5 additional TRFs: 1,600 yen per copy
Submitted on the 31st day onwards after the first TRF issue date OR for the sixth or more TRFs: 2,700 yen per copy

(2) Ordinary post

Submitted within 30 days after the first TRF issue date AND for the first 5 additional TRFs: Free
Submitted on the 31st day onwards after the first TRF issue date OR for the sixth or more TRFs: 1,100 yen per copy

(3) Electronic transfer

* Please attach copies of institutions official webpages to prove they accept the IELTS Electronic Transfer Service. Only the IELTS Recognising Organisations subscribed to the Electronic Transfer Service can download candidates' results.

Submitted within 30 days after the first TRF issue date AND for the first 5 additional TRFs: Free
Submitted on the 31st day onwards after the first TRF issue date OR for the sixth or more TRFs: 1,100 yen per copy

● IMPORTANT

- * Addresses written on application forms will be directly used for postage. Please make sure to provide all addresses accurately. Test Centres will not be responsible for checking those information and lost parcels due to wrong addresses.
- * In an event that TRFs are not delivered or receipt being rejected due to wrong addresses, candidates will be responsible for additional fees for TRFs to be re-sent.

2. Payment amount must be accurate and transferred to our designated bank account

- * If you use ATM for bank transfer, please state your name and test date.
- * You are responsible for all bank charges, and we require all domestic and international transfers to us to be made with the OUR instruction, and not with SHA (Shared) or BEN (Beneficiary) when arranging for a remittance. The transfer amount must be the actual total fees for our services PLUS ALL bank charges. Insufficient payment will be rejected. You will be required to re-process the payment and all additional bank charges incurred.
- * Fees paid are non-refundable for any reasons.
- * If no handling fee is required by IELTS, please send us the "Application for the Issue of Additional TRFs" form only.
- * The British Council reserves the right of rejecting/stop processing your request due to incorrect information.

For Domestic Remittance

For Overseas Remittance

Bank name: Citibank, N.A (0401)
Branch name: Yamabuki Branch (802)
Account type: CURRENT
Account number: 9036081
Account name: British Council

Bank name: Citibank, N.A
Branch name: Tokyo Branch
Branch Address: 2-3-14 Higashishinagawa Shinagawa-ku Tokyo 140-8639
Bank account number: 0160235403
Bank account name: BRITISH COUNCIL
Bank account type: Current
Swift code: CITIJPJT
BC Japan address: 1-2, Kagurazaka, Shinjuku-ku, Tokyo 162-0825

3. Send this "Application for the Issue of Additional TRFs" and the bank slip by email or by post. If you wish to use Electronic Transfer Services, please also attach proof that those institutions accept the IELTS Electronic Transfer Service.

Email: cd.ielts@britishcouncil.or.jp

Address: 〒162-0825 東京都新宿区神楽坂1-2 ブリティッシュ・カウンシル 試験部

Examinations Department, British Council, 1-2 Kagurazaka, Shinjuku-ku, Tokyo 162-0825

4. Once we have confirmed receipt of this application and accurate payment, we shall send the additional TRFs to the institutions requested.

5. If you wish to track your application status, please contact us 10 days after submitting this application.



Application for the Issue of Additional TRFs (1/2)

Given Name(s) ※		Family Name ※	
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※Name must be the same as the name on your passport

Address			
Phone Number		Email	
Passport Number		Date of Birth	
Test Type	IELTS for UKVI / CD IELTS for UKVI / CD IELTS	Test date	
Centre Number	JP090 (Tokyo) / JP099 (Osaka)	Candidate Number	

1)

<input type="checkbox"/> Trackable post <input type="checkbox"/> Ordinary post <input type="checkbox"/> Electronic Transfer	
<small>* The address written below will be pasted on the envelope</small> <small>* Please attach a copy of the official webpage</small>	
Name of organisation	
Name of department / person	
Address	
Postcode	
Country	

2)

<input type="checkbox"/> Trackable post <input type="checkbox"/> Ordinary post <input type="checkbox"/> Electronic Transfer	
<small>* The address written below will be pasted on the envelope</small> <small>* Please attach a copy of the official webpage</small>	
Name of organisation	
Name of department / person	
Address	
Postcode	
Country	

Signature: _____ Date: ____/____/____ (day/month/year)



Application for the Issue of Additional TRFs (2/2)

Given Name(s) ✖		Family Name ✖	
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3)

<input type="checkbox"/> Trackable post		<input type="checkbox"/> Ordinary post <small>* The address written below will be pasted on the envelope</small>		<input type="checkbox"/> Electronic Transfer <small>* Please attach a copy of the official webpage</small>	
Name of organisation					
Name of department / person					
Address					
Postcode					
Country					

4)

<input type="checkbox"/> Trackable post		<input type="checkbox"/> Ordinary post <small>* The address written below will be pasted on the envelope</small>		<input type="checkbox"/> Electronic Transfer <small>* Please attach a copy of the official webpage</small>	
Name of organisation					
Name of department / person					
Address					
Postcode					
Country					

5)

<input type="checkbox"/> Trackable post		<input type="checkbox"/> Ordinary post <small>* The address written below will be pasted on the envelope</small>		<input type="checkbox"/> Electronic Transfer <small>* Please attach a copy of the official webpage</small>	
Name of organisation					
Name of department / person					
Address					
Postcode					
Country					