

IELTS™ Application for the Issue of Additional TRFs (IELTS)

Additional TRFs (test report forms) 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:

Post type	First 5 additional TRFs		The sixth or more TRFs	
	Domestic	International	Domestic	International
Ordinary post	Free	1,200JPY per copy	1,200JPY per copy	1,200JPY per copy
Trackable post	1,200JPY per copy	EMS: 2,500JPY per copy DHL: 10,000JPY per copy	1,200JPY per copy	EMS: 2,500JPY per copy DHL: 10,000JPY per copy
Electronic transfer	Free	Free	1,200JPY per copy	1,200JPY per copy

*10% tax included

● 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

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

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 address: exams@britishcouncil.or.jp

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.

IELTS™ Application for the Issue of Additional TRFs (IELTS) (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 on computer	Test date	
Centre Number	JP090 (Tokyo/Kyoto)	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)

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

Given Name(s) ※	Family Name ※
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3)

<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	

4)

<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	

5)

<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	