

**IELTS TEST REPORT FORM (TRF) SERVICE REQUEST**

The fee for sending one TRF to any one receiving organisation via DHL services is **R800.00** Please pay by cash deposited into our account:

**British Council**  
**Nedbank Bank**  
**Branch code 145405**  
**Account number 1454116919**

Once the fee has been paid please fill in your details below and submit to the British Council, in order for the Examinations Services Team to send your TRF. Please take note that this service is only available for TRFs that are not older than 2 years since the date of issue or of you taking the IELTS test.

**Please complete this form and either e-mail, fax or post together with your proof of payment.**

E-mail: [ssa.enquiries@britishcouncil.org](mailto:ssa.enquiries@britishcouncil.org) OR Fax: +27 (0)11 560 9301

Post: P.O Box 655. Parklands 2121. Johannesburg, South Africa

***Please do not supply Postal addresses as DHL will not deliver any parcels to postal address.***

1. Most recent test details \_\_\_\_/\_\_\_\_/\_\_\_\_ 2. Candidate Number \_\_\_\_\_  
(Day/month/year)

3. Title \_\_\_\_ (Dr/Mr/Mrs/Miss/Ms) 4. Name \_\_\_\_\_

5. Centre Name \_\_\_\_\_

6. Address: Please provide physical address only. Ensure the correct address is given this is the address where you want us to send your results to either a college/University/Institution.

Name of Person/Department: \_\_\_\_\_

Name of College/University/Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Your contact details: We will send your TRF within 2 days of receipt of all documents i.e. TRF service request form and proof of payment. The DHL waybill number will be given to you via email, phone or sms.

5. Tel. No (W) \_\_\_\_\_ Tel No (H) \_\_\_\_\_

6. Cell number: \_\_\_\_\_ Fax No. \_\_\_\_\_

7. E-mail \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

(If you are e-mailing this form, just print your name here.)