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You may complete this form and submit your request **by email**.

By Email – Send a scan copy of this form to IELTSTRF.Exams@britishcouncil.org.hk

Candidate Name: _____ **Phone Number:** _____

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Please be aware that your additional TRF request will not be processed until payment is received. An email with a link to the payment page will be sent to you. If payment is not completed within 24-hour of receiving the payment link, your additional TRF request will not be accepted.

Please contact us at 29135100 if you have any questions regarding the payment. Please note that only Visa and Mastercard are accepted.

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Total: HK\$ _____

Candidate Name: _____ Candidate Number: _____

Date of Test: _____ Centre Number: _____

Contact E-mail: _____ Phone Number: _____

Number of additional TRF request: _____

Additional test report form request will be processed within 7 working days from date of request (Monday – Friday).

1	Name of college/university/institution	
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	Report Type	
	File/Application/Case Number (if applicable)	
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	Name of person/department	
	Address	
	Postal Code	
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	Report Type	
	File/Application/Case Number (if applicable)	
3	Name of college/university/institution	
	Name of person/department	
	Address	
	Postal Code	
	City & Country	
	Recipient Contact No.	
	Report Type	
	File/Application/Case Number (if applicable)	

****We may need supporting document from the receiving institutions to support your application**