

## 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					

1			
Name of Person/Dept			Application Type
Name of University/ Institution			Mode of sending ATRF Please Tick Below
Address & Zip Code			Electronic <input type="checkbox"/>
			Courier <input type="checkbox"/>
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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<b>Name of Person/Dept</b>			<b>Application Type</b>
<b>Name of University/ Institution</b>			<b>Mode of sending ATRF</b> Please Tick Below
<b>Address &amp; Zip Code</b>			<b>Electronic</b> <input type="checkbox"/>
			<b>Courier</b> <input type="checkbox"/>
<b>Contact Number</b>		For Official Use Only AWB#	

3

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

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

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

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Signature:

Date:

**Payment options****Option 1: Payment at one of the British Council Offices**

*Option 1 is not available until further notice (COVID-19)*

**Option 2: Direct Deposit at HSBC**

Directly deposit the fee at your nearest HSBC branch - <https://www.hsbc.com.bh/branch-finder/>

Please make sure to include your IELTS reference number, centre name and mobile number on the deposit slip as reference for your payment at the time of deposit. Once you have paid the correct fee, please email a copy of the deposit slip as proof of payment with duly filled Application for Test Report Form (page 1 & 2) (quoting your IELTS reference Number and Centre Name in the subject line) to [ExamsRegistration1@britishcouncil.org.bh](mailto:ExamsRegistration1@britishcouncil.org.bh)

**Option 3: Direct Bank Transfer**

Online direct bank transfer from your account to the British Council's account. In this case you need to add the British Council as a beneficiary for your transfer.

Please make sure to enter your IELTS reference number, Centre Name and mobile number as reference for your payment at the time of transfer. Once you have paid the correct fee, please email a copy of the transfer as proof of payment with duly filled Application for Additional Test Report Form (page 1 & 2) (quoting your IELTS Reference Number and Centre Name in the subject line) to [ExamsRegistration1@britishcouncil.org.bh](mailto:ExamsRegistration1@britishcouncil.org.bh)

**British Council Bank Details**

Bank name	HSBC Bank Middle East
Branch address	PO Box 57, Manama, Kingdom of Bahrain
Account name	British Council Bahrain
Account number	001 077080 001
IBAN number	BH74BBME00001077080001
Swift Code	BBMEBHBX

**Important Note:** Please note your request will be processed within 7 days from the receipt of payment confirmation and Application, to ([ExamsRegistration1@britishcouncil.org.bh](mailto:ExamsRegistration1@britishcouncil.org.bh)).

**Disclaimer:**

Missing or incorrect IELTS Candidate Numbers, Centre Name and mobile numbers provided at the time of deposit may result in the British Council unable to track your registration 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	973 17266166
Email	<a href="mailto:bc.enquiries@britishcouncil.org.bh">bc.enquiries@britishcouncil.org.bh</a>