

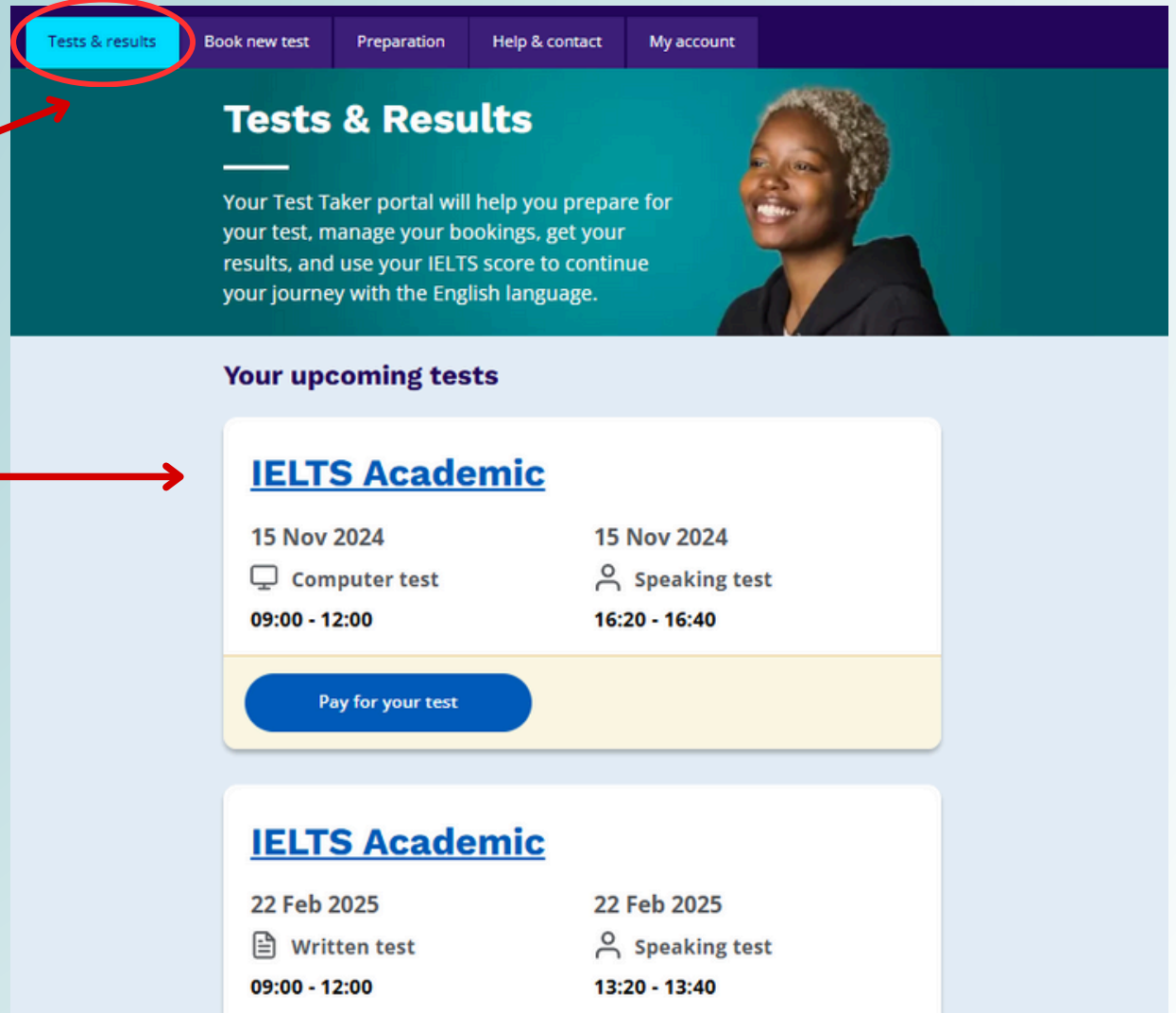
Easy Step Guide (ESG) for Additional TRFs (Regular/UKVI IELTS on Paper & Computer)

Follow below steps to send your IELTS Scores to relevant Universities / Institutions / Etc.

1 Login to your Test Taker Portal

2 Click 'Tests & Results'

3 Choose your Test



The screenshot shows the IELTS Test Taker Portal interface. The top navigation bar includes 'Tests & results' (highlighted with a red circle), 'Book new test', 'Preparation', 'Help & contact', and 'My account'. The main heading is 'Tests & Results', followed by a description: 'Your Test Taker portal will help you prepare for your test, manage your bookings, get your results, and use your IELTS score to continue your journey with the English language.' Below this is a section titled 'Your upcoming tests' containing two test cards for 'IELTS Academic'. The first card shows two tests on 15 Nov 2024: a 'Computer test' from 09:00 - 12:00 and a 'Speaking test' from 16:20 - 16:40. The second card shows two tests on 22 Feb 2025: a 'Written test' from 09:00 - 12:00 and a 'Speaking test' from 13:20 - 13:40. A 'Pay for your test' button is visible under the first card.

Test Type	Date	Time
Computer test	15 Nov 2024	09:00 - 12:00
Speaking test	15 Nov 2024	16:20 - 16:40
Written test	22 Feb 2025	09:00 - 12:00
Speaking test	22 Feb 2025	13:20 - 13:40

4

Click 'Recognising Organisations'

The screenshot shows the IELTS Academic website interface for a test on 15 November 2024. The navigation bar includes 'Tests & results', 'Book new test', 'Preparation', 'Help & contact', and 'My account'. The main content area has a header with the test date and a reference number (A3-EG001-S-12296036). Below this is a horizontal menu with five tabs: 'Date & location', 'Test Taker', 'Results', 'Recognising Organisations', and 'Payments'. The 'Recognising Organisations' tab is highlighted with a red circle and a red arrow points to it from the instruction box above. Below the menu is a large light blue box with the heading 'Sharing your results with organisations'.

5

Click 'Choose Organisation'
At the bottom of the page

This screenshot shows the 'How to choose your organisations' section. It includes the heading 'How to choose your organisations' and the text 'You can choose from two types of organisations'. Below this is a blurred screenshot of the organization selection interface. At the bottom of the page, there is a message: 'No organisations have been chosen.' and a blue button labeled 'Choose organisations'. A red arrow points from the instruction box above to this button.

6 Add the Organisation details here

You may add them before and after the test (*No later than 2 years from the Listening/Reading/Writing Test*)

eTRF - Universities / Institutions subscribed to the electronic download of scores (STEDRO) - Results will be sent electronically.

(Timeline - 5 Days)

TRF - An additional copy of your TRF will be sent via Air Mail.

(Timeline - 21 Days)

7 Finally click 'Add Organisation'

Add an organisation

[Cancel](#)

Choose a country / territory: (optional)



Select



Search by organisation name



Organisation 1

eTRF

Organisation 2

TRF

Organisation 3

TRF

Organisation 4

TRF

Organisation 5

eTRF

Name of Person / Department: (optional)

File / case number: (optional)

Would you like to choose conditional scores for this organisation?

We would only send your results to them if you get the score(s) you want.

No

Yes

Add organisation

After we process your request, relevant university / institute will be able to view your results by logging into the [IELTS Test Report Form \(TRF\) Verification Service](#).