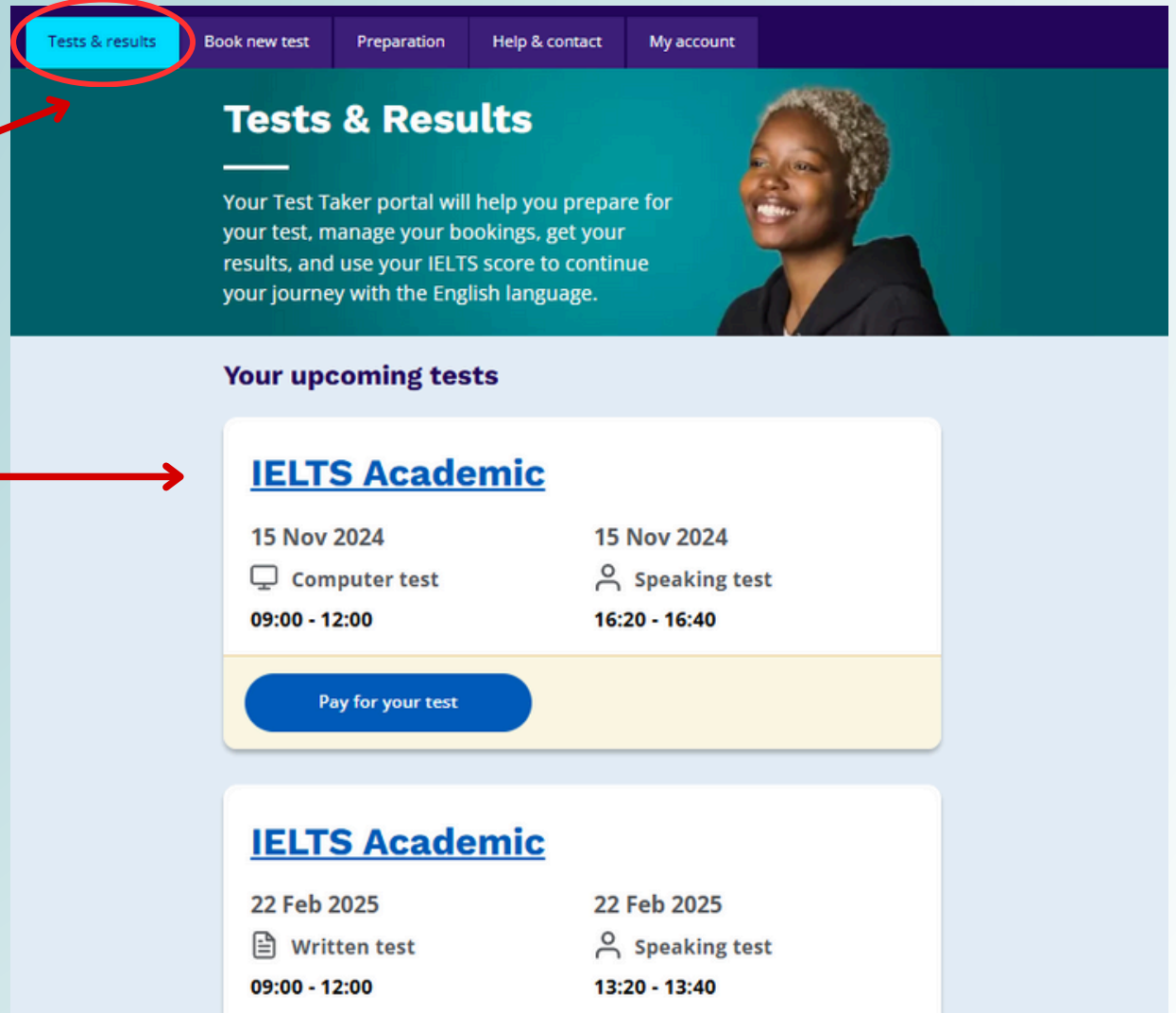# BRITISH COUNCIL

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**

Tests & results | Book new test | Preparation | Help & contact | My account

Tests & Results

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.

Your upcoming tests

IELTS Academic

15 Nov 2024 — Computer test — 09:00 - 12:00
15 Nov 2024 — Speaking test — 16:20 - 16:40

Pay for your test

IELTS Academic

22 Feb 2025 — Written test — 09:00 - 12:00
22 Feb 2025 — Speaking test — 13:20 - 13:40

4 **Click 'Recognising Organisations'**

Tests & results	Book new test	Preparation	Help & contact	My account

IELTS Academic: 15 November 2024

Reference: A3-EG001-S-12296036

TRF number: —

Date & location	Test Taker	Results	Recognising Organisations	Payments

Sharing your results with organisations

5 **Click 'Choose Organisation'**
At the bottom of the page

How to choose your organisations

You can choose from two types of organisations

No organisations have been chosen.

Choose organisations

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.**