

IELTS TRF Re-print Application Form

Candidate Name: _____ Candidate Number: _____
(BLOCK Letters)

Centre Number: _____ Test Date: _____
(DD/MM/YYYY)

ID Card / Passport No: _____ (First 4 digit only)

Contact Number: (Mobile) _____ (Home) _____

Number of additional TRF requested:

- Any number of electronic copies can be requested for up to 2 years following the test date at no extra cost
- Up to 5 paper copies can be requested for up to 2 years following the test date at no extra cost, and a reprint fee of HK\$50.00 per copy applies thereafter

Courier service:

Please tick appropriate box/es

- ☐ Not required
- ☐ Local Courier Required (HK\$100.00 per TRF) x _____ paper(s)
- ☐ International Courier Required (HK\$500.00 per TRF) x _____ paper(s)
(if the actual courier fee charged higher than HK\$500 by the service provider, test taker has to pay the difference)

Signature:

(Must be identical to the signature on the application form)

Date:

* Please be reminded that additional copies can only be sent to receiving institutions, not given to candidates.

* Only the IELTS **Recognising Organisations** registered to the e-downloads service may download a candidate's results. It is the responsibility of the candidate to check with the receiving organisations whether they accept electronic TRF copy. Candidates shall be solely responsible for the accuracy of information provided and liable for any additional delivery costs incurred as a result of non-delivery or delay in the delivery. The payment is non-refundable under any circumstances. IDP reserves the right of declining your request if incorrect information has been given.

***Test Taker of IDP HK (HK027 & HK022) agreed ATA HK to access your test record for supporting this service**

FOR OFFICE USE ONLY:

Application checked by: _____ Date: _____

Receipt number: _____

Payment Method: ☐ Online (Trace No _____)

Total fee paid: _____ No. of reprint: _____

Remark: Reprint TRF x _____ copies (HK\$ _____)
Local Courier x _____ copies (HK\$ _____)
International Courier x _____ copies (HK\$ _____)

Handled by: _____ Date: _____

Re-print date: _____ No. of reprint: _____

Re-printed by: _____

AWB no if by courier: (1) _____ (2) _____

(3) _____ (4) _____ (5) _____

Handled by: _____ Mail out date: _____

Remark: _____

It is important to provide full contact details (with contact person/department, address, city/state/region, country, postal code) of the receiving organisations. Contact number is also required if using international courier service. **Please provide supporting documents from the receiving organisations to support your application.**

1	Name of person/department		Name of college/university/institution	
	Address			
	City/State/Region		Country	Postal Code (if app.)
	Contact Number		File/Application/Case number	
	☐ Electronic Copy		☐ Paper Copy (Please tick appropriate box) ☐ Ordinary ☐ Local Courier ☐ International Courier	

2	Name of person/department		Name of college/university/institution	
	Address			
	City/State/Region		Country	Postal Code (if app.)
	Contact Number		File/Application/Case number	
	☐ Electronic Copy		☐ Paper Copy (Please tick appropriate box) ☐ Ordinary ☐ Local Courier ☐ International Courier	

3	Name of person/department		Name of college/university/institution	
	Address			
	City/State/Region		Country	Postal Code (if app.)
	Contact Number		File/Application/Case number	
	☐ Electronic Copy		☐ Paper Copy (Please tick appropriate box) ☐ Ordinary ☐ Local Courier ☐ International Courier	

4	Name of person/department		Name of college/university/institution	
	Address			
	City/State/Region		Country	Postal Code (if app.)
	Contact Number		File/Application/Case number	
	☐ Electronic Copy		☐ Paper Copy (Please tick appropriate box) ☐ Ordinary ☐ Local Courier ☐ International Courier	

5	Name of person/department		Name of college/university/institution	
	Address			
	City/State/Region		Country	Postal Code (if app.)
	Contact Number		File/Application/Case number	
	☐ Electronic Copy		☐ Paper Copy (Please tick appropriate box) ☐ Ordinary ☐ Local Courier ☐ International Courier	