

REQUEST FOR TEST DATE TRANSFER FORM

If you would like to postpone or transfer your test date, please complete the form below and give it to the British Council office which you registered IELTS.

Applications for postponement or transfer may only be made **up to 34 days before the date of the test** for which you are registered.

Candidates are only allowed to transfer their test dates ONCE.

Fees

An administrative fee of MYR180.00 (inclusive of GST) is charged for postponement or transfer. Cheques drawn in favour of the relevant British Council office should be sent with this application. Please attach the receipt for your original test date and IELTS confirmation letter for postponement.

If there is a problem with your transfer application we will contact you to arrange a suitable date. If your transfer is successful, you will receive a new confirmation letter giving you information about the arrangements for your new date.

CONTACT US:

British Council Malaysia Kuala Lumpur Centre

Ground Floor, West Block, Wisma Selangor Dredging, 142C, Jalan Ampang, 50450 Kuala Lumpur.

Tel: +603 2723 7900

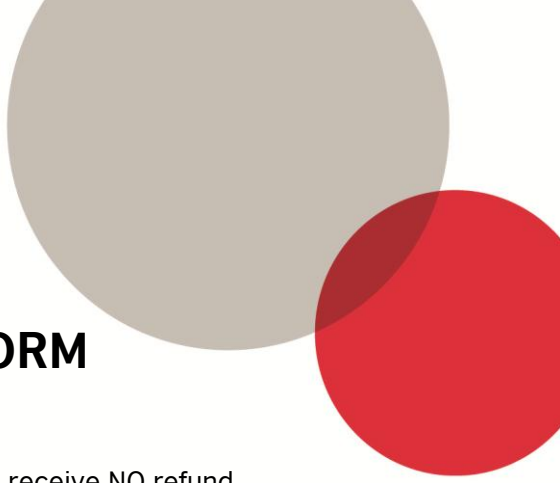
Email: kualalumpur.exams@britishcouncil.org.my

Penang Centre

Wisma Great Eastern, Suite 3A.1 & 3A.2, 25 Light Street, 10200 Penang.

Tel: +604 255 9000

Email: penang.exams@britishcouncil.org.my



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Note:

Candidates who cancel or postpone within 34-days prior to a test date will receive NO refund.

Candidates will have to pay the entire test fee again to register on a different date.

Please print clearly and give ALL information.

Name :			
Contact Number :		Email :	

Test Date Transfer

I wish to change the date of my IELTS test.

Original Test Date : / /
 DD MM YY

Original Test Module : General / Academic

*** New Test Date :** / /
 DD MM YY

New Test Module : General / Academic (* Subject to availability)

Reason for the change of test date :

**** I understand that the cost to transfer the test date is MYR180.00 (inclusive of GST).**

**** I must return the IELTS confirmation letter.**

**** I must return the official receipt.**

.....
Signature

...../...../.....
Date (dd/mm/yy)

For Office Use Only			
Received by (CRE's Name)		Date	
Processed by (Exams Staff)		Date	
Request confirmed/denied by (Exams Manager)			