

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.

Transfer of test dates are allowed ONCE ONLY.

Fees

An administrative fee of RM170.00 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

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 : +603.263.0330
Email : penang.exams@britishcouncil.org.my

KUCHING CENTRE

Chung Hua Middle School No. 1, Jalan Pending, 93450 Kuching, Sarawak.
Tel : +6082.346.044
Email : sarawak.exams@britishcouncil.org.my

KOTA KINABALU CENTRE

Ground Floor, 4 Jalan Api-Api, Off Jalan Gaya, 88000 Kota Kinabalu, Sabah.
Tel : +6088.222.059
Email : sabah.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 RM170.00.**
**** 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)			