# 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 21 days before the date of the test** for which you are registered.

## Candidates are only allowed to transfer their test dates <u>ONCE</u>.

### Fees
An administrative fee of MYR190.00 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 <u>receipt for your original test date and IELTS confirmation letter</u> 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 Golden Eagle Realty,
142C, Jalan Ampang, 50450 Kuala Lumpur.
Tel: +603 2723 7900
Email: info@britishcouncil.org.my

**Penang Centre**
Wisma Great Eastern, Suite 3A.1 & 3A.2, 25 Light Street, 10200 Penang.
Tel: +604 255 9000
Email: penang@britishcouncil.org.my
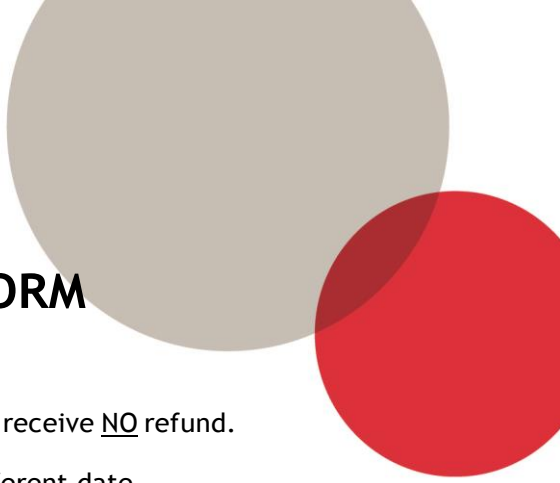
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**Note:**
Candidates who cancel or postpone within 21-days prior to a test date will receive <u>NO</u> refund.

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

**Please print clearly and provide ALL information.**

| Name : | |
|---|---|
| Contact Number : | Email : |

## Test Date Transfer

I wish to change the date of my IELTS test.

**Original Test Date :** _____ / _____ / _____   **Original Test Module :** General / Academic
　　　　　　　　　　　DD　　MM　　YY

**\* New Test Date :** _____ / _____ / _____   **New Test Module :** General / Academic *(\* Subject to availability)*
　　　　　　　　　　DD　　MM　　YY

**Reason for the change of test date:**

_____

**\*\* I understand that the cost to transfer the test date is MYR190.00.**

**\*\* 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)** | | | |