

IELTS CEPAS Management Unit (HK058) Application form for additional Test Report Form (TRF)

To apply for Additional Test Report Forms, please read the declaration below and fax this completed form to IELTS CEPAS Management Unit at 2620 0320. Courier Fee for each local location sent is HK\$50 and for each international location sent is HK\$200. Notification of Payment will be emailed to you within 7 working days upon receipt of your application. Courier services will be arranged within 7 working days upon receipt of payment, candidates will be notified on the day of delivery by email.

IELTS CEPAS Management Unit
Room 2801, 28/F, Harbour Centre, 25 Harbour Road, Wanchai, H.K.
Tel: 2620 0321 Fax: 2620 0320 Email: info@ugccepa.com

1. Candidate Number
2. Family Name: _____ Other Name (s): _____
(The name should be identical to that on your HKID Card / Passport)
3. HKID Card / Passport Number: _____ 4. Sex: F / M
5. Correspondence Address: _____

6. Mobile / Other Contact No.: _____ 7. E-mail: _____
8. University / Institution: _____ 9. Student ID No: _____
10. Exam Venue: _____ 11. Exam Date: _____
(Test results are valid for 2 years from the test date)
12. Have you applied for additional TRF(s) before? Yes (Go to Q.13) / No (Go to Q.14)
13. How many additional copies of TRF(s) did you apply for? _____
14. Please give FULL addresses of **academic institutions / universities** you would like your results to be sent to:

Please do not provide a PO Box address

Name of Person / Department: _____

Name of University / Academic Institution: _____

Address: _____

Course Applied: _____

Application Number *(if applicable)*: _____ No of Copies: _____

Office Use Only

Courier on

Local/Airway bill no.

Fee

Name of Person / Department: _____	Courier on
Name of University / Academic Institution: _____	_____
Address: _____	Local/Airway bill no.
_____	_____
Course Applied: _____	Fee
Application Number (if applicable): _____ No of Copies: _____	_____

Name of Person / Department: _____	Office Use Only Courier on
Name of University / Academic Institution: _____	_____
Address: _____	Local/Airway bill no.
_____	_____
Course Applied: _____	Fee
Application Number (if applicable): _____ No of Copies: _____	_____

15. Please give details of **government agencies / professional bodies / employers** you would like your results to be sent to. *For protection of personal information, all Test Report Forms sending under this category will be addressed to "The Human Resources Manager".*

Please do not provide a PO Box address

Name of Company / Agency / Prof. Body : _____	Office Use Only Company checked
Contact Person: _____ Job Title: _____ Tel.: _____	_____
Address: _____	Courier on
_____	_____
Post Applied: _____	Local/Airway bill no.
_____	_____
_____	Fee
_____	_____

Declaration

- I certify that the information on this form is complete, true and accurate.
- I understand that results are valid for 2 years from the test date.
- I acknowledge that IELTS CEPAS Management Unit bears no responsibility for any loss or damages of the Test Report Form during delivery.
- I understand that each IELTS candidate has five copies of Test Report Form free of administrative fee. Additional copies will be charged at HKD50 each.
- I understand I have to pay for courier fee for each TRF delivered according to the respective local and international rate.
- I understand that if the details on this form are incomplete my application will not be processed.
- Additional copies can ONLY be sent to receiving institutions, NOT given to candidates. I hereby authorize IELTS CEPAS Management Unit to send the TRF(s) to the parties stated above.

Candidate's Signature _____ Date _____

OFFICE USE ONLY	Received Date	Application / Courier Fee		TRF Quota	Remarks
		Amount	Email Notify	Payment Rec'd	
				0/1/2/3/4	

Additional Information

Courier Fee:

Local Courier Fee: HK\$50 each.

International Courier Fee: HK\$200 each.

Payment Method:

Notification of Payment which indicates the payment amount and payment method will be sent to candidate within 7 working days after receipt of the completed application for Additional Test Report Form..

Courier Service:

- To be arranged upon receipt of payment. It will take around 7-10 working days to reach the institution. Candidate will be notified on the day of delivery of TRF by email.
- Please provide us full address with **the exact room number, name of the building, name of the department and university, postal code and country** which the University office located. IELTS CEPAS Management Unit will not responsible for any delay or lost during delivery due to incomplete address.