

追加成績証明書発行申請の流れ

2023/12/12以降のご受験の場合

ご自身のアカウントから申請

①ご予約後またはご受験後にアカウント
(Test Taker Portal)にログイン

②Tests&resultsタブより
該当のご予約を選択

③View this bookingをクリック

The screenshot shows the IELTS Test Taker Portal interface. At the top, there is a navigation bar with the British Council IELTS logo and a menu with options: 'Tests & results', 'Book new test', 'Preparation', 'Help & contact', and 'My account'. The 'Tests & results' tab is highlighted with a red box and a circled '2'. Below the navigation bar, the main content area is titled 'Tests & Results' and includes a description: 'Your Test Taker portal will help you prepare for your test, manage your bookings, get your results, and use your IELTS score to continue your journey with the English language.' Below this, there is a section for 'Your upcoming tests' which lists two test bookings for 8 Mar 2024: a Computer test at 10:00 - 12:45 and a Speaking test at 14:40 - 15:00. The 'View this booking' button for the Computer test is highlighted with a red box and a circled '3'.

Your upcoming tests	
IELTS Academic	
8 Mar 2024	8 Mar 2024
Computer test	Speaking test
10:00 - 12:45	14:40 - 15:00
View this booking	Prepare for this test >

④Recognising Organisation
タブをクリック

⑤Choose Organisationをクリック

The screenshot shows the IELTS Academic website interface. At the top, there is a navigation bar with the British Council IELTS logo and links for 'Tests & results', 'Book new test', 'Preparation', 'Help & contact', and 'My account'. Below this, the page title is 'IELTS Academic: 8 March 2024' for Natsuko Kobayashi at Berkeley House IELTS Official Test Centre. A reference number '33-JPZZ3-5-10967142' and 'TRF number: -' are also visible. The main navigation tabs are 'Date & location', 'Test Taker', 'Results', 'Recognising Organisations', and 'Payments'. The 'Recognising Organisations' tab is highlighted with a red box and a circled '4'. Below the tabs, there is a 'Please note' section, a 'Sharing your results with organisations' section with a list of eligible institutions (academic institutions, government agencies, professional bodies, employers), and a 'How to choose your organisations' section. At the bottom, there is a 'Choose organisations' button highlighted with a red box and a circled '5'.

English * Hello [Name] Log out

BRITISH COUNCIL IELTS

Tests & results Book new test Preparation Help & contact My account

IELTS Academic: 8 March 2024
Natsuko Kobayashi
Berkeley House IELTS Official Test Centre

Reference: 33-JPZZ3-5-10967142
TRF number: -

Date & location Test Taker Results **Recognising Organisations** Payments

Please note:
Test takers will receive one copy of their Test Report Form and can request up to 10 Test Report Forms free of charge to send directly to Recognising Organisations (courier charges may apply). Replacements cannot be issued.

Sharing your results with organisations

We can send your results to organisations on your behalf. These can include:

- academic institutions
- government agencies
- professional bodies
- employers

Applications are open until 8 March 2026.

How to choose your organisations

You can choose from two types of organisations

- e-Results:** Organisations that accept your e-Results directly from us. You can choose as many of these as you like.
- TRF:** Organisations that we send your Test Report Form (TRF) to on your behalf. You can only choose up to 10 of these.

No organisations have been chosen.

Choose organisations

⑥ご希望の結果送付先機関の国を選択

⑦機関名を入力し、選択

- ・e-Results:結果の電子送付→申請完了後、自動送信
- ・TRF:紙の成績証明書送付→郵送料料についてなどをテストセンターよりご連絡

⑧試験前の申請の場合は、スコア 条件指定が可能 (指定の場合は、Yesを選択し、詳細を選択)

⑨Add organisaionをクリック →申請完了

Add an organisation [Cancel](#)

You can have your e-Results sent to as many organisations as you like, but you can only choose up to 10 TRF organisations.

Choose a country / territory: (optional)

⑥

⑦

University of Cardiff - International Division	TRF
University of Cambridge - Cambridge Admissions Office	e-Results
University of Cambridge - Graduate Admissions Office	e-Results
University of Cambridge - Board of Graduate Studies	e-Results
University of Cambridge - Centre of International Studies	e-Results
University of Cambridge - Judge Instst of MGT	e-Results
University of Cambridge - Judge Business School Executive Education	e-Results

We would only send your results to them if you get the score(s) you want.

⑧ No
 Yes

⑨

2校以上の申請がある場合

①登録済の機関の情報の下の
Add another organisationsを選択

②1校目と同じように機関を登録し申請

③複数校の場合は上記を繰り返す

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Here are the organisations you chose which will receive your e-Results automatically:

We will send these organisations your e-Results for you. You don't need to do anything. You can choose as many of these as you like.

① **University of Cambridge - Cambridge Admissions Office** [Change](#)

Student Services Centre, New Museums Site
Cambridgeshire, CB2 1TN, Cambridge
United Kingdom

.....
You did not set any conditional scores for this organisation.

+ Add another organisation

ご希望の送付先機関が無い場合

ご希望の送付先がシステム上に登録されていない場合、送付先が見つからず、ご自身のアカウントから送付申請ができないことがあります。

その場合、お手数ですが、テストセンターまでご連絡くださいませ。郵送での送付についてご案内いたします。

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