



Application for the Issue of Additional TRFs

TRFs (Test Report Forms) for Computer-Delivered IELTS are issued and sent to candidates 3 to 5 days after examination.

Additional TRFs can only be sent to official immigration departments, government institutions, and educational institutions. Additional TRFs cannot be sent to individuals/relatives/acquaintances or any private organisations/study abroad agencies/immigration agencies. IELTS rules state that only one TRF can be issued per candidate. Candidates must keep their TRFs safe. Candidates must agree to abide by the above rules when applying for additional TRFs.

1. Fill in the "Application for the Issue of Additional TRFs"

● There are 2 ways to send your additional TRFs:

(1) Trackable post

Domestic postal charges / 書留郵便 : **1,100 yen (tax included)** per copy

International postal charges / Express Mail Service (EMS): **3,500 yen (tax included)** per copy

(2) Electronic transfer: Free of Charge

Only the IELTS Recognising Organisations subscribed to the Electronic Transfer Service can download candidates' results.

● IMPORTANT

* Addresses written on application forms will be directly used for postage. Please make sure to provide all addresses accurately. Test Centres will not be responsible for checking those information and lost parcels due to wrong addresses.

* In an event that TRFs are not delivered or receipt being rejected due to wrong addresses, **candidates will be responsible for additional fees for TRFs to be re-sent.**

2. Send this "Application for the Issue of Additional TRFs" by email or by post.

Email: ielts.testcentre@berkeleyhouse.co.jp

Address:

〒162-0844 東京都新宿区市谷八幡町2-1 DS市ヶ谷ビル 7F

DS Ichigaya Building 7F, 2-1 Ichigaya Hachimancho, Shinjuku-ku, Tokyo 162-0844, Japan

● Once we receive your Application Form and if the organisations you have put on the form do not subscribe to the Electronic Transfer Service, we will ask you to pay postal fees.

● If no mailing cost is required by IELTS, please send us the "Application for the Issue of Additional TRFs" form only.

3. Payment amount must be accurate and transferred to our designated bank account

* If you use ATM for bank transfer, please state your name and date.

* You are responsible for all bank charges, and we require all domestic and international transfers to us to be made with the OUR instruction, and not with SHA (Shared) or BEN (Beneficiary) when arranging for a remittance. The transfer amount must be the actual total fees for our services PLUS ALL bank charges. Insufficient payment will be rejected. You will be required to re-process the payment and all additional bank charges incurred.

* Fees paid are non-refundable for any reasons.

* The British Council reserves the right of rejecting/stop processing your request due to incorrect information.

For Remittance

Bank name: 興産信用金庫 / Kosan Shinyo Kinko (1305)

Branch name: 市ヶ谷支店 / Ichigaya Branch (038)

Account type: 普通預金 / ORDINARY

Account number: 0153643

Account name: 株式会社バークレーハウス / Berkeley House K.K.

4. Once we have confirmed receipt of this application and accurate payment, we shall send the additional TRFs to the institutions requested.

5. If you wish to track your application status, please contact us 10 days after submitting this application.



Application for the Issue of Additional TRFs (1/2)

Given Name(s) ※		Family Name ※	
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※Name must be the same as the name on your passport

Address			
Phone Number		Email	
Passport Number		Date of Birth	
Test Type	IELTS on Computer	Test date	
Centre Number	JP223	Candidate Number	

1)

Name of organisation	
Name of department / person	
Address	
Postcode	
Country	

2)

Name of organisation	
Name of department / person	
Address	
Postcode	
Country	

Signature: _____ Date: / / (day/month/year)

※Signature must be hand-written



Application for the Issue of Additional TRFs (2/2)

Given Name(s) ※		Family Name ※	
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3)

Name of organisation	
Name of department / person	
Address	
Postcode	
Country	

4)

Name of organisation	
Name of department / person	
Address	
Postcode	
Country	

5)

Name of organisation	
Name of department / person	
Address	
Postcode	
Country	

Signature: _____ Date: ____/____/____ (day/month/year)

※Signature must be hand-written