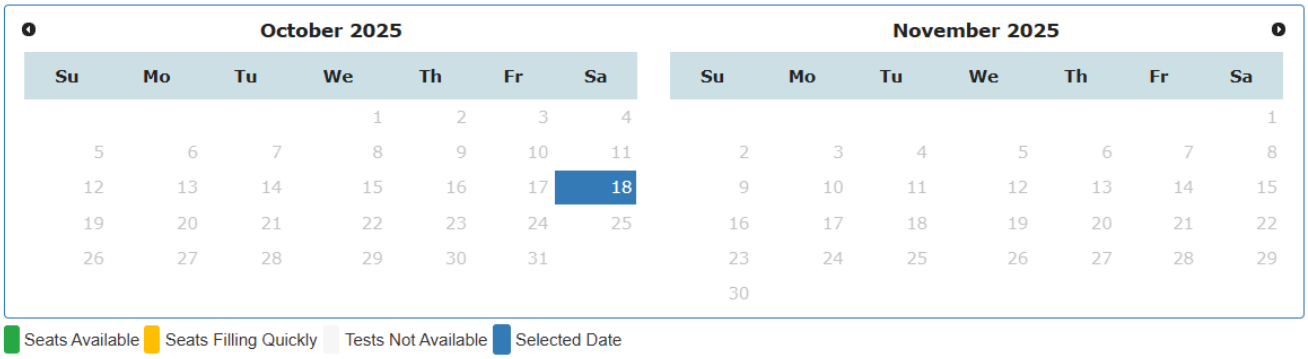
Step 1

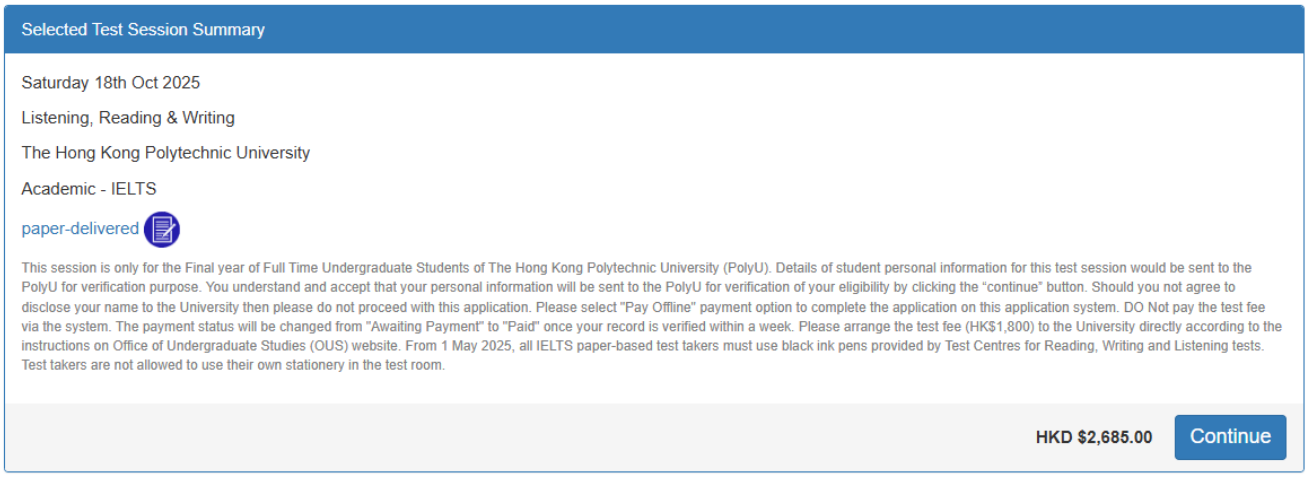
Online registration procedures – IELTS test

Step 1

- Click below link to go to specific test session – Refer to last page about test sessions
  (Registration Deadline: 2 weeks before the test date)

- The link will bring you to the session and proceed the registration step by step according to the instructions
- Please take note that the speaking test will be scheduled on the same day of written tests (Listening, Reading and Writing)
- Click “Continue” if you ensure to proceed to book the test





- Click “Seats Available” and continue

Step 2

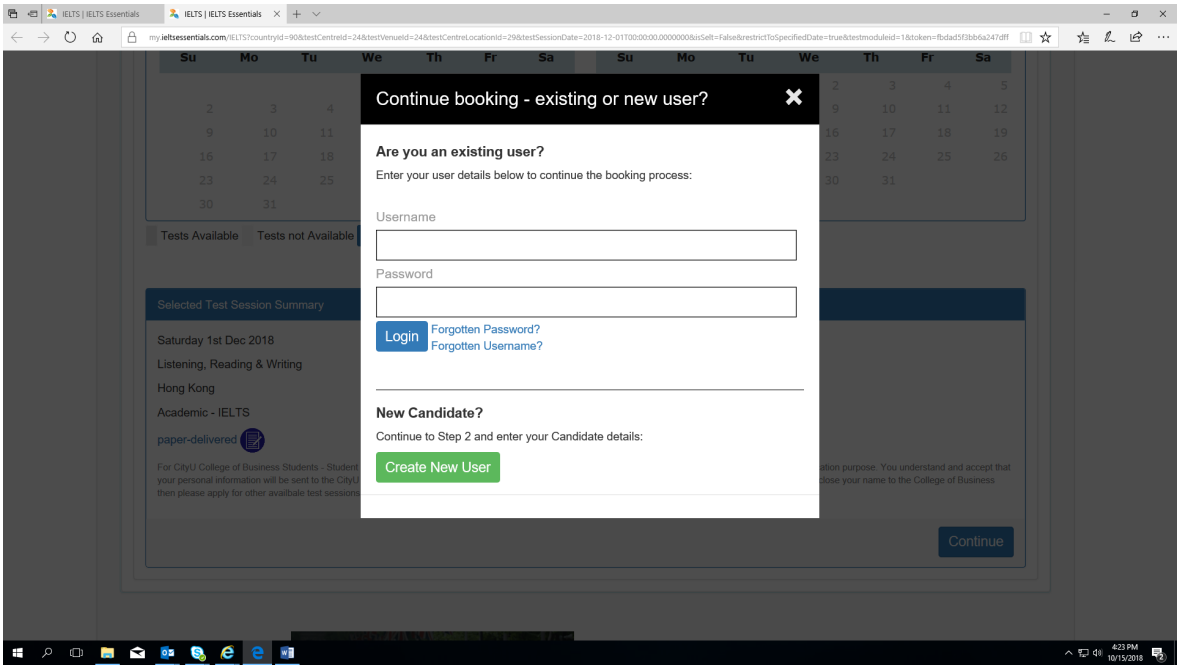
At this point if you wish to go ahead with the booking you can either:

- Select "**Login**" to use your existing account details if you already have them

OR

- "**Create New User**" to register for a new account and then finalise the booking.

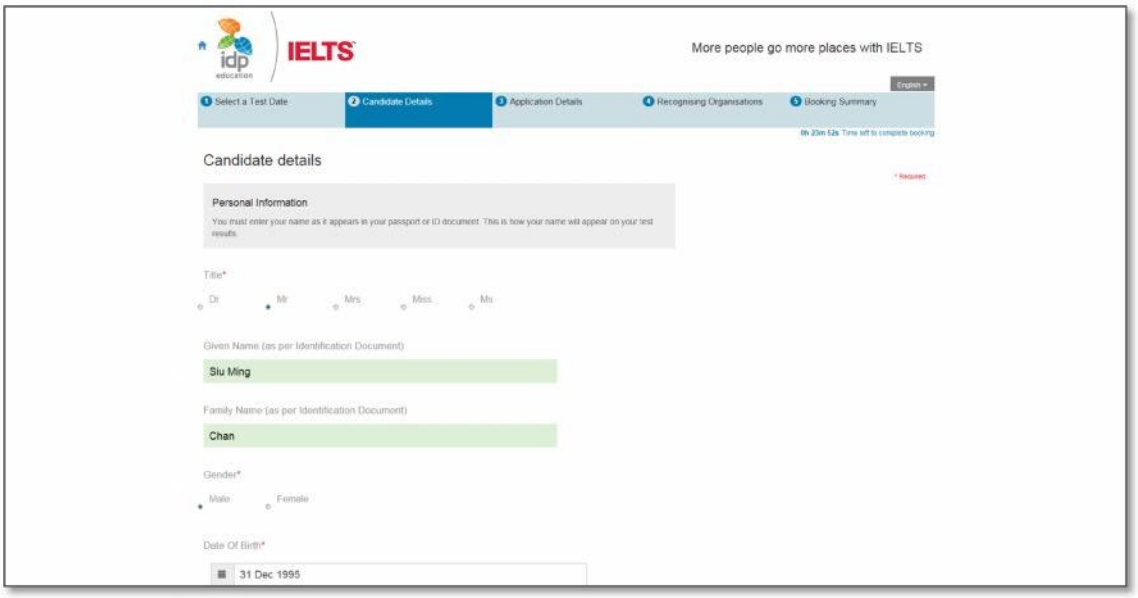
In this example I am a new user so I will just select "**Create New User**"

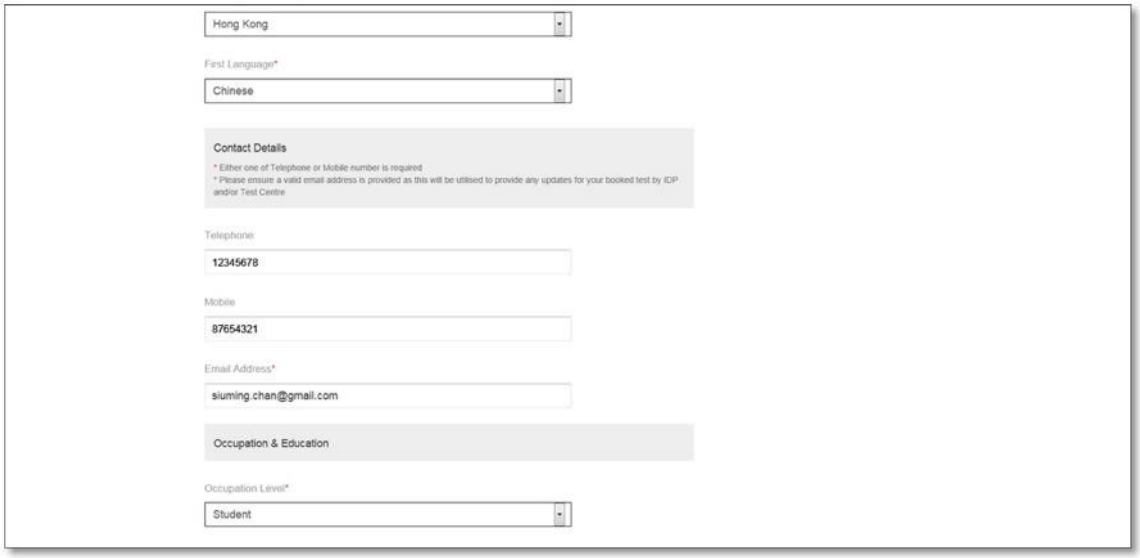


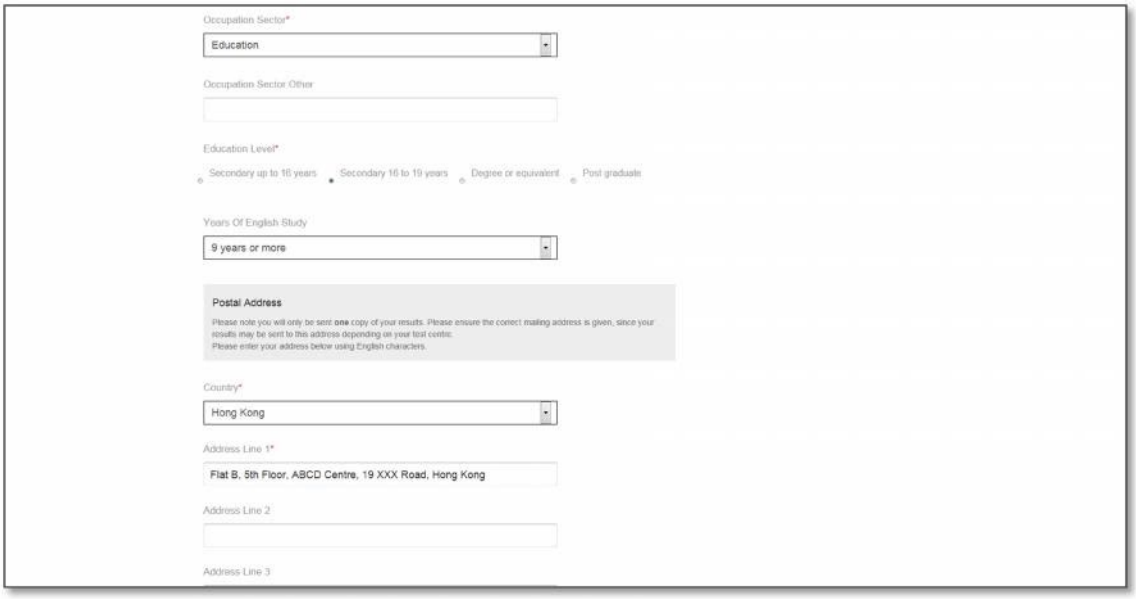
Step 3

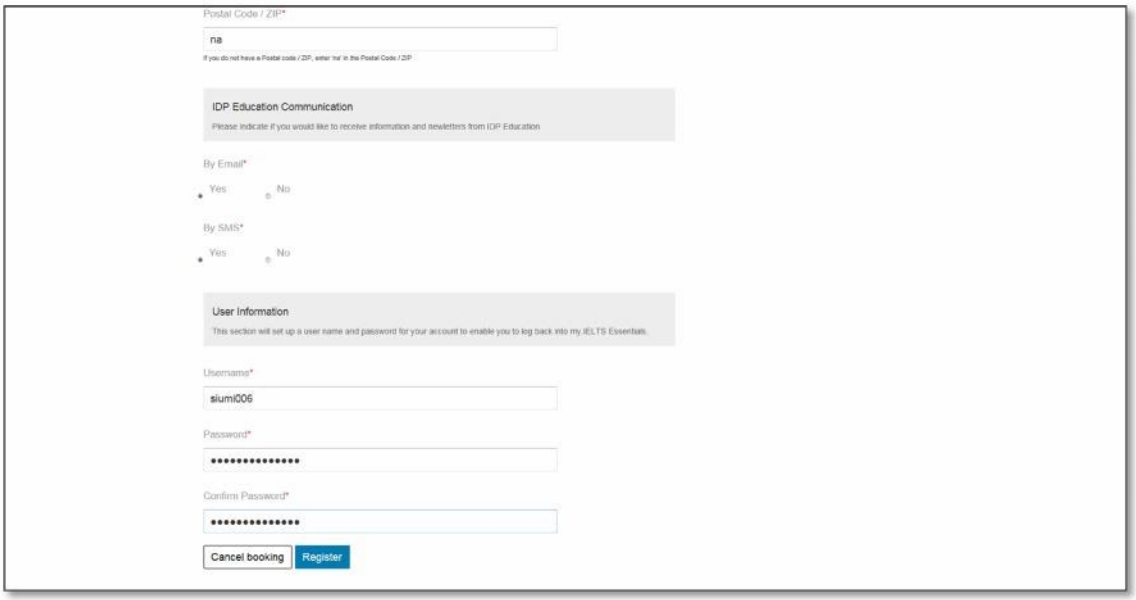
Fill in all the required fields and select “**Register**”

Note: If you log in as an **Existing User** all your details will be shown. You can edit them to make sure they are up to date and correct. Once you are happy with all the details select “**Continue**” to go to the next step.



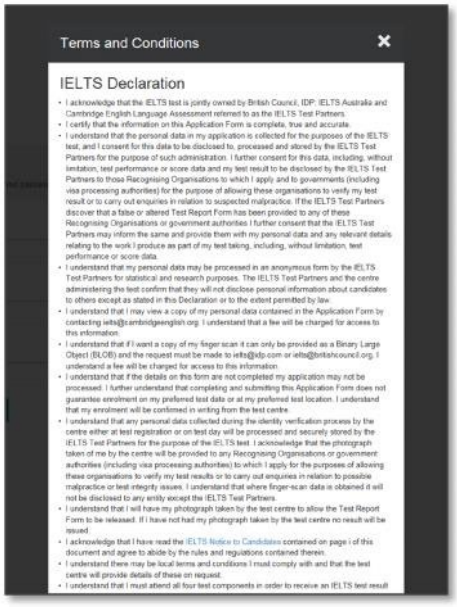


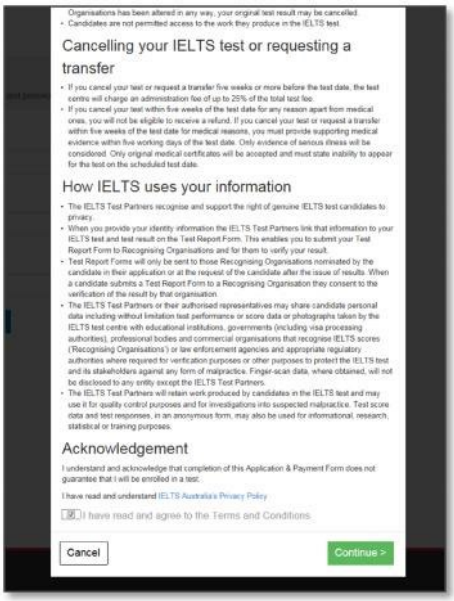

Occupation Sector*
Education
Occupation Sector Other
Education Level*
Secondary up to 16 years
Secondary 16 to 19 years
Degree or equivalent
Post graduate
Years Of English Study
9 years or more
Postal Address
Please note you will only be sent one copy of your results. Please ensure the correct mailing address is given, since your results may be sent to this address depending on your test centre.
Please enter your address below using English characters.
Country*
Hong Kong
Address Line 1*
Flat B, 5th Floor, ABCD Centre, 19 XXX Road, Hong Kong
Address Line 2
Address Line 3


Postal Code / ZIP*
na
If you do not have a Postal code / ZIP, enter 'na' in the Postal Code / ZIP
IDP Education Communication
Please indicate if you would like to receive information and newsletters from IDP Education
By Email*
Yes
No
By SMS*
Yes
No
User Information
This section will set up a user name and password for your account to enable you to log back into my IELTS Essentials.
Username*
siumil006
Password*
Confirm Password*
Cancel booking
Register

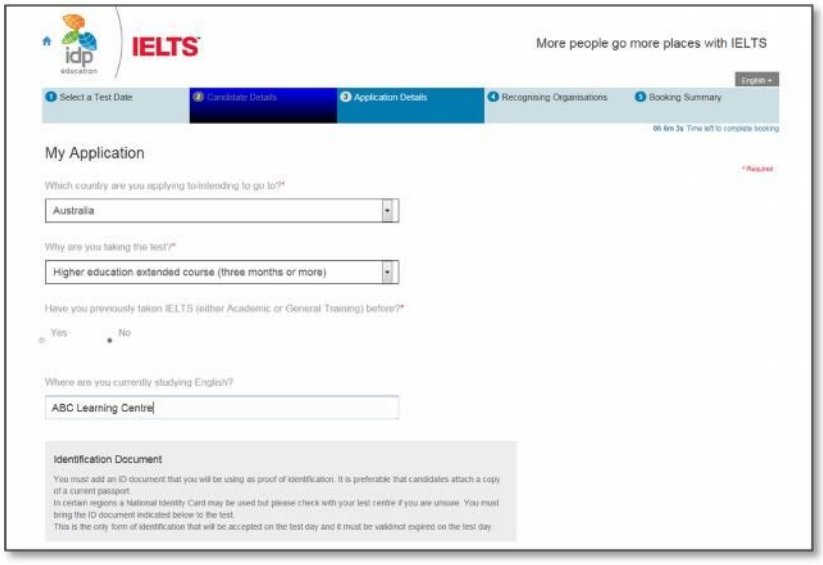
Read the Terms and Conditions, then check the box of "**I have read and agree to the Terms and Conditions**" to accept.

- Click "**Continue**", the pop up screen will be closed
- Click "**Continue**" again to proceed





Fill in the Application Form



To add the identification number:

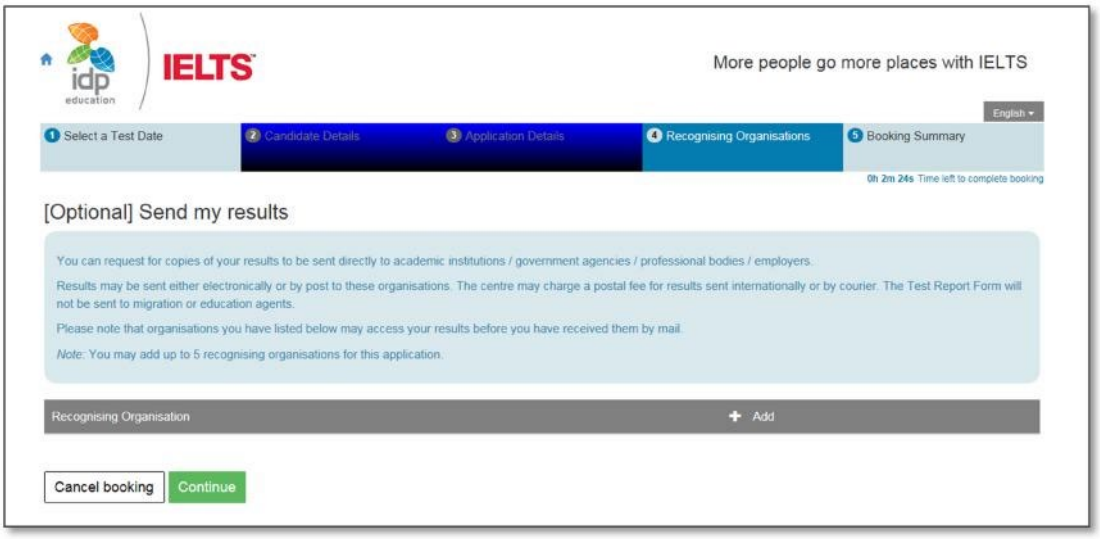
- enter your Hong Kong ID or Passport Number
- enter Expiry Date (If applicable)
- Scan the identification document (HKID card or Passport) into your Computer

Click “Browse” to locate the saved image of the document
Then Click “Upload Document”

Step 10

If you would like to send your IELTS results to the recognising organisation:
Click “Add”

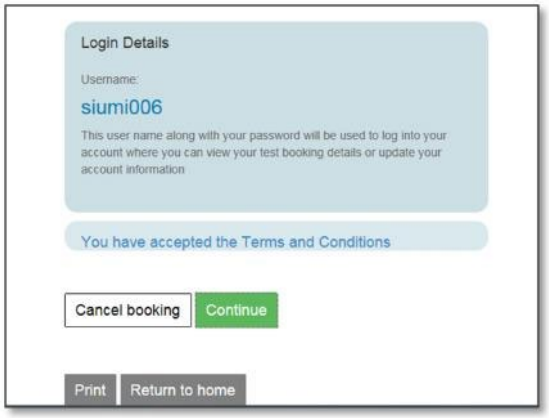
- select organisation from the drop-down list
- enter the name of the contact person, if required
- enter a case/file number, if appropriate
- click “**Save**” button



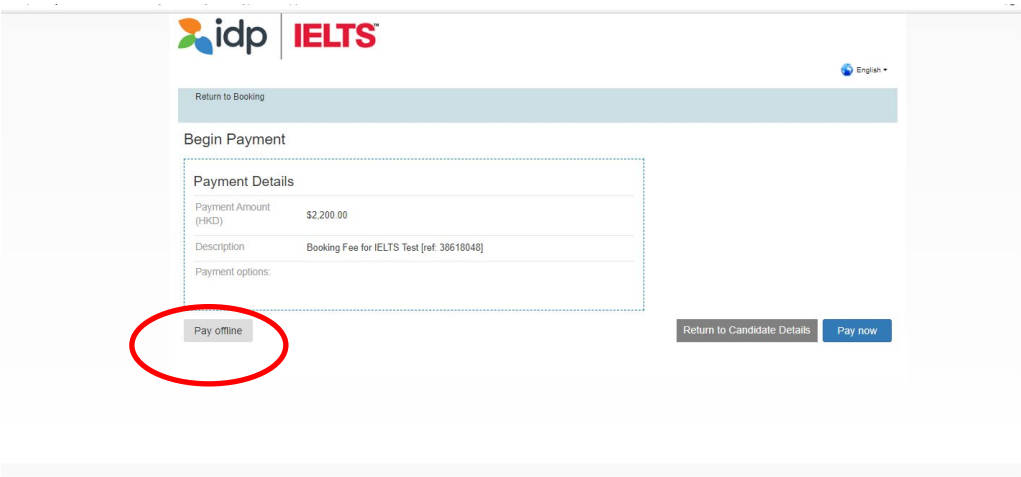
Step 11

View the booking summary page. If necessary, you are able to edit the information entered by selecting the links in the Booking Wizard steps on the left side.

Before you can continue you will need to read the Terms & Conditions by clicking on the "**Click here to read and agree to the Terms and Conditions**" link



Select “**Pay Offine**” to continue to the payment wizard and complete the booking.



Important: Remember to select ‘**Pay offline**’ at the end. DO NOT click “Pay Now”. The test fee should be paid to the University first and so you do not have to pay to IDP through this system. Your data will be erased completely if you don’t do that.

If your registration is successful, you’ll receive a confirmation email within 3 days afterwards. If you have any problems. As for the email with details of the exam (e.g. venue, time, etc), it will only be sent to you 3-4 days before the examination day.

Acknowledgement

- A payment confirmation email will be sent to your nominated email address. Your application will be verified. You will be contacted by the test centre staff if there is any issue on the application.

Please contact the test centre at 2179 3600 if you have questions about the online booking.