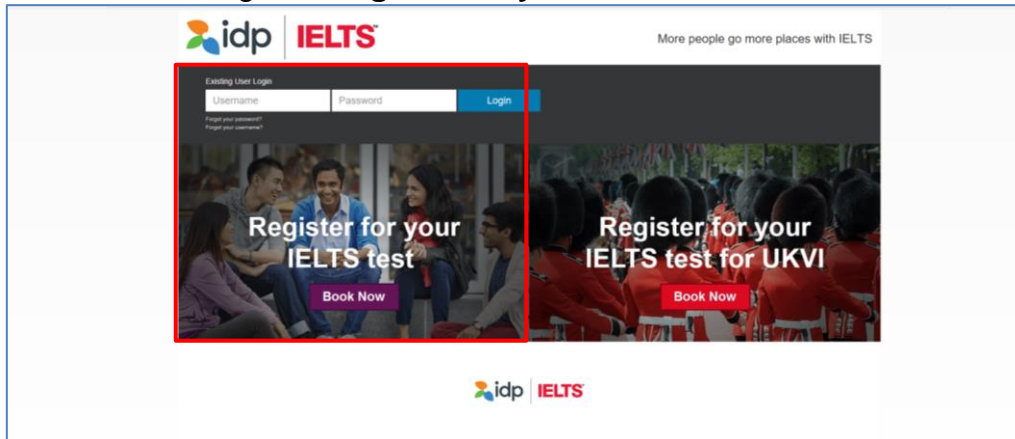# Online registration procedures – IELTS Test
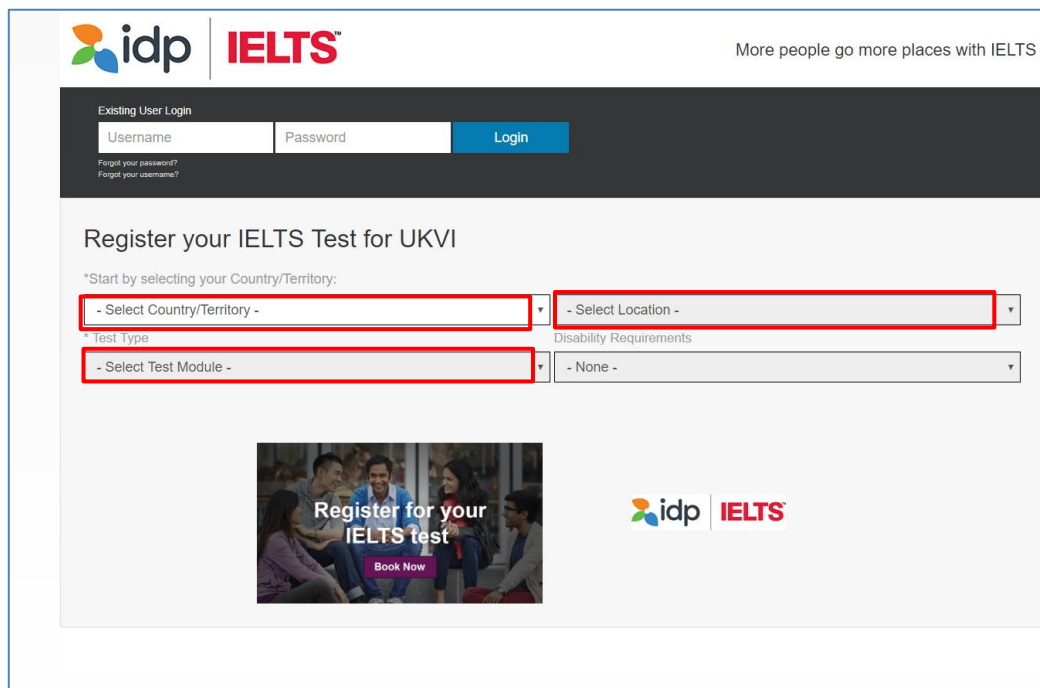
Step 1

- Click on the image of "**Register for your IELTS test**" at the left hand side

Step 2

- Click "**Select Country**" and select **"Hong Kong"** for the "Country" field and
- Click "**Select Location"** and select **"Hong Kong"** for the "Location" field
- Click "**Select Test Module"** and select
  - **- IELTS for UKVI (Academic) or**
  - **- IELTS for UKVI (General Training) or**
  - **- Life Skills A1 – UKVI or**
  - **- Life Skills B1 – UKVI** for the "Test Module" field.

Step 3

- Click "**Hong Kong**" under "Please select your preferred venue"
    - "IDP IELTS test Centre – Mong Kok"(Applied to Computer delivered IELTS)
    - "Hong Kong" (Applied to Paper-based IELTS)
- Select your preferred test date in calendar
- Press "continue' to next step

Please select your preferred venue

IDP IELTS Test Centre - Mong Kok	🖥
Hong Kong	📓

IDP Education - Hong Kong
Test Venue to be confirmed and advised 7 days before the test day
Hong Kong

Contact Details
T : +852 2179 3600
E : ielts.hongkong@idp.com

Please select your preferred test date

August 2018							September 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

☐ Tests Available ☐ Tests not Available ▮ Selected Date

Selected Test Session Summary

Saturday 15th Sep 2018

Listening, Reading & Writing

Hong Kong

Academic - IELTS

paper-delivered 📓
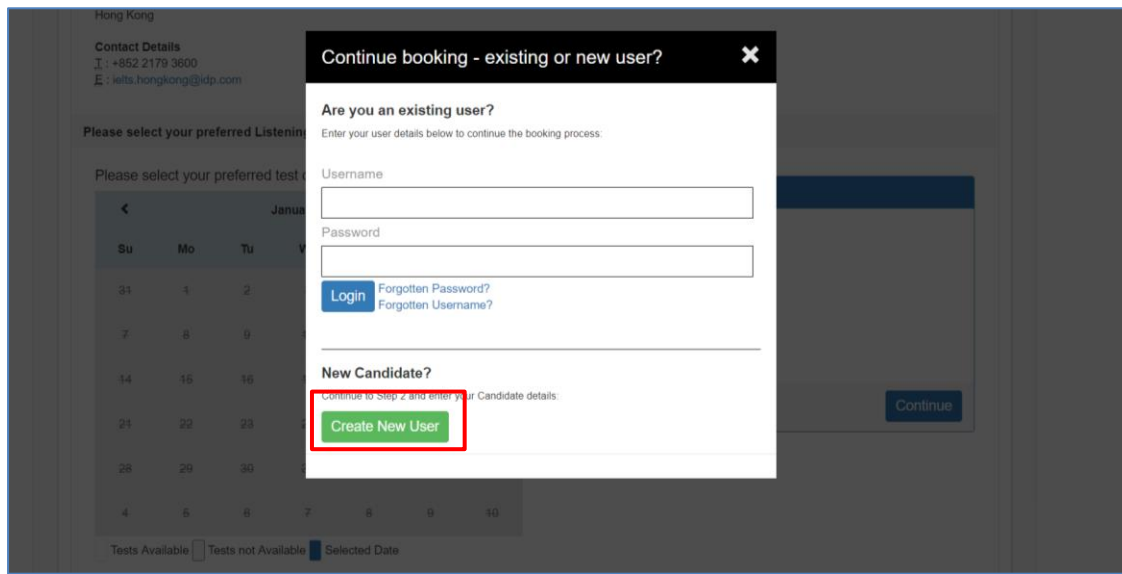
Speaking Test is held on 16 September 2018 (Sunday)

Continue

Step 4

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
- "**Continue**" to register for a new account and then finalise the booking.

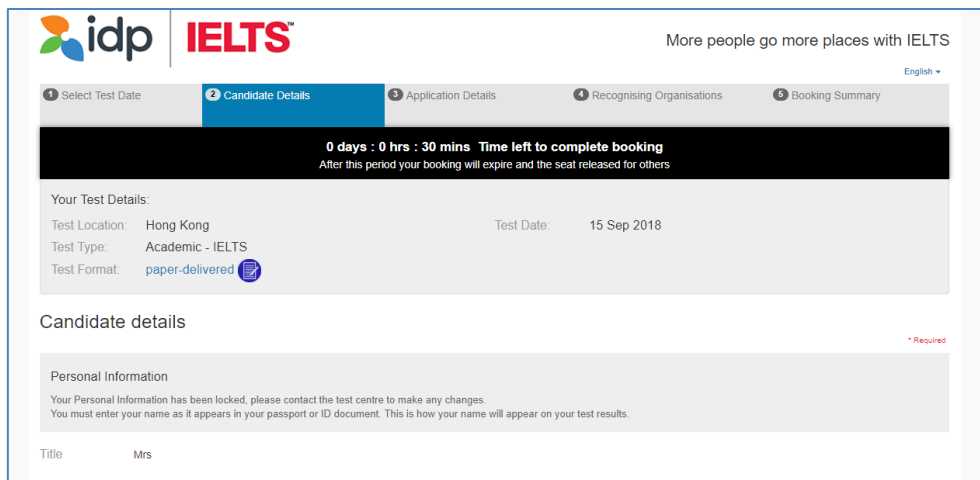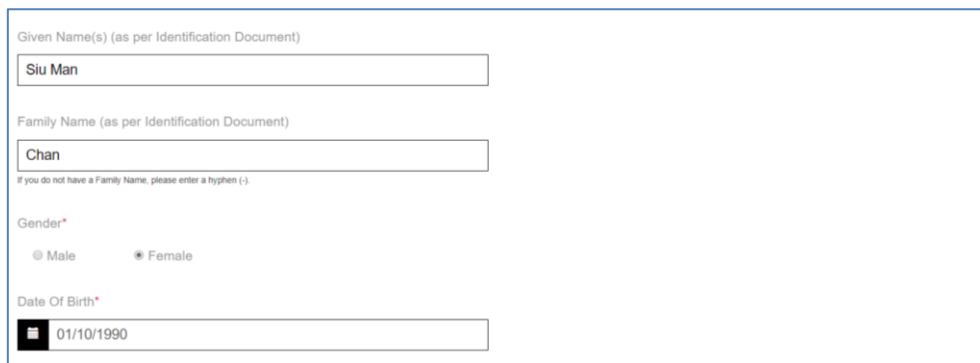In this example I am a new user so I will just select "**Create New User**"

Step 5

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.
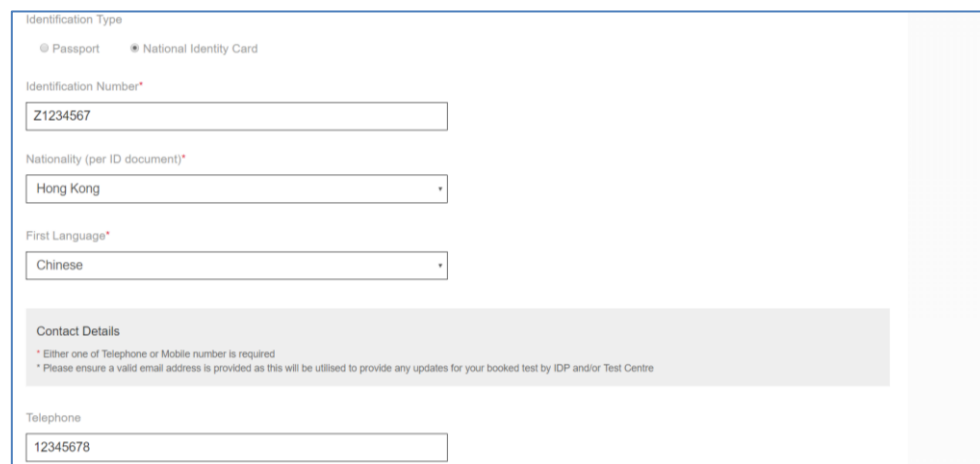
Step 6

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

- Click "**Continue**" again to proceed

Step 7

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 "Select Image" to locate the saved image of the document
Then Click "Upload Document"

Step 8

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 9

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.

- Click "**Continue**" to proceed

Step 10

Select "**Pay Now**" to continue to the payment wizard and complete the booking.

Note: Selecting the link to "**Return to Booking**" will exit you out of the payment process and take you back to the "**Booking Summary"** page

Note: Selecting Cancel will cancel the entire booking and you will have to start over with a new test booking.
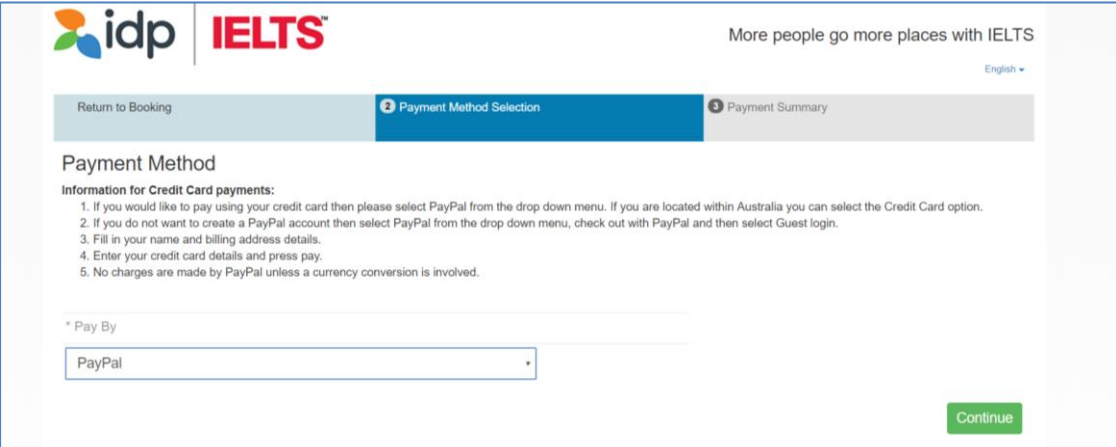
Step 11

Payment Method and Continue Payment Process
- Select payment method from the drop down list
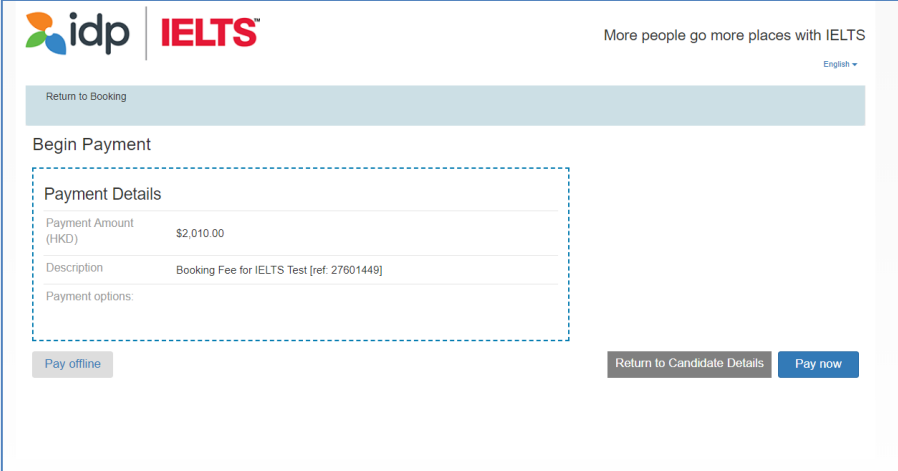- We accept Credit Card or PayPal.
  (Note: If you pay by credit card, please click "PayPal". However, you are not required to create a PayPal account, just follow the prompts to proceed the payment. Credit card or PayPal account to settle the payment of your test.) For further details, please contact us at 2179 3600.

- Click **Continue**

Step 12

- Click on "**Check out with PayPal**" to proceed the payment.

- If you have a PayPal account, please **login** and process the payment. If you do not have a PayPal Account, just follow the prompts to process the payment.

- Select your credit card issuing country/region from the list and enter the details of your credit card. (The details must be the same as on your credit card).
- Enter your credit card number, type of the credit card, expiry date ,the CSC code (CSC code is printed at the back of the credit card), Billing address and contact information.
- Please double check if the payable amount and the credit card information are correct. Click on "**Pay Now**" to process payment.

Step 13

Acknowledgement
- A payment confirmation email will be sent to your nominated email address. Your application will be verified after the payment is completed. You will be contacted by the test centre staff in

- 14 working days if your application documents are not compliant with IELTS requirements. The "Confirmation of Registration" document will be sent to you by email 7 days before the test date.

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