

**IELTS Test Date**

**Transfer and Cancellation Application**

Request for: *Tick appropriate box*Transfer ☐Cancellation ☐

Personal Details: (MUST be the same as provided in the Application form)

Given Name(s) (as per passport): \_\_\_\_\_

Family Name (as per Passport): \_\_\_\_\_

Passport Number: \_\_\_\_\_ Telephone / Mobile Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Test Date Registered for: \_\_\_\_\_ Test location: \_\_\_\_\_

**New Test date:** \_\_\_\_\_ **New Test location:** \_\_\_\_\_

Candidate Statement: (to be completed by the candidate). Please detail your grounds for applying for test date transfer or cancellation (*Attach an extra sheet if there is insufficient space*)

Candidate signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Bank details** *(Applicable only for Refund):*

**If you made the payment by Credit card / Debit card: -**

Please mention your Credit card / Debit card first 4 digits and last 4 digits

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Transaction reference Number:

**If the Money is deposited into our Bank account: -**

Beneficiary Name .....

Bank Name .....

Bank Branch Address .....

Bank Code .....

Branch Code .....

Bank Account Number .....

IFSC / SWIFT Code .....

Note: if you have made the test fee with your Credit or Debit Card, the balance test fee will be refunded to your Credit or Debit Card. Else all refund will be transferred to the bank details provided. This will take between 2 to 4 weeks from the application submission date.

**IDP Office Document only**

**Test Centre Internal Use Only (to be attached with each application form)**

Request for: Transfer ☐ Cancellation ☐

Tick appropriate box

Supporting Documentation / Evidence submitted Yes ☐ No ☐

Tick appropriate box

Note: If certified copies are submitted, the ORIGINAL MUST BE SEEN and VERIFIED by the centre

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

**Decision of the Centre**

Approved ☐ NOT Approved ☐

Authorised by: \_\_\_\_\_

Date: \_\_\_\_\_

IWAS updated date: \_\_\_\_\_

For – Refund

Authorised by: \_\_\_\_\_

Date: \_\_\_\_\_