



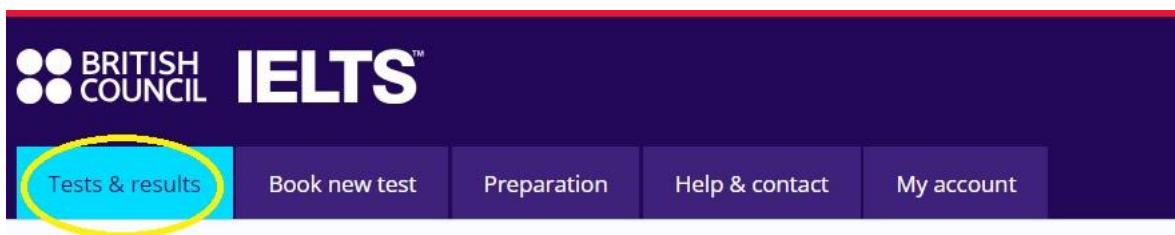
Please follow the steps below to have your IELTS scores sent to your chosen universities/institutions.

### **Step 1**

Login to your test taker portal from this link - <https://ieltsregistration.britishcouncil.org/ttp/login>

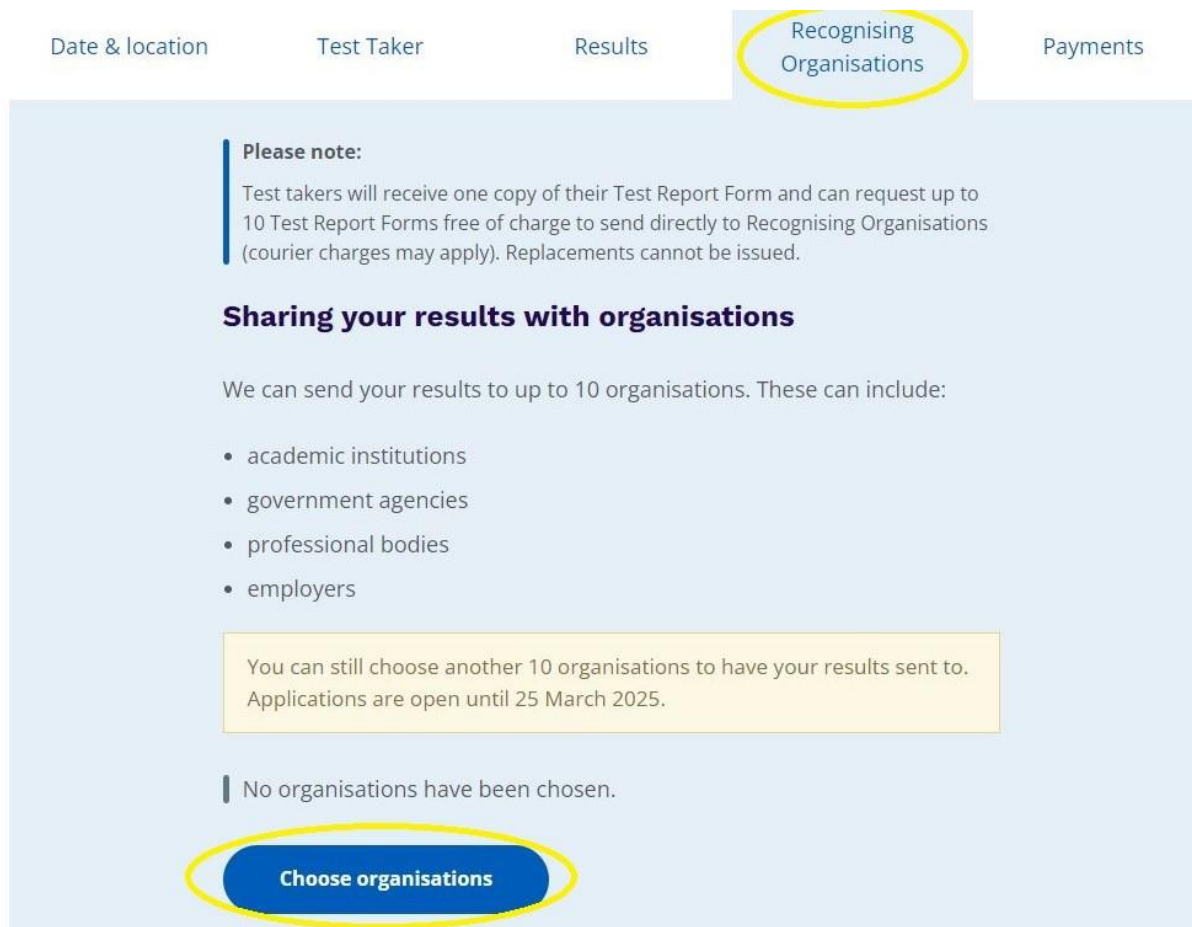
### **Step 2**

Once you login please go the 'Test & results' tab



### **Step 3**

Please click on the 'Recognizing Organizations' and 'choose organizations.'



#### **Step 4**

Select the country, an organization name, department name (optional) and file/case number (optional) from the dropdown menu and click on the add organization to submit your Additional test report form request.

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 (Recognising Organisations (ROs) must be approved by the British Council).

**Add an organisation** [Cancel](#)

Choose a country / territory:

Search by country / territory name

Choose an organisation:

Search by organisation name

Name of Person / Department: (optional)

File / case number: (optional)

**Add organisation**

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After we process your request, your chosen university will be able to view your result by logging into the [IELTS Test Report Form \(TRF\) Verification Service](#).

**Please note:** It usually takes us about 5 working days to process your request.