

Application for Additional Test Report Form (ATRF)

If you would like an ATRF that you did not request for in your original application form, please complete the form below and send it via courier / post to:

BC Examinations and English Services India Pvt. Ltd., 6th Floor, One Horizon Centre, Sector 43,
Golf Course Road, Gurgaon - 122002.

Please note that ATRFs can only be sent directly to institutions. We cannot give ATRFs to candidates or to individuals.

There is an administrative charge of ₹200 for an electronic copy of the ATRF. In case you wish to send the ATRF to multiple universities / receiving institutions by registered airmail, the charges are ₹250 each. However, if you wish to send the ATRF by courier to international destinations the charges are ₹1250 per university / receiving institution.

You will need to attach a photocopy of your IELTS test report and of your passport.

Important notice: The Canadian, Australian and New Zealand High Commissions in India have requested us not to send ATRFs to them. Applicants to these countries should submit their own copy of the TRF. The High Commission will return this along with any other original documents.

Disclaimer: Additional Test Report Forms (ATRF) will be processed within a period of 14 days from the date of receipt of the ATRF application and payment at:

BC Examinations and English Services India Pvt. Ltd., 6th Floor, One Horizon Centre, Golf Course Road, Sector - 43,
DLF Phase - V, Gurgaon - 122002, India.

After the dispatch of the TRF and ATRF through courier / speed post, the British Council shall not be liable whether in contract, tort, negligence, breach of statutory duty or otherwise, for any indirect loss or damage, costs or expenses whatsoever or howsoever arising out of or in connection with, the dispatch and delivery of the TRF and ATRF, to any candidate.

Name:							
Candidate Number:		Test Date:		Test Location:		Courier Paid:	
Candidate Address:							
Telephone Number:							
Email Address:							
Address 1:							
Name and Address of College / Institution / University*:							
Name of Department Head:							
Email id of the Department Head:							
Contact Number of the Department Head: (please pre-fix standard international country / dialling code)							
Address 2:							
Name and Address of College / Institution / University*:							
Name of Department Head:							
Email id of the Department Head:							
Contact Number of the Department Head: (please pre-fix standard international country / dialling code)							
Address 3:							
Name and Address of College / Institution / University*:							
Name of Department Head:							
Email id of the Department Head:							
Contact Number of the Department Head: (please pre-fix standard international country / dialling code)							

Address 4: Name and Address of College / Institution / University*: Name of Department Head: Email id of the Department Head: Contact Number of the Department Head: (please pre-fix standard international country / dialling code)	
Address 5: Name and Address of College / Institution / University*: Name of Department Head: Email id of the Department Head: Contact Number of the Department Head: (please pre-fix standard international country / dialling code)	

**Addresses with only a P.O. Box number will not be accepted and full address of the Institution / College / University has to be provided*

I certify that the information on this form is complete and accurate to the best of my knowledge and authorise the IELTS Test Partners to forward a copy of my ATRF to the department/s and institution/s listed above.	
Signature of the Candidate:	Date:

For office use only				
Form received at the British Council on:			Initials of the person who processed the form:	
Initials of the person who received the form:			Duplicates sent on: (Date)	
Receipt Number:			Courier charges paid:	