



BOOKING AN IELTS TEST

To sit an IELTS test, you need to make a booking online.
You can use any device with internet access to make
your booking.

IELTS[™]

Before you start:

- Scan your passport to show your passport number, photo, name, date of birth and passport expiry date (ensure the PDF file is under 1.5mb).
- If you have a medical condition* that will require special arrangements, scan supporting documents from a specialist.

If you do not have a computer or an Internet friendly device please contact the IELTS office to make a time to come in and apply. Please bring your passport and medical documentation with you so staff can scan them for you.

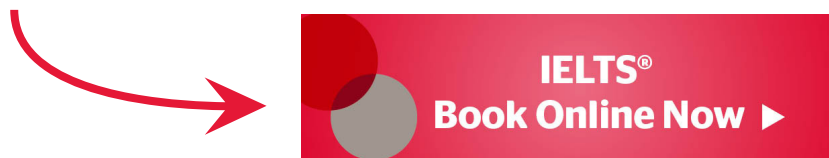
**We recommend you contact us before booking your test to discuss your needs.*

Getting started

You have 30 minutes to complete the online booking before it times out, so we recommend that you have the required documentation before you start.

When you are ready, go to ara.ac.nz/explore-ara/international/ielts-examination-centre

Click on this link:



Choosing your date and module

On the first booking page select your location and module (Academic or General Training). Once you have selected your venue a calendar of available dates will appear. Please select carefully. Transfers/cancellations will not be accepted if you select the wrong module/date unless five weeks written notice is given. A \$50 administrative fee will apply.

Register for an IELTS Test

*Start by selecting your Country/Territory:

New Zealand Christchurch

* Test Type Disability Requirements

General Training - IELTS - None -

Please select your preferred venue

Ara Institute of Canterbury

Ara, Institute of Canterbury
130 Madras Street
Christchurch 8011

Contact Details
T: 03 940 8050
E: nz021_ielts@cpit.ac.nz

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

Logging in

If you already have a My IELTS Essentials (MIE) account, log in and make any changes to your details (if required) then click **'continue'** to proceed to the application details page. Your passport details will already be stored in the system.



Continue with booking - Existing or new user? ✕

To save your selection and continue with the booking process choose either:

Existing user?

Username

Password

[Forgotten Password?](#) [Existing User Login](#)

New user?

Continue to Step 2 and enter your Candidate details...

[Continue](#)

If you do not have an account, click on **'continue'**. Ensure you complete all fields marked with a **red asterix**. If you have no surname or given name, insert a hyphen '-' in this field. Click **'continue'** to proceed.



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1 Select a Test Date 2 **Candidate Details** 3 Application Details 4 Recognising Organisations 5 Booking Summary 0h 28m 45s Time left to complete booking

Test Session Details

20/09/2016 - Ara Institute of Canterbury
IELTS - Academic [Reselect](#)

Candidate details

Personal Information

You must enter your name as it appears in your passport or ID document. This is how your name will appear on your test results.

Title*

Dr Mr Mrs Miss Ms

Given Name (as per Identification Document)

Terms and conditions

Read the Terms and Conditions in the pop-up window, then tick to confirm that you have read and agree to them. Now click **'continue'**.



Terms and Conditions ✕

IELTS Declaration

- I acknowledge that the IELTS test is jointly owned by British Council, IDP, IELTS Australia and Cambridge English Language Assessment referred to as the IELTS Test Partners.
- I certify that the information on this Application Form is complete, true and accurate.
- I understand that the personal data in my application is collected for the purposes of the IELTS test, and I consent for this data to be disclosed to, processed and stored by the IELTS Test Partners for the purpose of such administration. I further consent for this data, including, without limitation, test performance or score data and my test result to be disclosed by the IELTS Test Partners to those Recognising Organisations to which I apply and to governments (including visa processing authorities) for the purpose of allowing these organisations to verify my test result or to carry out enquiries in relation to suspected malpractice. If the IELTS Test Partners discover that a false or altered Test Report Form has been provided to any of these Recognising Organisations or government authorities I further consent that the IELTS Test Partners may inform the same, and provide them with my

Acknowledgement

I understand and acknowledge that completion of this Application & Payment Form does not guarantee that I will be enrolled in a test.

I have read and understand [IELTS Australia's Privacy Policy](#)

I have read and agree to the Terms and Conditions

[Cancel](#) [Continue >](#)

Checking your application

On the 'My Application' page, check that you have completed all fields marked with a **red asterisk**.



Uploading your ID documents

In the Identification Document section, upload the scan of your passport page(s).

If this information is spread across more than one page, please ensure all pages are uploaded in one pdf/image (not more than 1.5MB file size) as you are unable to upload multiple items. Once your passport has been uploaded successfully, select '**continue**'.

Requesting your test results

If you would like the test centre to send copies of your test results to a professional organisation (eg universities, Immigration or professional registration organisations) fill in the relevant details on the Recognising Organisations page. Please note, you cannot include migration agents or request personal copies. Test results will be sent to the organisation on the day results are released, no exceptions. Select '**continue**'.



Completing your application

On the Booking Summary page, ensure your details are the same as those on your passport then click **'Continue'**.



Paying for your test

There are three ways you can pay for your test:

1 Online through IELTS with a credit card

You can also choose to 'pay offline' (in person at Ara – see option 2), 'pay online later' which means you will need to log in again when you are ready to pay, or you can **'pay now'**.



Once you have chosen to **'pay now'**, you will be asked how you would like to pay.

The only option available is **'credit card'**.

Once you've selected 'credit card', click **'continue'**.



Once you've selected 'credit card', click '**continue**'.



Credit Card Payment ✕

Test Fee (NZD)
385.00




Card Number*

(e.g. 4444333322221111)

CCV Number*

Expiry Month*

Expiry Year*

2 Pay in person at Ara

You can pay in person at Admissions and Enrolments at Ara. Accepted forms of payment are cash, EftPOS or credit card. Admissions and Enrolments are open Monday to Thursday from 8am to 4.30pm and Fridays from 9am to 4pm. Alternatively, you could pay by direct debit once your application is complete.

3 Pay by Internet banking

To make a direct debit by internet banking, the information you will need is:

IELTS fees: NZ\$395.00
Account Name: Ara
Account Number: 02-0800-0911670-03

So that we can identify your payment, please fill in the following fields with the specified information:

Particulars: Your family name as it appears on your passport.
Code: Your given name as it appears on your passport.
Reference: IELTS

If you have any questions, please contact us on **(03) 940 8050** or **nz021.ielts@ara.ac.nz**