

## Additional Institution Copy – Request Form £20.00 per certificate

Please complete **both pages** of this form and email it to [ielts@ihlondon.com](mailto:ielts@ihlondon.com) or by post:  
**IELTS Office, International House,  
16 Stukeley Street, Covent Garden London WC2B 5LQ**

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FIRST NAME:

SURNAME:

CANDIDATE NUMBER:

ID DOCUMENT NUMBER:

TEST DATE:

EMAIL ADDRESS:

TELEPHONE NUMBER:

Address(es) of institution(s) to which your additional copy/copies should be posted:

Contact Name: Institution Name: Institution Address: £20.00	Contact Name: Institution Name: Institution Address: £20.00
Contact Name: Institution Name: Institution Address: £20.00	Contact Name: Institution Name: Institution Address: £20.00
Contact Name: Institution Name: Institution Address: £20.00	Contact Name: Institution Name: Institution Address: £20.00

Date received:	ISCD updated?	IWAS updated?	Initials:
Date posted:	Inst. copies xls updated?	Receipt number:	Sent?



Please debit the following card:

Card Type:

Card Number: [16 digit grid]

Valid From: [M M] / [Y Y]

Expiry Date: [M M] / [Y Y]

Issue Number: (if present) [2 digit grid]

Total Amount: £ [Amount grid]

£20.00 per certificate

Card Security Code: [3 digit grid] This is the last three digits of the number on the reverse of the card, on the signature strip.

Cardholder name:

Cardholder address (Including Postcode):

Date:

Date received:	ISCD updated?	IWAS updated?	Initials:
Date posted:	Inst. copies xls updated?	Receipt number:	Sent?