

**Guidance on Test Report Forms (TRFs): IELTS on paper and IELTS on computer****1. Original TRFs:**

- Each test taker will be issued one hard copy of their TRF. This can be collected by them or an authorised representative, in person, from a test centre, alternatively, this can be sent to the address indicated in their application.
- Centre will not charge an administration fee for this service.
- Postage costs will not be charged for sending original TRFs home by express mail service (in Vietnam) or registered mail service (overseas).
- Courier fee of VND1,300,000 will be charged for a request to send TRF by DHL.

**2. Additional TRFs:**

- From the point of registration and for up to 2 years following the test date, test takers can request centre to send their results electronically or by post to the Recognising Organisations (ROs) of their choice.
- Centre will not charge an administration fee for this service.
- Postage cost of VND150,000/address will be charged for sending additional TRFs by express mail service (in Vietnam) or registered mail service (overseas).
- Courier fee of VND1,300,000 will be charged for a request to send TRF by DHL.

**3. Electronic results:**

- Electronic results will be available for STED ROs only.
- This service will be provided free of charge regardless of the time of the request.