

<IELTS on Computer>

Sending TRFs to institutions

*You will be able to select up to 20 institutions to receive your IELTS results electronically.

*You will be able to add or edit institutions both before and after your test.




*If you are unable to find an institution or if you need a physical copy of TRF to be sent to the institution, please submit an online [request form](#).

Adding an institution

1) Login to your account and click "My tests."

► Check the test date under "Upcoming test" or "Past tests" and click an arrow next to "View options for this test" and then click "Notify Institution."

The screenshot shows the IELTS on Computer Academic results page for a test taken on 29-Nov-23. The page features a green header with the text "Results available - re-mark completed" and a checkmark. Below the header, the overall score is displayed as 5.5. To the right of the overall score, there are four boxes showing individual scores: Listening (5.5), Reading (5.5), Writing (6.5), and Speaking (5.0). Below the scores, there is a section titled "Your score explained" with a brief description of the score and a "Show more" link. At the bottom of the page, there are three buttons: "View options for this test", "Update Details", and "Terms & Conditions". The "View options for this test" button is highlighted with a red box and a red arrow pointing to it. The "Notify Institution" button is also highlighted with a red box and a red arrow pointing to it. The "My tests" dropdown menu in the top navigation bar is also highlighted with a red box and a red arrow pointing to it. The "Past tests" tab is circled in red.

IELTS My account > My tests   

Past tests

Results available - re-mark completed ✓ IELTS on Computer Academic 29-Nov-23




View re-mark Download result

Overall score **5.5**

Listening	Reading	Writing	Speaking
5.5	5.5	6.5	5.0

Your score explained

The test taker has a partial command of the language and copes with overall meaning in most situations, although they are likely to make many mistakes. They should be able to [Show more](#)

View options for this test Update Details Terms & Conditions

Notify Institution

2) Click "Add and notify another institution" and search your institution.

IELTS My account > My tests Book a test

< How to notify institutions

You will be able to select up to 20 Institutions to receive your IELTS results electronically. To get started **select 'Add and notify another institution'**. Once you have found your institution you will be able to **select the minimum scores** you want to achieve before we send your results.

Notified institutions: 1 / 20

Certain institutions are not selectable in the below list.
To share your results with those institutions, please **contact your Test Centre**.

University- Admissions Office
Delivery Pending

+ Add and notify another institution

3) After you have found your institution, please fill in "Contact Name" and select either "Only when I achieve the minimum scores" or "I achieve any score" from the "Send my result when" box.

►Once added, your results will be sent to the institution electronically. Please get in touch with the institution at your end regarding receipt of your results.

IELTS My account > My tests Book a test

< Search and select institutions

Search for an institution to add to your list

tokyo or Search by institution's code

Search

Showing 14 results

UNIVERSITY
Address Tokyo, Japan ID

Contact Name Case/Reference Number
Contact Name Case/Reference Number

Send my result when
Select

Add