

Dear IELTS candidate,

You can now upload an electronic copy of the identification document used for your application.

Please read below the instructions on how you can upload your identification document:

At step 5 of your online application,



Under "Club IELTS" the following facility appears:

**Club IELTS** To help you make the most out of your Club IELTS membership, we may contact you regarding special offers and other news from British Council and IELTS.

I am happy to receive updates about products, services and events provided or organised by the British Council (including members of the wider British Council group).

For full details read our [privacy and terms of use](#).

**Upload your Identity Document**

**Document Guidelines**  
Your scanned identity document must contain :

- your ID number
- your signature
- your date of birth
- your photograph
- your ID expiry date
- scanned identity document must be in colour

Your scanned document must be in JPEG, GIF or PNG format. The dimensions must be smaller than 1600 by 1600 pixels and the file size should be 1.5MB or less

Upload your Passport (as an open book) or the front side of your national identity document

No image selected.

Edit... Remove Browse...

Only if you have chosen National ID for identification document above, please upload ID back side here

No image selected.

Edit... Remove Browse...

**Instructions**

1. Click browse to select your image.
2. Click open to upload.

Please note that your ID document must be manually checked by your centre before your application can be accepted. Your application is not complete until your ID document has been checked.

Candidates taking the test outside their own country may be required to present a current passport; be sure to check with your test centre what form of ID you need.

- If you used your **Passport**, then choose the "Upload your Passport (as an open book).." area
- If you used your **national identity card**, then you may upload **the front side here** and **the back side there**

**Click on the Browse button directly below, and then select your scanned document for upload.**

**NOTE:** Please make sure before you reach this point, to have scanned your identification document (either your National ID document or valid Passport).

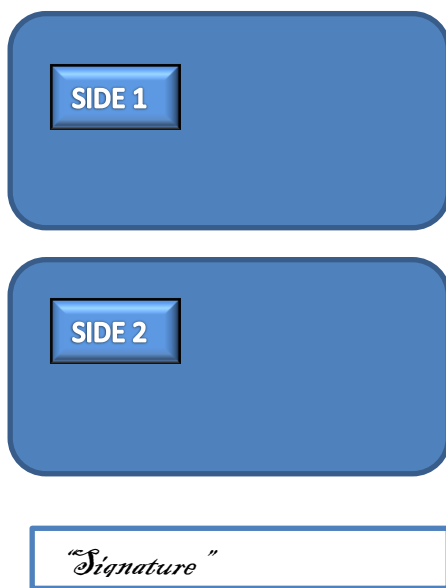
## Specifications:

Your scanned document must contain:

- Your ID or Passport number
- Your signature
  - For passports: Please sign on it before you scan it (for EU or Non EU candidates)
  - For National IDs: **In case your ID does not have your signature on, please add your signature in the document to be uploaded (see sample below)** (for EU candidates only)
- Your date of Birth
- Your photograph
- Your ID (if applicable) or Passport expiry date

Samples for National ID card – **both** sides are required:

EU National ID card sample



Greek ID sample



The scanned document must be smaller than 1600 by 1600 pixels and the file size should be 1.5MB or less.

Only JPEG, GIF or PNG files are supported at present.

If you use your valid Passport please see below a sample on how you need to scan it. In case your passport has been renewed you need to inform in writing the examination centre through which you will be taking the IELTS and you need to send in a separate email the page with the renewal stamps.



If the upload is successful the document will be displayed above the Edit, Remove and Browse buttons.

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- your date of birth
- your photograph
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Edit... Remove Browse...

**Instructions**

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If you wish you can then perform some basic editing of your image by clicking on the Edit button or on the image itself. This opens the Edit window where the image can be rotated, cropped and resized.

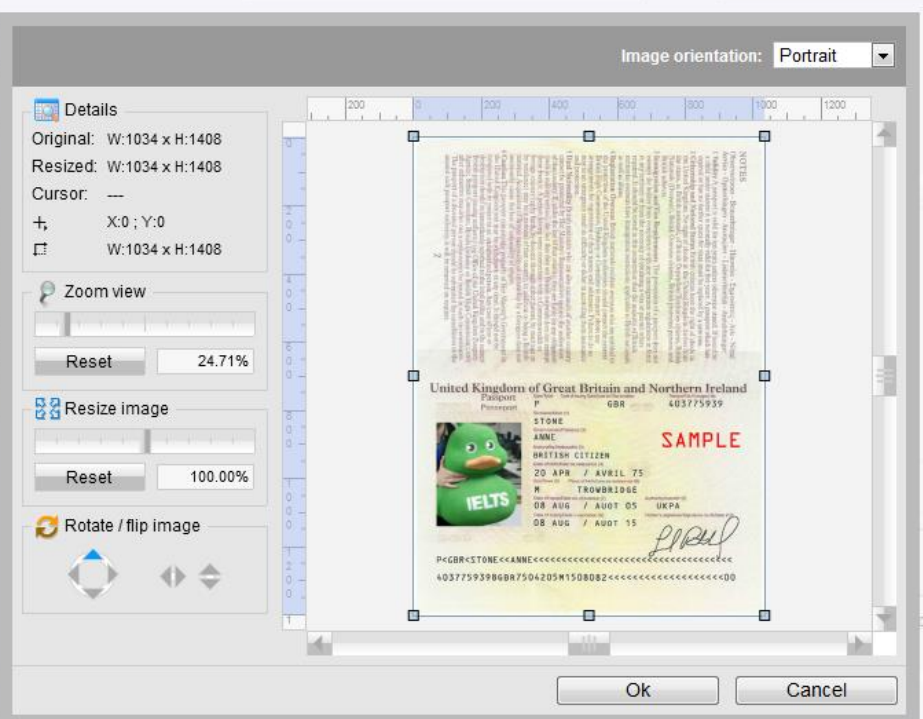


Image orientation: Portrait

**Details**  
Original: W:1034 x H:1408  
Resized: W:1034 x H:1408  
Cursor: ---  
+, X:0 ; Y:0  
W:1034 x H:1408

**Zoom view**  
Reset 24.71%

**Resize image**  
Reset 100.00%

**Rotate / flip image**

Ok Cancel

Clicking on 'Ok' will save any changes you have made. Once you are happy with the image you can proceed with your registration as normal.

If not, you can click on the Remove button underneath the image and upload another.

Before the application is submitted the summary screen is displayed but now it will include the uploaded image and the option to go back and change it along with any of the other details.

**Confirm Details**  
PLEASE REVIEW YOUR IELTS TEST DETAILS

**Warning:** Your IELTS Test Application has not been submitted yet. Please review your IELTS test application details below. If your details are correct, please click the button at the bottom of this page.

**IELTS Test Details**

You have selected the following IELTS test module: [\(Change IELTS Test Details\)](#)

Module: [Redacted]  
Date: [Redacted]  
Fee: [Redacted]  
Town/City: [Redacted]

**Candidate Details**

You have submitted the following candidate details: [\(Change Candidate Details\)](#)

Name: [Redacted]  
Address: [Redacted]

  
[\(Change Document\)](#)

Date of Birth: [Redacted]  
Gender: [Redacted]  
Country of Nationality: [Redacted]  
First Language: [Redacted]  
Email: [Redacted]  
Telephone: [Redacted]  
Mobile: [Redacted]  
Identification Number: [Redacted]

At this stage you may also choose the method of payment.

If you choose to make your payment online then your centre will check your application against the uploaded photo and if your document is accepted you will receive an email from [noreply.ors@britishcouncil.org](mailto:noreply.ors@britishcouncil.org) confirming your application.

If however the document is rejected (mainly because the above document criteria are not met), then you will receive an email from [noreply.ors@britishcouncil.org](mailto:noreply.ors@britishcouncil.org) with a link to enable you to re-upload a replacement document. IELTS team will send you an additional email from either [ielts\\_application.athens@britishcouncil.gr](mailto:ielts_application.athens@britishcouncil.gr) or [ielts\\_application.thessaloniki@britishcouncil.gr](mailto:ielts_application.thessaloniki@britishcouncil.gr) with more details.

For any further information or clarification please contact the IELTS centre.