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:

- 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.

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.

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.

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 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 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 or ielts_application.thessaloniki@britishcouncil.gr with more details.

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