

IELTS Application information

- **Simon Fraser University – Vancouver, Downtown and Burnaby Campus :**

Step 1

To receive an IELTS Application Package:

Download these TWO documents:

Application form: http://www.ielts.org/pdf/IELTS_Application_Form.pdf

Notice to candidates: http://www.ielts.org/PDF/IELTS_NoticeToCandidates.pdf

OR send your request to the IELTS Test Centre at Simon Fraser University by:

- fax: 778-782-7223
- e-mail: ielts@sfu.ca
- phone: 778-782-5930 - Please allow 2 - 3 business days for response

Step 2

Once the application form is completed:

- Send by **mail**, along with payment and supporting documentation, to:

IELTS Test Centre
Simon Fraser University
RCB 8107 - 8888 University Drive
Burnaby BC V5A 1S6

Method of Payment: Money order or certified cheque ONLY (payable to SFU). **No cash, debit or credit cards accepted at this office. DO NOT MAIL CASH.**

OR Bring your completed application package **in person only** to:

InfoReg Counter
SFU Harbour Centre
515 West Hastings Street
Vancouver BC

- Monday to Thursday 10:00 am - 7:00 pm
- Fridays 10:00 am - 5:00 pm

Method of Payment: Money order or certified cheque payable to SFU, cash, debit card, Visa or Mastercard.

Application deadlines :

To ensure a place for a particular test date, candidates should submit their applications as soon as possible. Applications for a given test date will be accepted as long as space is available, up to seven (7) working days before the test date. Applications received after

that date, or when all spaces for the test date are full, will be processed for your second choice.

Passport/Permanent Resident Card (PRC) required:

Candidates must:

- supply a valid passport or PRC number on their application form **AND** attach a good quality photocopy of their PRC or passport page that contains a photo, passport number, and signature
- **Candidates registering after 1 January 2010 must not wear glasses in the photographs they submit for IELTS registration**

On the day of the test, candidates are required to show their PRC or passport (the same as listed on the application form) at Registration and throughout the day. Candidates who do not bring their passport /PRC will not be permitted to write the test.

Confirmation required:

After your complete application form has been received by the IELTS Test Centre, an e-mail confirmation letter stating registration details including test location and time will be sent. Confirmation by telephone or regular mail may also be made.