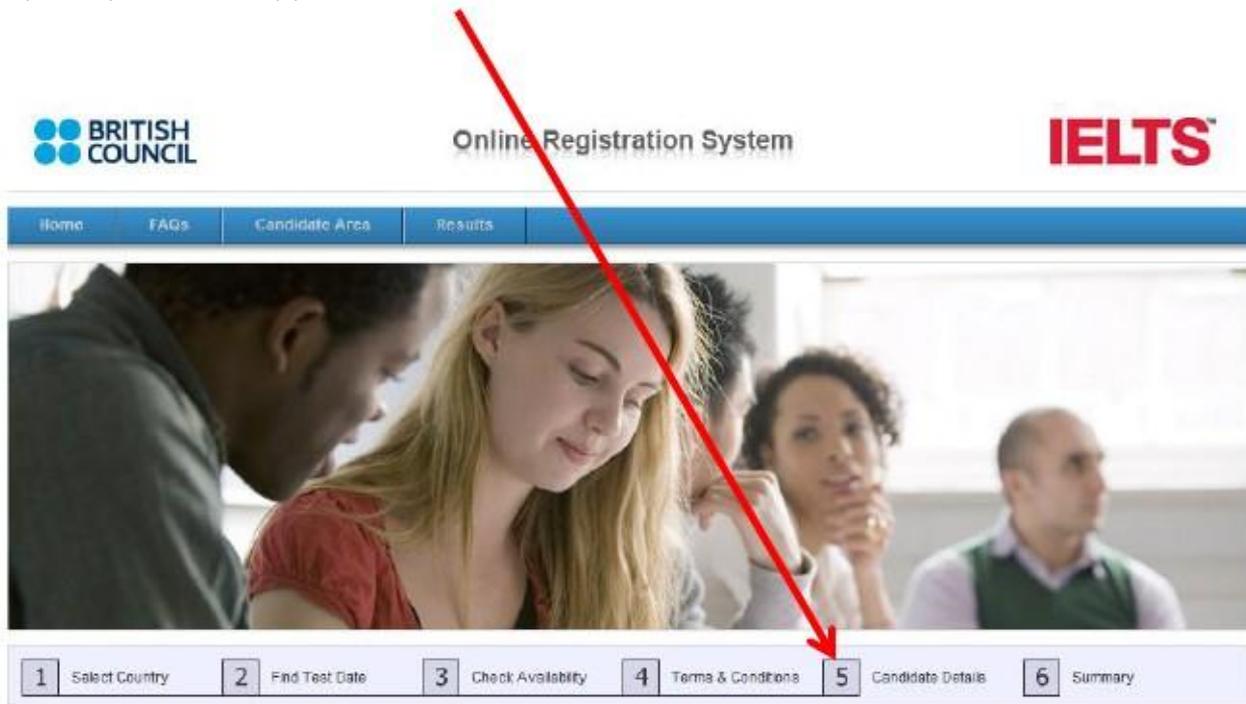


Dear IELTS candidate,

Aiming to make your registration easier, we are happy to inform you that you are now able to upload an electronic copy of the ID 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 "where are you currently studying English" the following facility appears:

Where are you currently studying English (if applicable)?

**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

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

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.

Clicking on the Browse button, you can 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 ("Personalausweis") or valid Passport).

**Specifications:**

Your scanned document must contain:

- Your ID or Passport number
- Your date of Birth
- Your photograph
- Your ID or Passport expiry date
- Your signature

If you use your National ID then make sure that **both sides are in one page:**

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.

## How to make picture files smaller



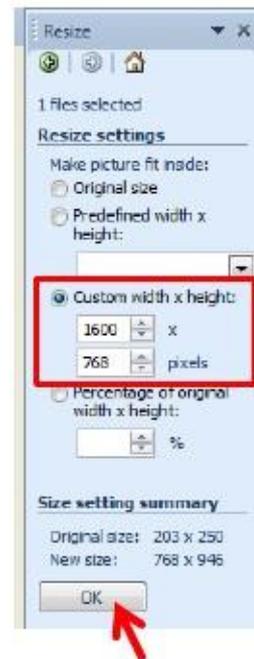
You can use Microsoft Office Picture Manager; this is part of the standard Windows Office package (like Word, Excel etc):

Open your **JPEG, GIF or PNG** with Picture Manager and select “Edit Pictures”



In the appearing menu, you can enter **1600 pixels** and the programme will automatically calculate the second (smaller) value.

Click “OK” and save your file. It should now be no bigger than **1.5 MB** and ready for upload.



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.

**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

**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**

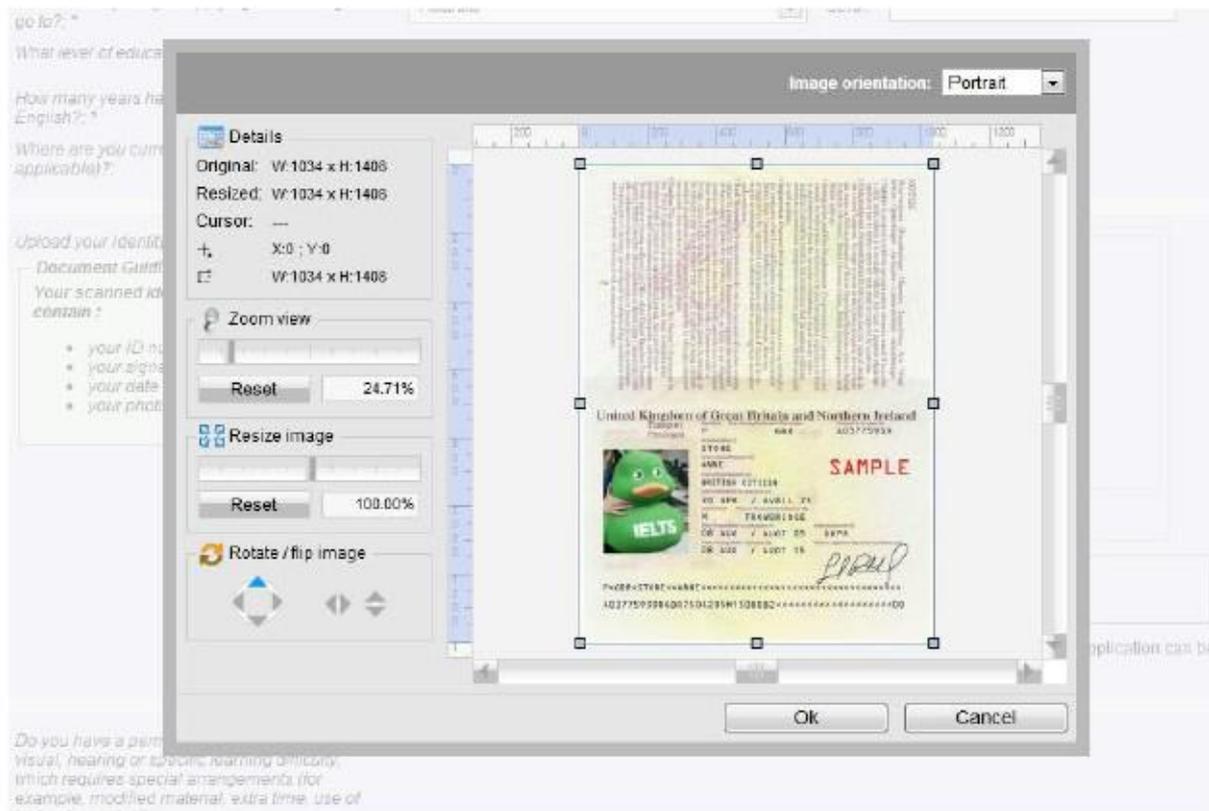


**Instructions**

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

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.

### Confirm Details

PLEASE REVIEW YOUR IELTS TEST DETAILS



**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:

Date:

Fee :

Town/City:

Candidate Details

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

Name:

Address:



[\(Change Document\)](#)

Date of Birth:

Gender:

Country of Nationality:

First Language:

Email:

Telephone:

Mobile:

Identification Number:

**NOTE: Do not worry if the preview of your document looks distorted; the document itself will be to scale.**

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 with a link to enable you to upload a replacement document.

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