IELTS TEST REGISTRATION ONLINE – Guidelines for Candidates   English World

PLEASE NOTE: You will have **30 minutes** to complete your registration.

A: Before starting you need:

- o   your Passport or Emirates ID card
- o   on your device, an image (photo or scan on 1 page) of your passport or ID card, ready to upload to your application. Please read the Appendix on page 4 for information about your Identification Document.
- o   your Email address
- o   a Password for the IELTS site – the first 3 letters of your name and 12345 (e.g. name: Ahmed; password: ahm12345)

Read:

The attached **IELTS Declaration and terms & conditions** for the test. During registration you will click to say you accept them.

B: Registration

Go to the website https://my.ieltsessentials.com/

On the left of the screen, click on 'Register for your IELTS test - Book Now'

On the page 'Register for an IELTS Test':
- -   From the dropdown menus select the country, United Arab Emirates, the location, Ras Al Khaimah, and the test module, Academic or General Training.
- -   If you have **special requirements** for the test, select from the dropdown menu in the Disability Requirements box. If you have no special requirements, leave 'None' in the box.
- -   Click on your preferred venue, **English World (EW)**
- -   Scroll down to select your **test date**
- -   Check the Test Session Summary and click Continue

In the pop-up box, scroll down to New Candidate? Click on **Create New User**
On this page, Candidate Details:
- -   Agree to the IELTS terms and conditions (read before you start registration)
- -   Complete the Personal Information with:
  - •   Your title – Mr / Ms / etc
  - •   Your names as written on the identification document you will use for the test (Passport or Emirates ID)
  - •   Your gender and date of birth – year, then month, then day
  - •   For Identification Type, choose Passport or ID (click the dropdown menu)

- Complete Identification Number (numbers only, no gaps or symbols), Nationality and First Language

Contact Details:
- Write your mobile number with the country code first, e.g. 971
  IMPORTANT: to **receive your IELTS test result by SMS**, click the box below your mobile number
- You must provide a valid **email address** which you check regularly
- Click the box to receive IELTS test information and notification by email.

Complete the information about your Occupation and Education

Postal address:
- This is for your test result. It will come to English World.
- For Country, choose United Arab Emirates
- For Address Line 1, write English World – Ras Al Khaimah
- For Address Line 2, write Safina (Ship) Roundabout
- For Suburb or Town, write Ras Al Khaimah
- For State/Region, write Ras Al Khaimah
- For Postal code/ZIP, write NA (not applicable)

User Information:
- The site will give you a Username
- Write your Password in the box (prepare before you start registration)
- Write your Password again in the Confirm Password box

Contact permission:
- Tick the boxes to receive information from IDP/IELTS Australia

Click the green **Register** button to continue your registration for the IELTS test.

My Application:
- From the drop-down list, choose the country you are applying to or want to go to. This can be the UAE or another country.
- From the second list, choose the reason why you are taking the IELTS test.
- Did you take the IELTS test before? Click Yes or No.
- If you took the test before, write the place (location, eg RAK) and date (click the calendar on the left)
- [Optional] Are you studying English now? (You don't have to answer)

Identification Document:
- In the Type box, choose Passport or National Identity Card (Emirates ID card)
- Write the number
- Go down to the Select Image box and click to upload the image of your ID card or Passport that you have saved on your device (see A: Before starting, above)

- You must bring the same ID to the test
- Click the green Continue button

Recognizing Organizations:

[Optional] Send my Results
- You do not have to complete this section
- Complete this section only if you want your test results to be sent directly to organizations
- Click the green Continue button

Booking Summary:
- Please check your Personal Details and Login Details
- Check the Test Session Details
- Check the Recognising Organisations, if any
- Click the box to confirm you agree to the terms and conditions.
- Click the green Continue button

Begin Payment:
- To pay in **cash**, come to English World within 48 hours. Your test registration online will be saved for 48 hours.
- To pay by **credit/debit card**, read the Payment Details and click Pay Now

Payment method:
- Click the green Make Payment button.
- Choose the card you will use, Visa or MasterCard
- Enter your card details and click Pay
- You will receive an email from *no-reply@idp.com* confirming your payment

Your online registration is complete!

C: After registration
- You will receive an email from English World confirming your test booking, and a Test Date Confirmation Letter with your Speaking test time. Please **reply to this email.**
- If you are paying your test registration fee in cash, please visit English World within 48 hours of your online registration. After 48 hours your registration will be cancelled.

For questions about IELTS registration online:

📶 📞 050 397 2507   📞 07 233 5966

or email: englishworld@eim.ae

Appendix

IDENTIFICATION DOCUMENT for IELTS test registration online

- ➢ When you register online for the IELTS test, you must upload a clear and easy-to-read copy of your ID document (Passport or Emirates ID card).

- ➢ You must bring the original of the **same** ID document to the test. This is the **only** form of identification that will be accepted on the test day.

- ➢ The ID document must be valid/not expired on the test day.

The copy of your ID document that you upload must include the following information:

- ID document number
- ID expiry date
- Image of yourself as seen on the ID document
- Your name as seen on the ID document
- Your date of birth
- Your signature (if it appears on the ID document)

You can only attach one document. If the information above is on different pages of your passport, or on the front and back of your ID card, you must insert both items into one document (Word/PDF/JPG/etc). We suggest you use Instagram on your device to take 2 photos and save them as one document which you can upload.

The image of your ID document that you upload must be clear and meet the IELTS format guidelines:

- Dimensions: at least 800 x 700 pixels
- Size: less than 1.5 Mb
- File format: doc, docx, pdf, jpg, jpeg, gif, tiff, png