BOOKING AN
IELTS TEST

To sit an IELTS test, you need to make a booking online. You can use any device with internet access to make your booking.

IELTS™

Before you start:

- Scan your passport to show your passport number, photo, name, date of birth and passport expiry date (ensure the PDF file is under 1.5mb).

- If you have a medical condition* that will require special arrangements, scan supporting documents from a specialist.

If you do not have a computer or an Internet friendly device please contact the IELTS office to make a time to come in and apply. Please bring your passport and medical documentation with you so staff can scan them for you.

We recommend you contact us before booking your test to discuss your needs.

Getting started

You have 30 minutes to complete the online booking before it times out, so we recommend that you have the required documentation before you start.

When you are ready, go to:
https://ielts.idp.com/book/Home

Choosing your date and module

On the first booking page, select your required date and module. Do this carefully. Transfers/cancellations will not be accepted if you select the wrong module/date unless one weeks written notice is given. A $50 administrative fee will apply to cancellations.

Register for an IELTS Test

*Start by selecting your Country/Territory:

New Zealand	Christchurch
* Test Type	Disability Requirements
General Training - IELTS	- None -

Please select your preferred venue

Ara Institute of Canterbury

Ara, Institute of Canterbury
130 Madras Street
Christchurch 8011

Contact Details
T : 03 940 8050
E : nz021.ielts@ara.ac.nz

Please select your preferred test date

November 2024							December 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

■ Seats Available ■ Seats Filling Quickly ■ Tests Not Available ■ Selected Date

Selected Test Session Summary

Saturday 7th Dec 2024
Listening, Reading & Writing
Ara Institute of Canterbury
General Training - IELTS
paper-delivered

NZD $460.00 Continue

Choosing your speaking date and time

Dates that are darker gray have available speaking times. Please click on your preferred date and the available times will appear.

Your Test Details:

Test Date:	07 Dec 2024
Test Location:	Ara Institute of Canterbury
Test Type:	General Training - IELTS
Test Format:	paper-delivered 📝

Please choose a date and time for your speaking appointment

◑	December 2024	◐

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Available Appointments

No speaking tests available, please select another date

Appointments Available   Appointments not Available   ▮ Selected Date

ⓘ First, select the day you wish to take your speaking test on, then choose an available timeslot.

Cancel   Continue

When you have chosen your preferred time the 'Continue' button will become live. Please click on it.

Your Test Details:

Test Date:	07 Dec 2024
Test Location:	Ara Institute of Canterbury
Test Type:	General Training - IELTS
Test Format:	paper-delivered 📝

Please choose a date and time for your speaking appointment

◑	December 2024	◐

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Available Appointments

09:00 AM - 09:20 AM

09:20 AM - 09:40 AM

09:40 AM - 10:00 AM

10:20 AM - 10:40 AM

10:40 AM - 11:00 AM

11:20 AM - 11:40 AM

Appointments Available   Appointments not Available   ▮ Selected Date

ⓘ First, select the day you wish to take your speaking test on, then choose an available timeslot.

Cancel   Continue

Logging in
If you already have a account, log in and make any changes to your details (if required) then click 'continue' to proceed to the application details page.

If you do not have an account, please click on 'Continue'. You will need to enter your details to set up an account.
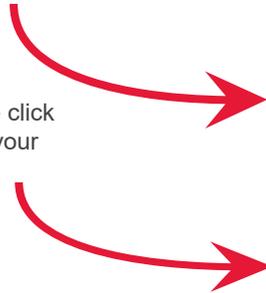
Continue with booking - Existing or new user? ✕

To save your selection and continue with the booking process choose either:

Existing user?

Username

Password

[Forgotten Password?] [Existing User Login]

New user?

Continue to Step 2 and enter your Candidate details...

[Continue]

To set up an account, please ensure you complete all fields marked with a red asterix. If you have no surname or given name, insert a hyphen '-' in this field. Click 'Register' to proceed. (The terms and conditions at the top of the page must be ticked before the 'Register' button at the bottom of the page will become live.)

Your Test Details:

Test Date:	03 Sep 2022	Speaking Test Date:	03 Sep 2022 10:20 AM
Test Location:	Ara Institute of Canterbury	To change speaking test time select "Step 2" in menu	
Speaking Test Location:	Christchurch		
Test Type:	Academic - IELTS		
Test Format:	paper-delivered		

It's important for you to read and understand the IELTS terms and conditions before you sit your test. We also want you to know why we need your registration details and how we use them. Please indicate that you have read and agreed to these terms before you continue.

☑ I have read and agree to the terms and conditions

Candidate details

* Required

Personal Information
You must enter your name as it appears in your passport or ID document. This is how your name will appear on your test results.

Title*
○ Dr   ○ Mr   ○ Mrs   ○ Miss   ○ Ms

Given Name(s) (as per Identification Document)

Family Name (as per Identification Document)

If you do not have a Family Name, please enter a hyphen (-).

Gender*
○ Male   ○ Female

Date Of Birth (yyyy-mm-dd)*
📅 - Select Date -

Checking your application

On the 'My Application' page, check that you have completed all fields marked with a red asterix.

Uploading your ID documents

In the Identification Document section, upload the scan, or photo, of your passport page(s).

If this information is spread across more than one page, please ensure all pages are uploaded in one pdf/image (not more than 5.0 MB file size) as you are unable to upload multiple items. Once your passport has been uploaded successfully, select **'continue'.**

Requesting your test results be sent to recognising organisations

If you would like the test centre to send copies of your test results to a professional organisation (eg universities, Immigration or professional registration organisations) fill in the relevant details on the Recognising Organisations page. Please note, you cannot include migration agents or request personal copies. Test results will be sent to the organisation on the day results are released. Once completed select **'continue'.**

Completing your application

On the Booking Summary page, ensure your details are the same as those on your passport then click **'Continue'**.

Paying for your test

There are three ways you can pay for your test:

1 Online through IELTS with a credit card

You can also choose to 'pay offline' (in person at Ara – see option 2), 'pay online later' which means you will need to log in again when you are ready to pay, or you can **'pay now'**.

Once you have chosen to **'pay now'**, you will be asked how you would like to pay.

The only option available is **'credit card'. (This includes debit cards.)**

Once you've selected 'credit card', click **'continue'**.

Enter your card details and click on 'Confirm Payment'·

2 Pay in person at Ara

You can pay in person at Student Finance at Ara. Accepted forms of payment are cash, EftPOS or credit card. Student Finance is open Monday to Thursday from 8am to 4.30pm and Fridays from 9am to 4pm. Alternatively, you could pay by direct debit once your application is complete.

3 Pay by Internet banking

To make a direct debit by internet banking, the information you will need is:

IELTS fees: NZ$460.00
Account Name: Te Pukenga - NZIST - Ara Institute
Account Number: 03 0826 0169064 003

So that we can identify your payment, please fill in the following fields with the specified information:

Particulars: Your family name as it appears on your passport.

Code: Your given name as it appears on your passport.

Reference: IELTS

If you have any questions, please contact us on **(03) 940 8050** or **nz021.ielts@ara.ac.nz**