



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.

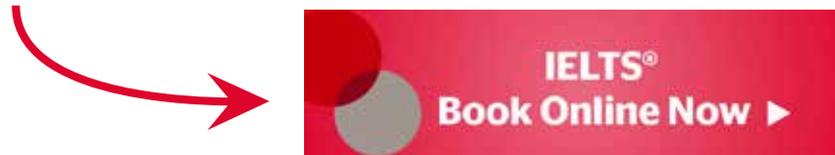
**We recommend you contact us before booking your test to discuss your needs.*

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 ara.ac.nz/explore-ara/international/ielts-examination-centre

Click on this link:



Choosing your date and module

On the first booking page select your location and module (Academic or General Training). Once you have selected your venue a calendar of available dates will appear. Please select carefully. Transfers/cancellations will not be accepted if you select the wrong module/date unless five weeks written notice is given. A \$50 administrative fee will apply.



Register for an IELTS Test

*Start by selecting your Country/Territory:

New Zealand | Christchurch

*Test Type: General Training - IELTS | Country Requirements: None

Please select your preferred venue

Ara Institute of Canterbury

Ara, Institute of Canterbury
138 Madras Street
Christchurch 8011

Contact Details
T: 03 940 6000
E: info@ara.ac.nz

Please select your preferred test date

August 2018							September 2018						
Su	Mo	Tu	We	Th	Fr	Sa	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					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				

Tests Available | Tests not Available | Selected Date

Logging in

If you already have a My IELTS Essentials (MIE) account, log in and make any changes to your details (if required) then click **'continue'** to proceed to the application details page. Your passport details will already be stored in the system.

A screenshot of a pop-up window titled "Continue with booking - Existing or new user?". It contains two sections: "Existing user?" with fields for "Username" and "Password", and "New user?" with a "Continue" button. There are also links for "Forgotten Password?" and "Existing User Login".

If you do not have an account, click on **'continue'**. 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 **'continue'** to proceed.

A screenshot of the IELTS application details page. It shows a progress bar at the top with steps: "Book a Test Date", "Candidate Details", "Application Details", "Responsible Organisations", and "Booking Summary". The "Candidate Details" section is active, showing "Personal Information" with a "Required" label and a text input field for a name.

Terms and conditions

Read the Terms and Conditions in the pop-up window, then tick to confirm that you have read and agree to them. Now click **'continue'**.

A screenshot of a "Terms and Conditions" pop-up window. It features an "IELTS Declaration" section with a list of terms, an "Acknowledgement" section with a checkbox for "I have read and agree to the Terms and Conditions", and "Cancel" and "Continue" buttons.

Checking your application

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



Uploading your ID documents

In the Identification Document section, upload the scan 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 1.5MB file size) as you are unable to upload multiple items. Once your passport has been uploaded successfully, select '**continue**'.

Requesting your test results

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, no exceptions. Select '**continue**'.



Completing your application

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



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Book a Test Date | Candidate Details | Application Details | Resourcing Organization | **Booking Summary**

Test Session Details
2020/2019 - Ara Institute of Canterbury
01/29 / Auckland [Review](#)

Booking Summary

Personal Details

Full Name	M Example Candidate
Passport	AA000000
Email Address	example.candidate@ara.ac.nz
Date of Birth	01 Jan 2000
Telephone	03 300 1000
Mobile	020 000 0000

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'**.



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Return to Booking

Begin Payment

Payment Details

Payment Amount (NZD)	\$385.00
Description	Booking Fee for IELTS Test [ref: 5511002]
Payment options	

[Return to Candidate Details](#) [Pay offline](#) [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'**.

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



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Return to Booking | **Payment Method Selection** | Payment Summary

Payment Method

IELTS fees: NZ\$385.00

Account Name: Ara

Account Number: 02-0100-0911070-03

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

Particulars: Your name as it appears on your passport

Code: IELTS

Reference: IELTS

* Pay by

Credit Card

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



Credit Card Payment ✕

Test Fee (NZD)
385.00

Card Number*

(e.g. 444433332221111)

CCV Number*

Expiry Month*

Expiry Year*



2 Pay in person at Ara

You can pay in person at Admissions and Enrolments at Ara. Accepted forms of payment are cash, bank cheque, EftPOS or credit card. Admissions and Enrolments are 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\$385.00
Account Name: Ara
Account Number: 02-0800-0911670-03

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