

Dear IELTS candidate,

Please read the instructions below 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.

**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 Identity document or valid Passport).

## Specifications:

Your scanned documents must contain:

- Your ID or Passport number
- Your signature
  - for Passports – signature already included (if not, please sign on the copy)
  - for National IDs: please add your signature in the document to be uploaded (see sample below)
- Your date of birth
- Your photograph
- Your ID or Passport expiry date

Please make sure the copy you upload (either National Identity Card or Passport) is coloured.

## Romanian ID sample



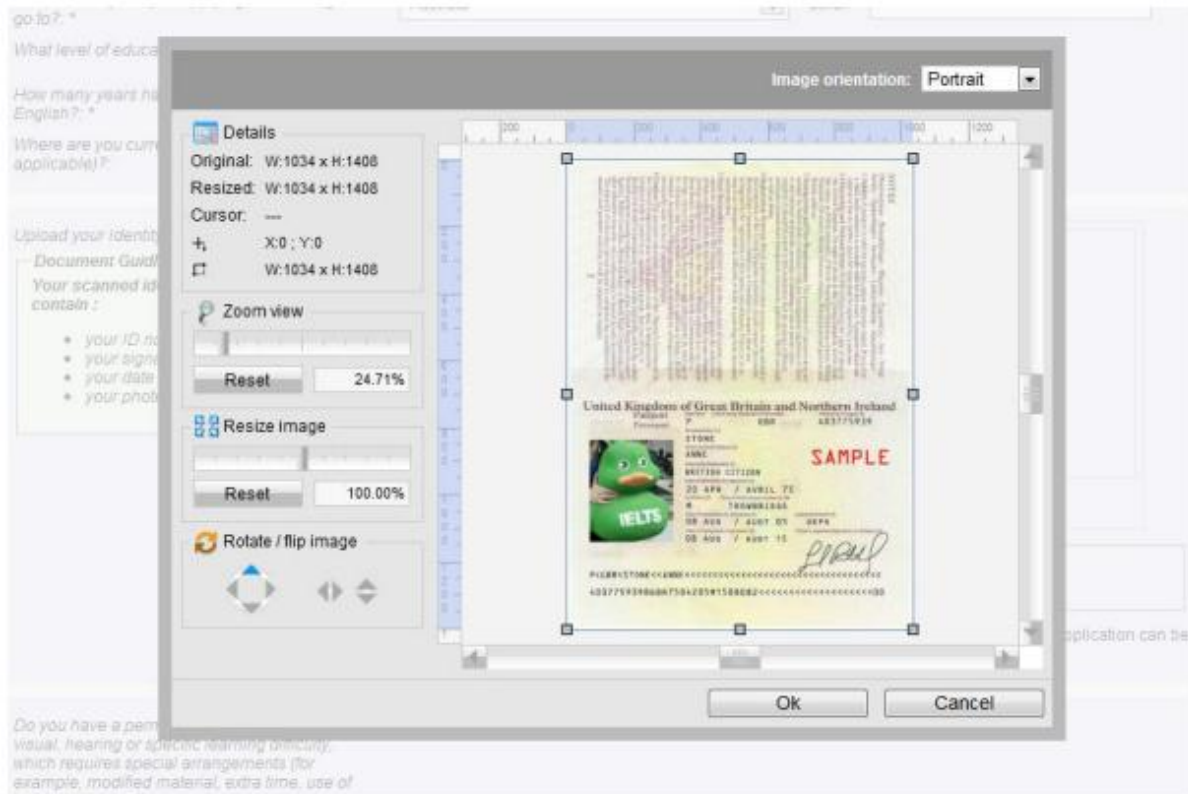
*Signature*

The scanned document must be smaller than 1600 by 1600 pixels and the file size should be 1.5 Mb or less.

Only JPEG, GIF or PNG files are supported at present.



If you wish you can perform some basic editing on 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 the 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:

At this stage you may also choose the method of payment.

If your document is rejected (mainly because the above document criteria are not met), then you will receive an e-mail with a link to enable you to upload a replacement document.

In case your passport / ID have been renewed you need to inform us in writing, by sending a copy of your new identification document.

For any further information or clarification please contact the IELTS centre at [ielts@britishcouncil.ro](mailto:ielts@britishcouncil.ro).