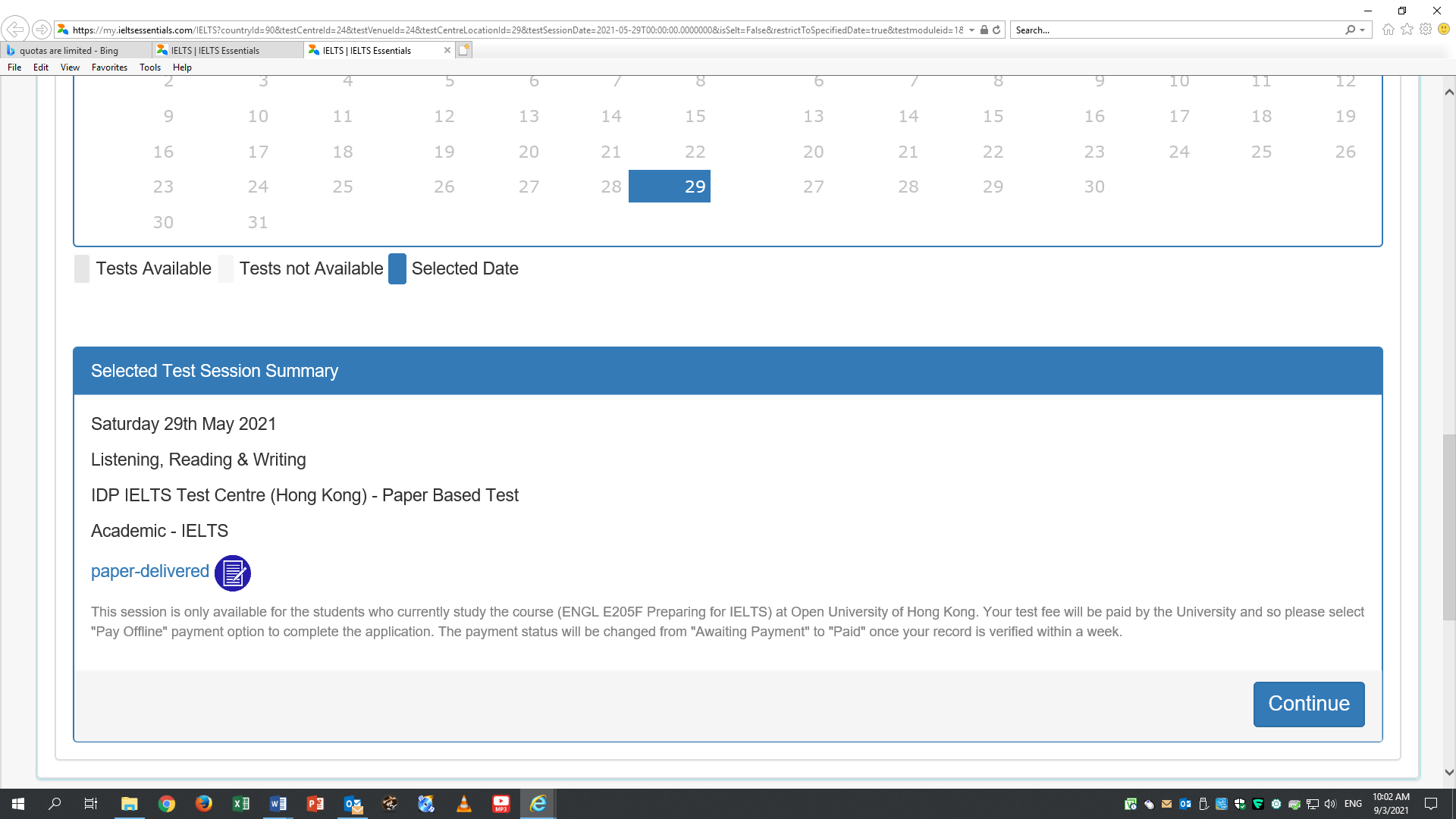
**IELTS Online Registration Procedures (IDP)**

**GENE205F**

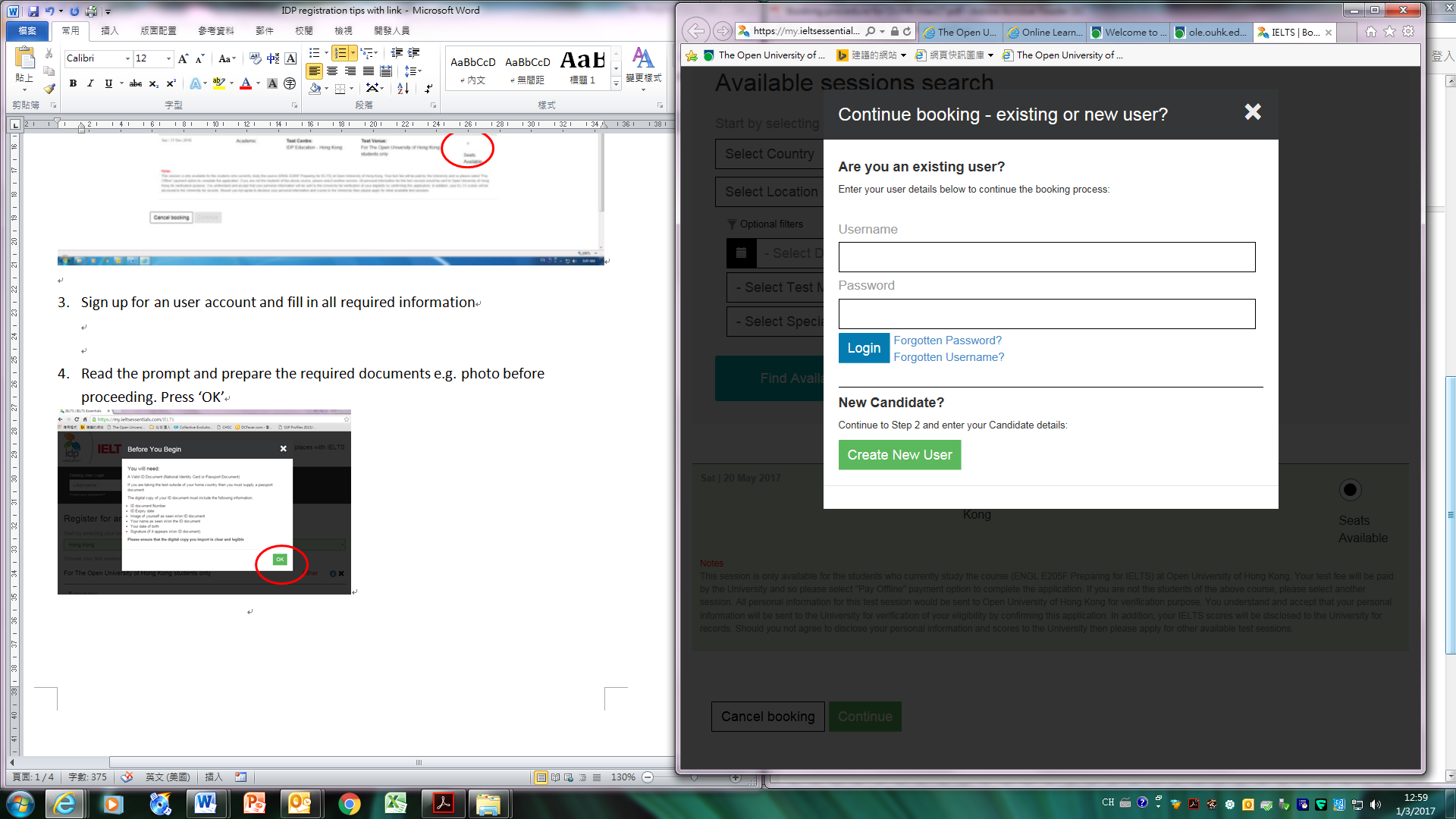
1. Click below link to go to specific test session on **29 May 2021**:

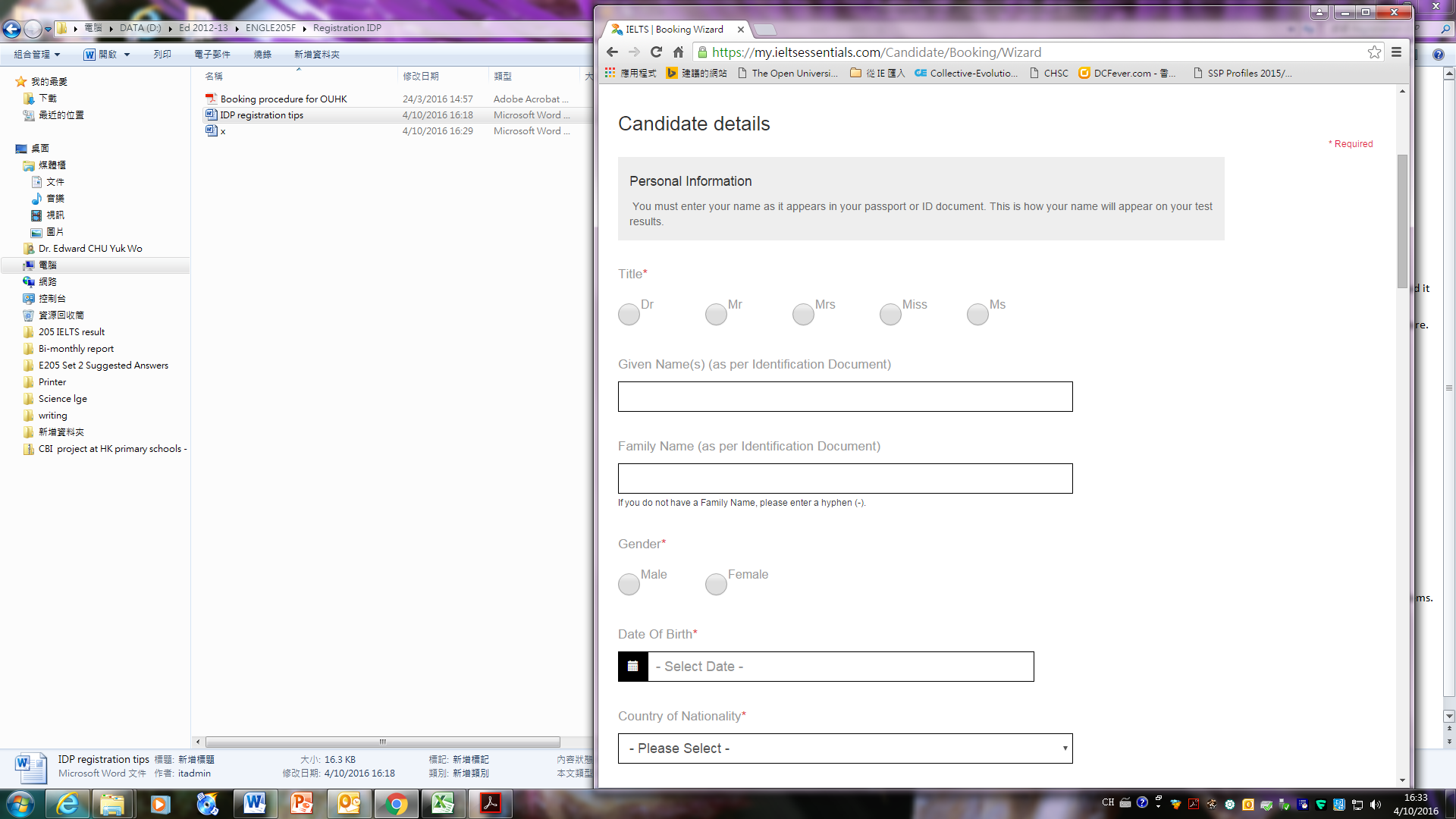
<https://my.ieltsessentials.com/IELTS?countryId=90&testCentreId=24&testVenueId=24&testCentreLocationId=29&testSessionDate=2021-05-29T00:00:00.0000000&isSelt=False&restrictToSpecifiedDate=true&testmoduleid=1&token=d94c9ad06a50dda1045d10bb59587a0779cc00d513941a07f51eabf522f7620f>

1. The session is already selected for you. Press ‘Continue’ to go on.

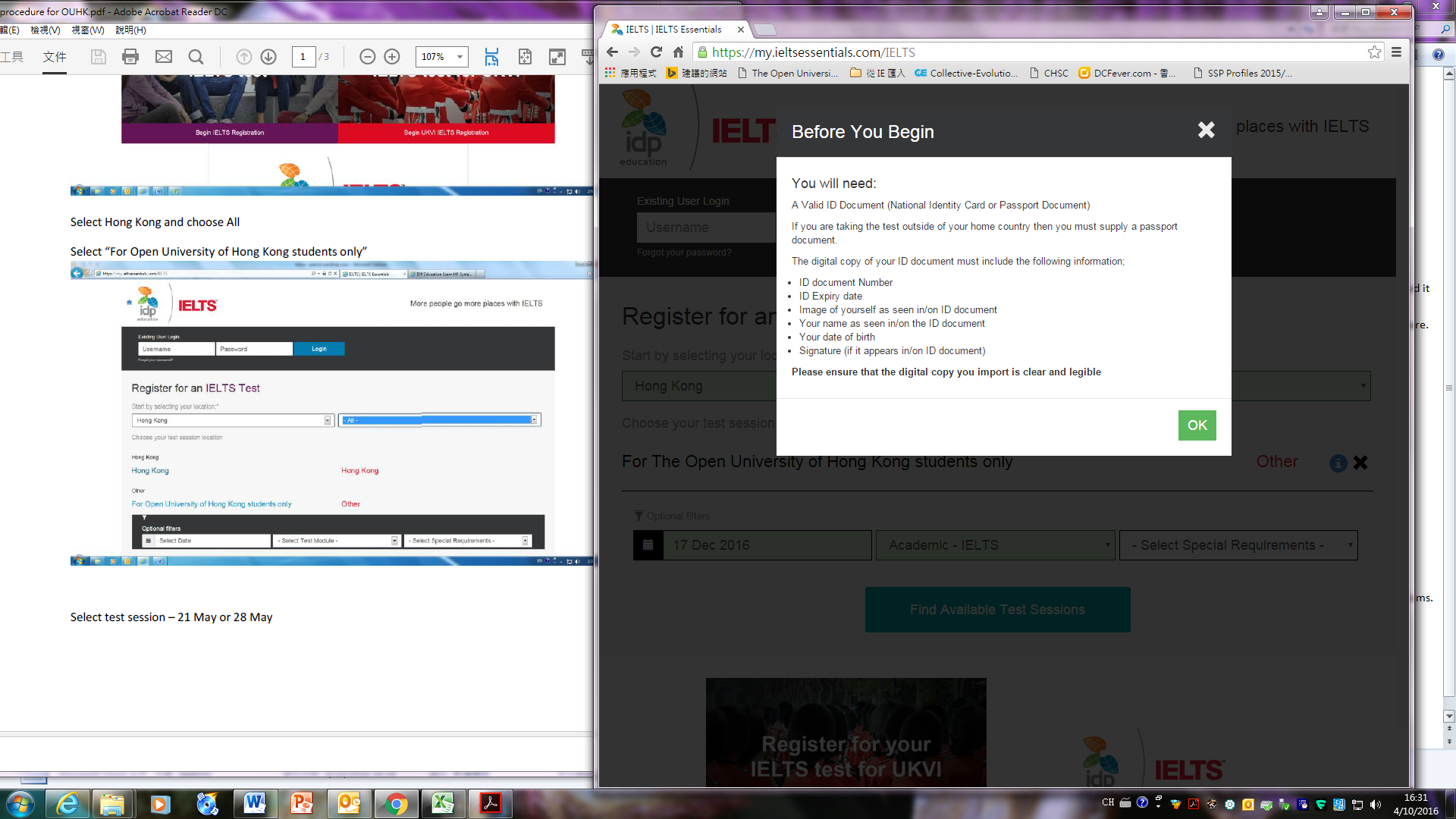


1. Create a new account. Make sure the details, especially the **email address**, are correct.





1. Read the prompt and prepare the required documents e.g. photo before proceeding. Press ‘OK’



1. Fill in the rest of the application form.

Here are tips that can save you from possible troubles:

i) It’s a rather lengthy process. Allow at least 10-15 minutes.

ii) Read the booking procedure attached first to familiarize yourself with the process.

iii) You need to have your ID card/passport copy ready for upload before your registration. Therefore, take a photo with your phone/camera first. Then download it in your computer and/or USB. Finally, upload it when you are asked to.

iv) All of us will register for the session on **29 May 2021**. If you are prevented by circumstance to attend the exam on the default date, kindly submit supporting documents and seek CC’s approval through email ([echu@ouhk.edu.hk](mailto:echu@ouhk.edu.hk)).

v) Several tricky questions and their answers:

a) Your education level:

Ans: Choose ‘Secondary’ if you have not had a degree yet.

b) Postal Code:

Ans: NIL (if you’re a HK resident)

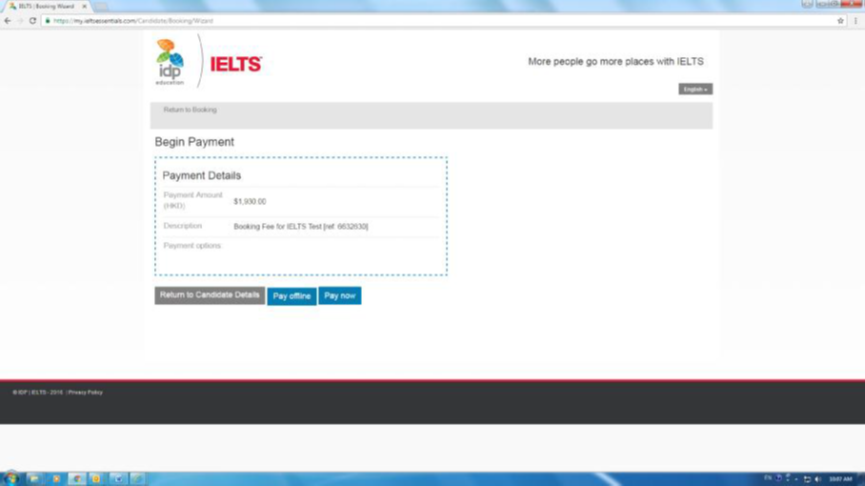
c) Which country are you applying to go to?

Ans: Hong Kong

d) Institutions to which you would send the results?

Ans: Don’t choose anything (because OUHK will automatically be notified)

6. Click “Pay Now” and settle the payment as instructed.



If your registration is successful, you’ll receive a confirmation email within 3 days afterwards.

Call IDP up if you experience technical problems along the way:

Enquiry: 2179 3600　|　WhatsApp: 60273261

As for the email with details of the exam (e.g. venue, time, etc), it will only be sent to you 3-5 days before the examination day. Here’s a sample message:

|  |
| --- |
| Venue: Novotel, Plaza 4, Lower Lobby, 238 Jaffe Road, Wan Chai, Hong Kong  Registration Time: 08:30 - 08:45  **Print out CONFIRMATION OF REGISTRATION and present it at the registration counter.** |

The deadline of application is **29 March 2021 (Monday).**

1. If you wish to reimburse the exam fee from OUHK, you can do so after the course result is released on MyOUHK, which is typically around mid-July. Here’s the latest info about reimbursement of IELTS test fee:

[http://www.ouhk.edu.hk/wcsprd/Satellite?pagename=OUHK/tcAdmSing&sch=L IB&c=C\_LIB&cid=1385198380647&lang=eng&muid=1385198380685](http://www.ouhk.edu.hk/wcsprd/Satellite?pagename=OUHK/tcAdmSing&sch=L%09IB&c=C_LIB&cid=1385198380647&lang=eng&muid=1385198380685)