



Centre of English Studies – IELTS Test Centre

Date Transfer Request Form

Candidates must submit an application for a transfer more than 5 weeks before their scheduled test date. There is a transfer charge of 25% of the test fee.

If the candidate missed an IELTS test due to illness, a medical certificate must also be sent with this completed form within five days of the main test date.

Please email your completed Date Transfer Request Form to examsleeds2@ces-schools.com or post to the IELTS Administrator, Centre of English Studies, 8a Royal Parade, Harrogate, HG1 2SZ

Please telephone the office on 01423 531969 to pay the transfer charge by debit or credit card. Alternatively you can pay by cheque or postal order made payable to Centre of English Studies Ltd and posted to the address above.

Personal Details:

Full Name:	
Address:	
Telephone number:	
Email address:	
Date of original test:	
Preferred date of new test:	
Second choice of test date:	

Candidate Signature: _____

Date: _____

For office use:

Authorised by: _____

Fee Received

Medical Certificate received

Candidate transferred to new database

Date: _____