

## HOW TO BOOK YOUR IELTS TEST ONLINE

1. Go to [www.newcastle.edu.au/international/study-with-us/what-can-i-study/english-language-and-ielts/ielts](http://www.newcastle.edu.au/international/study-with-us/what-can-i-study/english-language-and-ielts/ielts) (*We recommend candidates to use Mozilla Firefox, Google Chrome or Safari. There are some reported issues using Internet Explorer 11*)
2. On the right hand side of the page select Apply on line: Insert image from landing page
3. **If you have a medical condition (with supporting medical documents from specialist) that requires special needs, it is advisable to contact us before booking for the test.** All other candidates, please ignore "Special Needs" option and select the **test date** and **module** you would like to book. Please select your required date, module & campus carefully, transfer/cancellations will not be accepted if you select the wrong module/campus unless 5 weeks written notice is given and a \$50 administrative fee will apply.
4. Proceed to the next page by selecting **Continue**. Please note: If you already have a My IELTS Essentials (MIE) account you will need to log in (then proceed to step 7). Otherwise you will need to create a new account if you are a new user. (Note: All test bookings can only be made if you have a MIE account).
5. To create a new account, under the **Candidate Details** section users will need to ensure that all mandatory fields denoted by a red \* are completed. All details need to be entered exactly the same as your passport. If you have no surname or given name, insert a hyphen '-' in this field
6. You can proceed to the **Application details** page once you have completed the candidate details. Answer all questions. In **Identification Document** section, you will need to upload a clear and legible scanned copy of your passport which must clearly show the following: **Clear photo on the passport page - Full name - Date of Birth - Passport number & expiry date of passport**. If your passport has more than one page, 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 passport has been uploaded successfully, select Continue to proceed to step 8.
7. If you **already have an MIE account**, log in to **my.ieltsessentials** under the **Existing User** section on the right hand side. Make any changes to your details (if required) and click Continue to proceed to the **Application details** page. Enter all details in the mandatory fields where the **red \*** appears. Your passport details will already be stored in the system so click **Continue** to proceed to next step.
8. If you would like the test centre to send copies of your test results to a professional organisation including Universities, Immigration or Professional Registration organisations, fill in the relevant details on the **Recognising Organisations** page. PLEASE NOTE: The Department of Immigration and Border Protection (DIPB) no longer accepts Test Report Forms from IELTS Test Centres following a request from a candidate. DIPB will request applicants to provide a Test Report Number only.
9. Please note, you cannot include migration agents or request personal copies. TRFs will be sent to the organisation on the day results are released, no exceptions. Select **Continue**.
10. You will then proceed to the **Booking Summary** page. Ensure your details are correct and are the same as your **Passport**. You will then need to read through the terms and conditions and select **I have read and agree the terms and conditions** and click **Continue**.
11. You should now be ready to complete the booking by finalising the payment online, using a credit card. The total fee is **AUD\$330.00**. An automated email message will be sent to you upon completion of payment to acknowledge the booking & payment received. You will receive another email on the Monday before the test day with information on where you need to go on test day and what you will need to bring with you.

**Please note, you will have 30 minutes to complete the online booking before it times out. If you require assistance with your booking, the University of Newcastle IELTS Test Centre can be contacted on 02 49217183.**