



## IELTS 雅思考期暨場地變更申請書

### IELTS Request Form

\* 考生請詳細及清楚填寫以下資料，於繳交申請表同時附上相關證明文件正本  
 \*Please complete and submit this form with appropriate evidence or documentation.

考生中文姓名 Name in Chinese		考生英文姓名 Name in English	
護照號碼 Passport Number		報名序號 (17 位數) Application Number	(僅限網路報名者) Only for candidates who registered via <a href="http://www.ieltestest.org.tw">www.ieltestest.org.tw</a>
原考試日期 Test Date	DD / MM / YYYY	考試組別 Test Module	<input type="checkbox"/> IELTS 學術組 IELTS - Academic <input type="checkbox"/> IELTS 一般訓練組 IELTS - General Training <input type="checkbox"/> UKVI 學術組 IELTS for UKVI - Academic <input type="checkbox"/> UKVI 一般訓練組 IELTS for UKVI - General Training
原考試地點 Test Venue			
聯絡電話 Phone No.		Email	
欲申請變更項目 Change request	<input type="checkbox"/> 變更筆試日期至 Change Written Test Date to: <u>DD / MM / YYYY</u> <input type="checkbox"/> 變更口試日期至 Change Oral Test Date to: <u>DD / MM / YYYY</u> <input type="checkbox"/> 變更考試場地 Change Test Venue to: _____		
申請原因 Reason	<input type="checkbox"/> 考試日期5週前 (考試日期 35 日前, 不含考試日期) 5 weeks (35 days) prior to the test date, excluding the test date.		
	<input type="checkbox"/> 考試日期5週內 (考試日期 35 日內, 不含考試日期), 最晚請於考試日期5日前提交相關證明文件(含考試日期) 5 weeks (35 days) within the test date, excluding the test date. Please provide support document within 5 days (including the test day). <input type="checkbox"/> 重大疾病或事故 (不含輕微/類感冒或上呼吸道感染症狀。須檢附醫師診斷證明書正本, 並詳註症狀及休養期) Severe illness (This does not include minor illnesses such as mild cold or upper respiratory symptoms.) An original medical statement is required. <input type="checkbox"/> 考試當天重大疾病或事故, 請於考試當日開立之正本醫師診斷證明(詳註症狀及休養期), 並於考試日期5日內提交。 Severe illness on the test day: Please submit a medical statement dated on the test day to the British Council within 5 days (including the test day). <input type="checkbox"/> 配偶/直系親屬身故 (請附訃文正本) Death of a close family member. An original death notice is required. <input type="checkbox"/> 公務出差 (請檢附公司開立之正本出差證明, 證明需使用公司信紙或印有公司大小章) Business trip. An original written evidence on company letterhead with seals is required. <input type="checkbox"/> 其他 Others _____		
考生簽名 Signature		日期 Date	DD / MM / YYYY

#### 申請須知 (Notes to Candidates) :

- 於考試日期五週前提出申請變更者無需提供證明文件, 僅能申請變更乙次。凡已辦理變更者, 均不得以何理由再次申請變更或退費。You are allowed to amend your application once only, 5 weeks prior to the test date.
- 於考試日期五週內概不接受因私人因素而申請變更考期或退費。You will be charged the full fee and will not be able to cancel or change the test date within 5 weeks of the test date for any personal reason.
- 於考試日期五週內僅接受相同考試日期之場地變更。若您欲更改的場地已額滿, British Council 將不受理申請。You are allowed to amend your test venue of the same test date within 5 weeks prior to the test date. If the test venue you request is full, your request will be declined.
- British Council 將依申請者所出俱之證明文件安排至下一場未額滿之考試日期。The British Council will change your test date to the next available date based on the evidence or documentation provided.
- 此表格可回傳至 [exams@britishcouncil.org.tw](mailto:exams@britishcouncil.org.tw) 或傳真至 02-8786-0985; 相關證明文件正本請郵寄至下列地址。請主動致電考試部門專線 02-8722-1039 確認。This form can be submitted via email to [exams@britishcouncil.org.tw](mailto:exams@britishcouncil.org.tw) or faxed to 02-8786-0985. The original evidence will need to be submitted to the following address. Please contact us at 02-8722-1039 to confirm.  
**British Council Examinations Services, 11073 台北市信義區松高路 9 號 26 樓**  
**British Council Examinations Services, 26F, NO.9 Song Gao Road, Taipei 11073**
- British Council IELTS 雅思考試中心保有任何變更或退費之最終決定權。The British Council IELTS Centre reserves the right to change the test date or refund test fees at its discretion.

#### 以下由 British Council 填寫 For Office Use Only

變更後之筆試&口試日期 New Test Dates	Writing: DD / MM / YYYY Speaking: DD / MM / YYYY	變更後之筆試場地 New Oral Test	
經辦人簽名 Received By		授理日期 Date	DD / MM / YYYY