# Lingnan University – IELTS Test Booking & Payment Guide

## 1. Under the top tab -> Book A Test -> How to Book



### 2. Click Online Registration

This will take you to the registration page of the IELTS for Lingnan University



3. Under booking, you will find the respective dates of the IELTS test and the speaking test date.

Status will show whether the sessions are open or close. Please register before the deadline shown on the column "Registration Deadline"

Please make sure you have ticked all the boxes before you proceed

### IMPORTANT: Please read and click below BEFORE register the test

Please use valid Lingnan University student email on account registration

Delease input your Lingnan University student number in the Post Code / ZIP field during registration for verification purpose

By ticking the box, I agree and consent my information submitted will be shared with Lingnan University for IELTS registration and financial subsidy purpose. Lingnan University reserves the right to request more information from the Student when needed

Please read through the registration guideline to ensure you are following the correct registration procedure

# Click "First Attempt" if you are first time taking the test and "Multiple Attempt" if you have already taken IELTS

# Booking

#### IMPORTANT: Please read and click below BEFORE register the test

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- Please input your Lingnan University student number in the Post Code / ZIP field during registration for verification purpose
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Please read through the registration guideline D to ensure you are following the correct registration procedure

Test date	Speaking test date	Status	Registration Deadline	Register
01/04/2023	01/04/2023	Open	22/03/2023	First Attempt
15/04/2023	15/04/2023	Open	05/04/2023	First Attempt

## Under "Find a Test", please choose Hong Kong -> New Territories

IELTS Academic         Find a test         Where would you like to take your test?         Search in: Hong Kong       Change country         Q Search city          Closest to me          Hong Kong	IELTS	
Where would you like to take your test?         Search in: Hong Kong       Change country         Q Search city       Image: Consest to me         Hong Kong       Hong Kong	Find a test	
Q Search city       Closest to me       Hong Kong	Where would you like to tak Search in: Hong Kong	ce your test? Change country
Hong Kong	Q Search city	\$
	Hong Kong	

If you have accessibility needs, please tick the box "I have accessibility needs for the test date". This will require you to submit a medical report to British Council as proof for any medical condition you have that required accessibility needs for the test. Only once it is approved, your test will be registered.



Choose the date under the calendar, the only date available should be according to the link you have clicked into. Click "Search for tests" to proceed.

Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su
					1	2	1	2		4	5		7
3	4			7	8				10	11	12	13	14
10	-11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29		29		31				

You would be able to see the date and time of the Listening, Reading and Writing and Speaking test accordingly.

Click "Book for 2,380 HKD" to proceed with registration and payment

1 April 202	3, 08:45 - 12:45		
🖹 Listenin	g, Reading & Writing	IELTS on paper	
1	2 12 10 11 00		
1 April 202	3, 13:40 - 14:00		
Speakin	g Face to face		
Change spea	aking		

The link will prompt you to create an account if you have not done so. If you already have an account, please click "Login"

Please note					
You'll need an acco receive an email ex	unt to manage your b plaining how to acces	ooking. Once you' s your booking on	ve boo line.	ked a test, you	'II
Already have an ac	ount? Login				
Your email:					
o. c					
Confirm email ado	Iress:				
Confirm email add	Iress:				
Confirm email ado	Iress:				
Confirm email ado Password:	Iress:				
Confirm email ado Password:	Iress:			Show Password	d

Please fill in personal information including your contact details, address, and student ID (At the ZIP/Postal code) -> Click "Save and Continue" to proceed.

About you	
Name:	
Date of birth:	
Your email:	
Not your details?	igout
Your contact	details
Please provide your ph or send you any docun	one number and postal address in ca ients (e.g. your test report form).
Mobile number:	
+852 -	
Country of residen	ce:
Q Hong Kong	
Postal address:	

Please make sure you input your student ID into the ZIP/postal code field so that we can keep as reference.

4. Under "Payment", the price of the IELTS test would display as HKD\$2,500 for test. If you are a "First Attempt" test taker, please click "I have a promo code" and enter promo code "2024LU". Deduction of the whole test fee would be automatically applied and we will cross check with Lingnan University to confirm your registration.

If you are "Multiple Attempt" test taker, please click "I have a promo code" and enter promo code "2024LUHK180". Deduction amount the test fee would be automatically applied and you may proceed to online payment.

Click "I have a promo code" -> Type in the promo code "2024LU" if it is your first attempt. "2024LUHK180" if this is your second or more attempts. -> click "Apply code"

Payment		
Fee:	2,500.00 HKD	<u>l don't have a promo code</u>
Promo code:		
2024LU		Apply code
Paymont		
Fayment		
Fee:	<del>2,500.00 HKD</del>	
Promo code applied		Remove
••••••		
Payment		
Fee:	2,500.00 HKD	<u>l don't have a promo cod</u>
<sup>=</sup> ee: Promo code:	2,500.00 HKD	<u>l don't have a promo cod</u>
Fee: Promo code: 2024LUHK180	2,500.00 HKD	I don't have a promo cod
Fee: Promo code: 2024LUHK180	2,500.00 HKD	I don't have a promo cod
Fee: Promo code: 2024LUHK180	2,500.00 HKD	<u>I don't have a promo cod</u> Apply code
Fee: Promo code: 2024LUHK180 Payment	2,500.00 HKD	I don't have a promo cod
Fee: Promo code: 2024LUHK180 Payment	2,500.00 HKD 2,500.00 HKD	I don't have a promo cod
Fee: Promo code: 2024LUHK180 Payment Fee: Promotion:	2,500.00 HKD 2,500.00 HKD -300.00 HKD	I don't have a promo cod
Fee: Promo code: 2024LUHK180 Payment ee: romotion: ptal:	2,500.00 HKD 2,500.00 HKD -300.00 HKD 2,200.00 HKD	I don't have a promo cod

Please ensure you read the full notice under "Read full notice" and click the box "I agree to the IELTS terms and conditions and cancellation policy" -> Click "Book & pay now" to proceed

	I agree to the IELTS terms and conditions and cancellation policy
The Britis	sh Council will use the information that you are providing in connection with
processir	ng your registration. The legal basis for processing your information is
agreeme	nt with our terms and conditions of registration (contract).
+ Read	full notice
Once yo	u select the option below, we will book your test for you.
6	Book &
	Day now

5. Under "Pay Online" -> You can choose how to pay, either by credit or debit card, China Wechat Pay or China Alipay. For those who are "Multiple attempts", you may choose to settle the exam fee by credit card or debit card. Payment deadline is set 12 hours after your registration. Please settle the exam fee accordingly otherwise the booking will be cancelled and re-registration will be required.

6.	Pay online
	Choose how to pay
	Credit or debit card Use our secure checkout to pay. Pay by card China WeChat Pay in Chinese Yuan using your WeChat Chinese wallet.
	Pay with WeChat Pay   Pay with WeChat Pay   China Alipay  Pay in Chinese Yuan using your Alipay Chinese wallet.  Pay with Alipay

If you have encountered any issues with payment or registration, please send email to <u>examinations@britishcouncil.org.hk</u> and our customer service team will provide support to you.