



Centre of English Studies IELTS Test Centre Request for Test Date Transfer Form

Candidates must submit an application for a transfer more than 5 weeks before their scheduled test date. Candidates must include the €30 transfer fee with this form. If the candidate missed an IELTS test due to illness, a medical certificate must be provided within five days of the main test date.

Please bring or post your completed transfer request form with payment to: **EXAMINATIONS OFFICE, CENTRE OF ENGLISH STUDIES, 31, DAME STREET, DUBLIN 2** or email ielts@ces-schools.com

You can pay the administration fee of €30 at the main CES reception or you can include a cheque or postal order made payable to Centre of English Studies. Alternatively you can pay by bank transfer (account details below) using your full name as the reference for the payment.

Personal Details

First Name: _____ Family Name: _____

Tel: _____ Email: _____

Test Date Registered for: _____ Test Date you wish to transfer to: _____

Candidate Signature: _____ Date: _____

CES Bank Account Information

NAME OF BANK:	ALLIED IRISH BANK
ADDRESS:	7/12 Dame Street, Dublin 2
ACCOUNT NAME:	THE CENTRE OF ENGLISH LANGUAGE STUDIES
BANK ACCOUNT NUMBER:	88887220
BANK SORT CODE:	93-20-86
SWIFT CODE:	AIBKIE2D
IBAN # :	IE29 AIBK 9320 8688 8872 20

Test Centre Use Only

Received by: _____ Date: ____/____/____

Request approved/not approved (please circle) Authorised by: _____ Date: ____/____/____

Fee received from candidate Transfer fee receipt number _____

Candidate transferred to new date in database Candidate application form transferred to new date folder