

# Information of IELTS Online Registration Guidelines

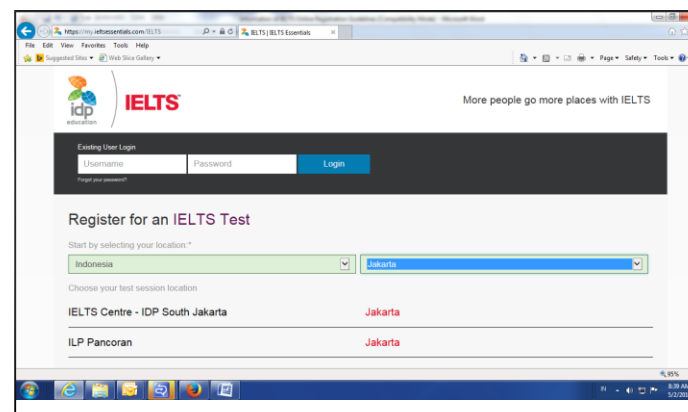
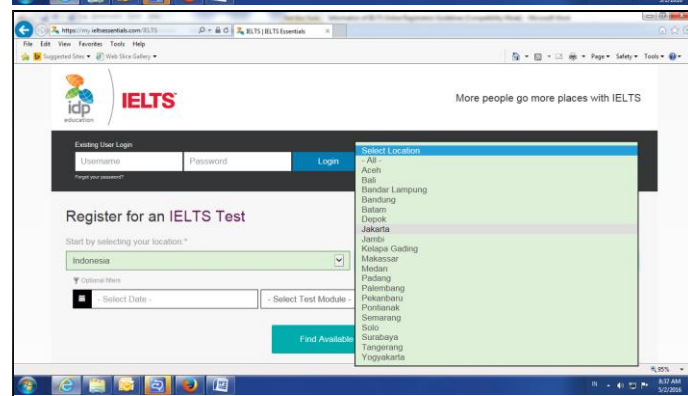
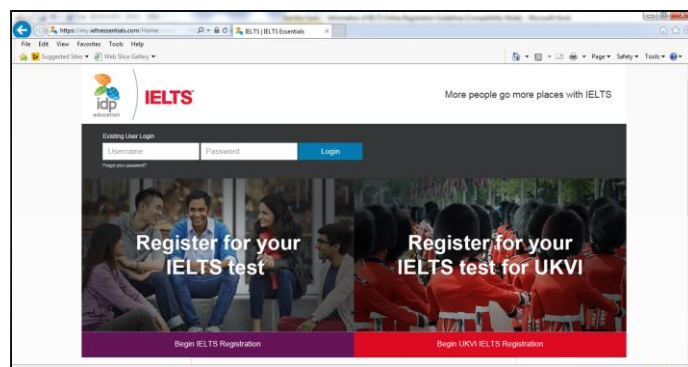
What you need:

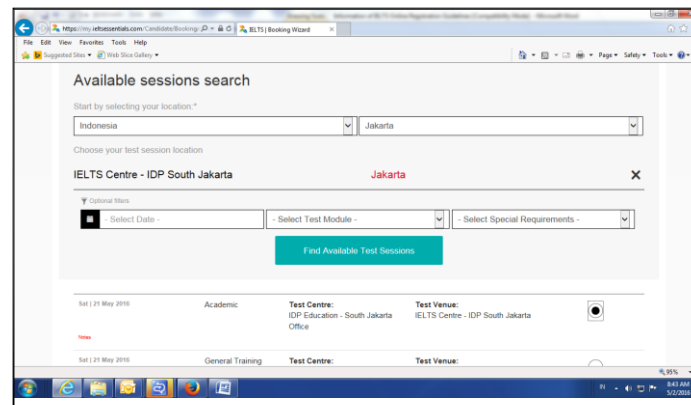
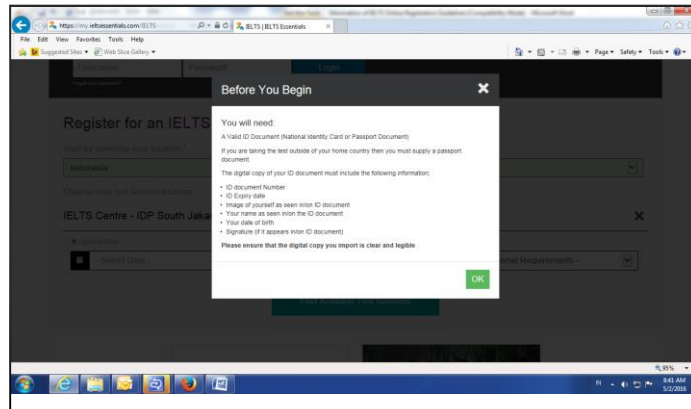
1. Original ID (Passport/Indonesia ID - KTP) – You will need to UPLOAD this document
  2. VISA / Master Card or PayPal Account
- You will receive a confirmation email.

How to book and pay for a test

## 1. Book a test

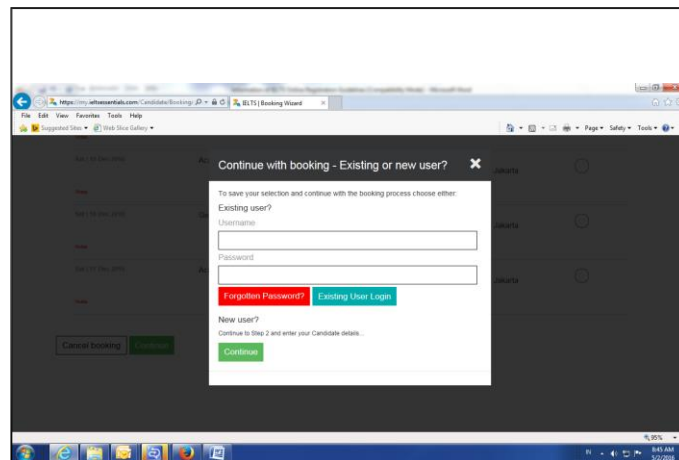
- a. Log in on to web site: <https://my.ieltsessentials.com> and Choose Location by selecting; Country, City (example: Jakarta, Kelapa Gading, Bandung, Semarang, Yogyakarta, Medan and Makassar), then Choose IELTS Test Date and Module. Please click on Find test and tick on the test session selection and click Continue.

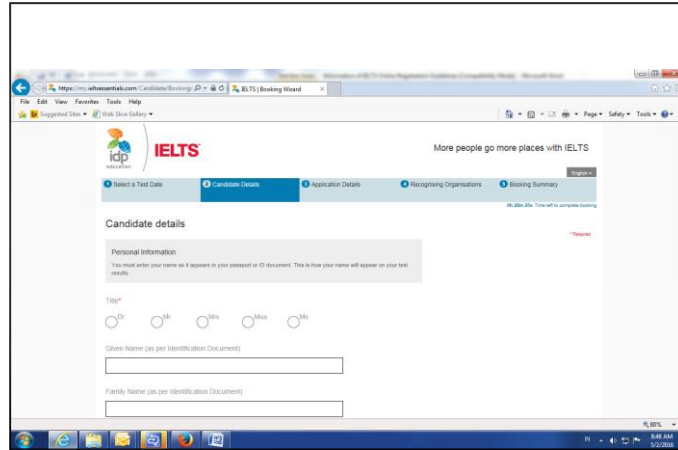




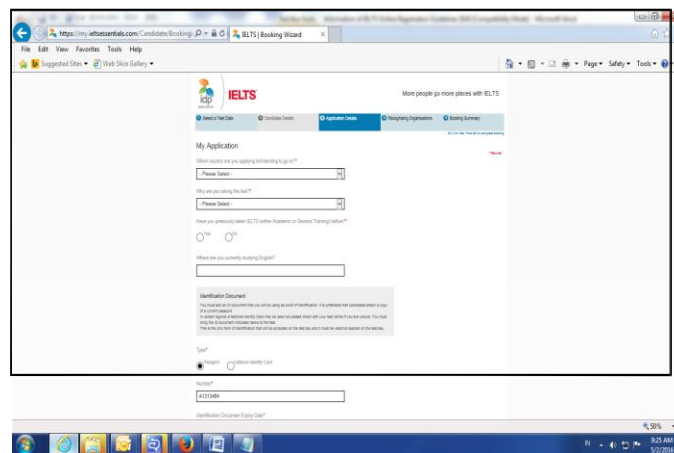
## 2. New User? Register for an account

Go to <https://my.ieltsessentials.com> and click **register for an account** to create your my.essentials account. Complete your **Candidate Details** by answering the questions with an asterisk (\*) and click **Continue**.

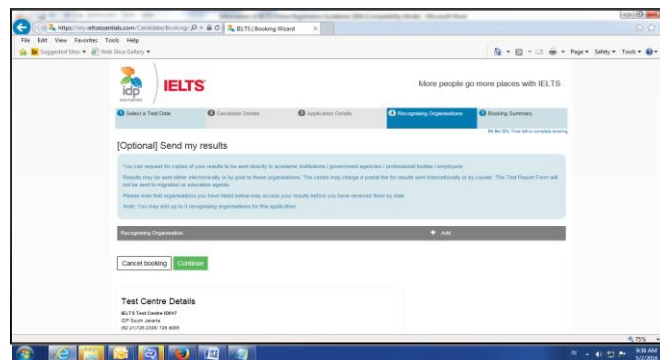




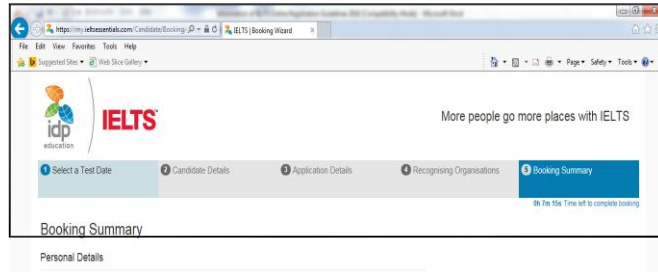
b. Complete your **Application Details** by answering the questions with an asterisk (\*). Complete your **Identification Document** and **upload** your scanned documents (passport or Indonesia National I.D. Card) and click **Continue**.



d. Please click **Continue** or please ask IDP IELTS staff for a list of STED RO (Electronic Result for Recognising Organisation) then Click Add and Continue.



e. Please confirm your test date and details by clicking [You have accepted the Terms and Conditions](#) and Scroll down, Tick and [Continue](#). Please be aware **you cannot transfer or cancel the test dates** within the five (5)-week period prior to the registered test dates will be treated as cancellation and receive NO REFUND.

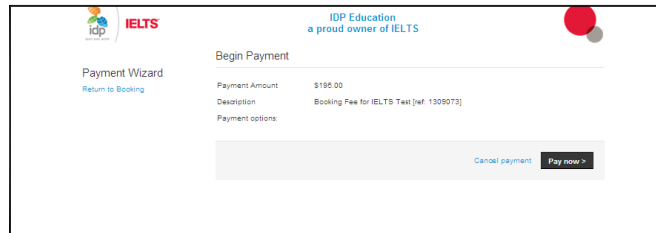


### 3. Make a Payment

#### IELTS test fees

- IELTS test fee: **USD 215**
- IELTS for UKVI test fee: **USD 252**
- IELTS Life Skills test fee: **USD 189**

a. **Payment Online by Credit Card** please click on **Pay Now**, **Buy by**, Select PayPal and click “Buy as Guest” and Input the credit card details



The screenshot shows the IDP Education website's payment page. At the top, it says 'IDP Education a proud owner of IELTS'. The main heading is 'Begin Payment'. On the left, there is a 'Payment Wizard' section with a 'Return to Booking' link. The payment details are as follows:

Payment Amount	\$195.00
Description	Booking Fee for IELTS Test (Ref: 1309073)
Payment options	

At the bottom of the payment details, there are two buttons: 'Cancel payment' and 'Pay now'.

b. **Payment Offline:** please send your payment receipt within 24 hours by email to: [ielts.indonesia@idp.com](mailto:ielts.indonesia@idp.com) or send email to IDP IELTS staff at your test venue/location:

- IDP Kuningan (021) 252 3291: [ien.mia@idp.com](mailto:ien.mia@idp.com)
- IDP Kelapa Gading (021) 245 20208/9: [ikhfaz.asari@idp.com](mailto:ikhfaz.asari@idp.com)
- IDP Kebon Jeruk (021) 2962 1588: [angga.fadillah@idp.com](mailto:angga.fadillah@idp.com)
- IDP Bandung (022) 426 1054: [kurniawan.kurniawan@idp.com](mailto:kurniawan.kurniawan@idp.com)
- IDP Yogyakarta (0274) 563 836: [octavia.putri@idp.com](mailto:octavia.putri@idp.com)
- IDP Semarang (024) 8656 9044/5: [ruli.nuranto@idp.com](mailto:ruli.nuranto@idp.com)
- IDP Medan (061) 452 5598, 453 2750: [william.lukito@idp.com](mailto:william.lukito@idp.com)
- IDP Makassar (0411) 831 534: [muh.syahril@idp.com](mailto:muh.syahril@idp.com)
- IDP Bali (0361) 9073 436, 9063 278: [hervin.hervin@idp.com](mailto:hervin.hervin@idp.com)

#### Payment Offline Guidelines:

1. Deposit or Transfer by using Internet Banking/ Teller Bank/ATM to:

**Account Name: PT IDP CONSULTING INDONESIA**

**Account Number (IDR): 050-239375-069**

**Bank Name: HSBC**

**Bank Address: World Trade Center I, Jl. Jendral**

**Sudirman Kav. 29-31, Jakarta 12920, Indonesia**

**For payment transfer using monthly IDR(Rupiah) flat rate, please call IDP Indonesia (6221) 7262335 for payment detail.** Please write your name, date of your test and inform the last 4 digits number of your ATM card on your email.

### 4. Finger-scanning and Photo-taking

Please have your photo taken and finger scanned on the day of the test for all venues.

## 5. Test Day Registration Guidelines

IELTS test format: PAPER BASED

All candidates must arrive at the test venue at 7.30am for finger-scanning and photo-taking process. The IELTS test will start at 8.50am. If you arrive late at the venue on the day of the test or do not bring the original/valid identity (passport/KTP), you will not be permitted to sit for the test and your payment will not be refunded.

Speaking schedule will be informed on the day of test. If the speaking schedule cannot be conducted at the same day, you will be informed at least two days before the test date.

### a. IDP South Jakarta (for standard IELTS test)

- Listening, Reading & Writing test at 07.30 -12.00am at Raffles International Christian School (Yayasaan Pendidikan Kristen Ora et Labora) Jl. Gedung Hijau I no.1, Pondok Indah, Jakarta Selatan 12310.  
(Except for IELTS test on Thursday and the following IELTS test dates: **19 Jan, 9 & 23 Feb and 11 May 2019**. We will conduct at Mercure Hotel Simatupang Lebak Bulus, Simatupang Room 2 & 3, 2nd floor, Jl. RA. Kartini No.18, Lebak Bulus, Jakarta Selatan)
- Speaking test on schedule (please come early) at IDP Education Pty. Ltd. (South Jakarta - IELTS test centre office) Ruko Plaza 5 Pondok Indah Blok D19, Jl. Margaguna Raya, Jakarta Selatan 12140. If the speaking schedule can't be conducted at the same day, it will be informed to candidates at least two days before the test date.

### b. IDP Kelapa Gading

- IELTS test for all sections will be conducted at:  
Raffles Christian School Kelapa Gading  
Jl. Gading Pelangi no.1 Pegangsaan Dua, Kelapa Gading, Jakarta Utara  
Tel.(62 21)245 20208/09 Email. ikhfaz.asari@idp.com
- Speaking test on schedule (please come early), if the speaking schedule can't be conducted at the same day, it will be informed to candidates at least two days before the test date.

### c. IDP Kebon Jeruk

- IELTS test for all sections will be conducted at:  
RAFFLES COLLEGE - KEBON JERUK  
Jalan Arjuna Utara No. 35, Kebon Jeruk, Jakarta  
Tel. (62 21) 2962 1588 Email. angga.fadillah@idp.com
- Speaking test on schedule (please come early), if the speaking schedule can't be conducted at the same day, it will be informed to candidates at least two days before the test date.

### d. IDP Kuningan

- IELTS test for all sections will be conducted at:  
SEKOLAH PERKUMPULAN MANDIRI (SPM)  
Jl. DR. GSSY. Ratulangi No. 14, Menteng, DKI Jakarta, 10310  
Tel. (62 21) 252 3291 Email. ien.mia@idp.com
- Speaking test on schedule (please come early), if the speaking schedule can't

be conducted at the same day, it will be informed to candidates at least two days before the test date.

- e. IDP Bandung
  - IELTS test for all sections will be conducted at IDP Bandung office.
  - If the speaking schedule can't be conducted at the same day, it will be informed to candidates at least two days before the test date.
- f. IDP Semarang
  - IELTS test for all sections will be conducted at IDP Semarang office.
  - If the speaking schedule can't be conducted at the same day, it will be informed to candidates at least two days before the test date.
- g. IDP Yogyakarta
  - IELTS test for all sections will be conducted at:  
Lembaga Bahasa Universitas Sanata Dharma (USD),  
located in LPPM building Universitas Sanata Dharma,  
in front of Auditorium Driyarkara, jalan Afandi/jalan Gejayan, Yogyakarta.
  - If the speaking schedule can't be conducted at the same day, it will be informed to candidates at least two days before the test date.
- h. IDP Medan
  - IELTS test for all sections will be conducted at IDP Medan Office.
  - If the speaking schedule can't be conducted at the same day, it will be conducted at IDP Medan Office. The speaking schedule will be informed to candidates at least two days before the test date.
- i. IDP Bali
  - IELTS test for all sections will be conducted at IDP Bali Office.
  - Speaking schedule will be conducted on Friday (one day before the test date).  
If the speaking schedule can't be conducted at the same day, it will be conducted at IDP Bali Office. The speaking schedule will be informed to candidates at least two days before the test date.

#### IELTS test format: COMPUTER DELIVERED BASED

Please plan your journey to the venue beforehand and all candidates must arrive at the test venue at least **90 minutes** before the start of your test for **your photo taken and finger scanned**, this will ensure your experience is stress-free!. You will not be permitted to sit for the test if you arrive late and your test fee will not be refunded.

- a. Computer Delivered – IDP Pondok Indah, Jakarta
  - Listening, Reading & Writing test at IDP Education Pty. Ltd. (South Jakarta - IELTS test centre office) Ruko Plaza 5 Pondok Indah Blok D11, Jl. Margaguna Raya, Jakarta Selatan 12140.
  - Speaking test on schedule (please come early) at IDP Education Pty. Ltd. (South Jakarta - IELTS test centre office) Ruko Plaza 5 Pondok Indah Blok D19, Jl. Margaguna Raya, Jakarta Selatan 12140. If the speaking schedule can't be conducted at the same day, it will be informed to candidates at least two days before the test date.

**For other venues except above, the speaking test is conducted at the same venue.**

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<https://my.ieltsessentials.com>