



## IELTS Teacher Training Joining Instructions

### Step 1

Fill out the registration form and send it to Syed Tirtho Mahmood, Business Development Coordinator – Examination Services. Should you meet the requirements for the workshop, you'll be sent a 6-digit reference number.

### Step 2

Make the payment at our Standard Chartered Bank Service 1 booth. In the 'Other Exam/Service' section on the payment slip, put 'ITT' as the Exam Code; DHK/CTG/SYL/RAJ/KHL as the Exam City; month and year of your workshop followed by your reference number.

### Step 3

Send a scanned copy of the payment slip to Syed Tirtho Mahmood, Business Development Coordinator – Examination Services. You'll then receive a confirmation email.

**Please note your place will only be secured once we have received proof of payment. You'll be notified about the venue at least two days prior to the workshop.**

### Contact Information

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