



IELTS™

Registration
Instructions
Handbook



Select
Test Day

You must make the payment of the exam on the same day of registration so that you can take it on the desired date

1

IEL

IELTS General

Bog

Bogotá

Please select your preferred test date

December -1

January 2020

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5	6		1				4
7	8	9	10	11	12	13	6	7	f				
14	15	16	17	18	19	20	13	14	1				
21	22	23	24	25	26	27	20	21	22				

You will find a calendar on the Multilingua page. Filter all the data and choose the date you need.

2

December 2019

January 2020

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

Tests Available

Tests not Available

Selected Date

Selected Test Session Summary

Wednesday 15th Jan 2020 8:30 AM

Listening, Reading & Writing

Multilingua Bogota - Computer-delivered IELTS

General Training - IELTS

computer-delivered

This appointment time will cover your listening, reading and writing test components

Continue

You will be redirected to the official IELTS page. Verify the information and click on the **Continue** button.



Speaking Test
Selection

3

Your Test Details:

Location:

Multilingua Bogota - Computer-delivered IELTS

Test Sitting:

8:30 AM

Test Type:

General Training - IELTS

Please arrive no later than 8:00 AM

Test Date:

15 Jan 2020

Test Format:

computer-delivered

Please choose a date and time for your speaking appointment

Available Appointments

1

1

12:00 PM - 12:20 PM

1

Show more

Choose the day and time you want to take the Speaking part of your test.

4

Continue booking - existing or new user?

Are you an existing user?
Enter your user details below to continue the booking process:

Username

Password

Login

Forgotten Password?

Forgotten Username?

After choosing your speaking date, you will be asked to create a username to continue with the process.



Candidate
Details

5

Candidate details

Personal Information

You must enter your name as it appears in your passport or ID document. This is how your name will

Title*

☐ Dr

☐ Mr

☐ Mrs

☒ Miss

☐ Ms

Given Name(s) (as per Identification Document)

Laura María

Family Name (as per Identification Document)

Escobar García

Make sure you register with names and surnames exactly as they appear in your ID.

If you do not have a Family Name, please enter a hyphen (-).

Gender*

☐ Male

☒ Female

Date Of Birth (yyyy-mm-dd)*



1993-02-03

Cancel

Register

To register your user, you must fill in all the fields with the requested data. Verify and then click on the green **Register** button



Application
Details

6

My Application

Which country/territory are you applying to/intending to go to?*

Colombia

Why are you taking the test?*

Immigration

Have you previously taken IELTS (either Academic or General Training) before?*

☐ Yes ☒ No

Fill in all the data. You must upload the required documentation in the **File** field. It is important to upload your file correctly, otherwise you will not be able to take your exam.

File*

Select Image

Important Information

- Make sure you have valid documents
- The document must be uploaded to the registration page **4 business days** before the official exam date.
- Bring the same identity document on the test day as the one recorded in your application. If you do not do this you will not be allowed to take the test and you will not be eligible for a refund or transfer



Application
Details

How to upload your document
correctly?

Remember that you can only upload one document. Here are some examples on how to upload your ID or passport.



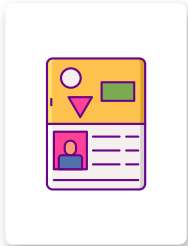
Scan both sides of your ID in color. The information and photo of the candidate must be legible.



*Separate sheets
in the same PDF*



Your passport must be scanned fully open so that both pages are visible in the image. The information and photo of the candidate must be legible.



SUPPORTED FILE FORMATS

- tiff
- jpg
- doc
- dock
- pdf
- png
- gif
- jpeg



Recognising Organizations

7

Recognising Organisation + Add

Edit Recognising Organisations



Add your file/case number if known

Which country/territory are you applying to/intending to go to?*

Canada

Organisation*

Columbia College



If your organisation is not listed above or available, please select 'Other' for Organisation above and enter organisation - other and address/details below

Name of Person/Department (Maximum of 30 characters)*

Max Thompson

File/Case Number

Cancel

Save

Optional Step

If you want your results to be sent to any entity, click the **Add** button to enter the data.



Booking
Summary

8

Your Test Details:

Location: Multilingua Bogota - Computer-delivered IELTS Speaking Test: 12:00 PM
Test Type: General Training - IELTS Test Sitting: 8:30 AM
Test Date: 15 Jan 2020 Please arrive no later than 8:00 AM
Test Format: computer-delivered To change speaking test time select "Step 2" in menu

Booking Summary

Personal Details

Full Name
National Identity Card 1020345607
Email Address info@multilingua.edu.co
Date Of Birth 03 Feb 1993
Telephone
Mobile 3112311

Listening, Reading and Writing Test

Date of Test 15 Jan 2020 8:30 AM
Test Venue Multilingua Bogota - Computer-delivered IELTS
Address Line 1 Autopista Norte # 82 - 17
State/Region Bogotá

Recognising Organisations

Columbia College
File / Case Number:
Person / Department: Max Thompson
Address: 200-438 Terminal Avenue Vancouver B.C V6A 0C1 Canada

☒ I have read and agree to the [terms and conditions](#)

Cancel

Continue

Here you will find all the registered information. It is important that you verify your personal data and general information on the day of the test. If everything is correct, click on the green button **continue**.

This is the last registration step. To finish the process you must pay the cost of the exam.

On the next page you will find the payment button and essential information.



Payment

9

The payment for the exam must be made before the date of the official exam, otherwise, you will not be able to take it on the desired date.

PAYMENT METHODS



Online

Payment confirmation

Once you have confirmed the payment, you need to send us an email with all your personal details and proof of your payment to the following email address:

ieltsinternational@multilingua.edu.co

.....



If you don't send the proof of payment in the stipulated time, we will not be able to guarantee your registration on the day of the exam



Payment

Confirmation

We will send an electronic confirmation to your email as soon as we have confirmed your registration and payment.

We will also send you additional information so that you are knowledgeable about the benefits you will have when taking the IELTS test with us.

[REGISTER HERE](#)