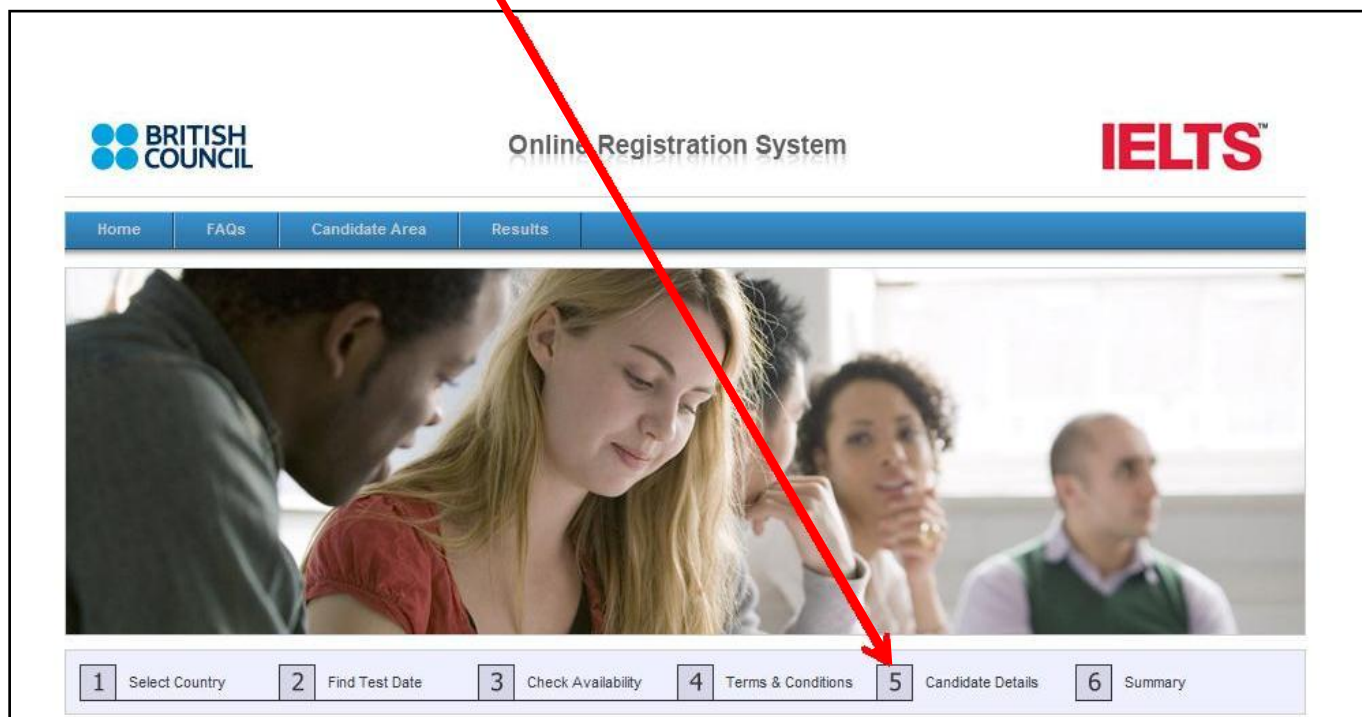


Dear IELTS candidate,

Aiming at making your registration for IELTS easier, we are happy to provide you with Guidance so you can upload the electronic copy of your ID.

Please read below the instructions on how you can upload your identification document:

At step 5 of your online application,



Under “where are you currently studying English” the following facility appears:

Clicking on the Browse button, you can select your scanned document for upload.

NOTE: Please make sure before you reach this point:-

- ✓ You have scanned your Identification document.
- ✓ Scanning is clear and document is easily readable.
- ✓ Both sides are in one page.

Specifications:

Your scanned document must contain (Either **Passport** or **National ID {RegistroGeral}**):

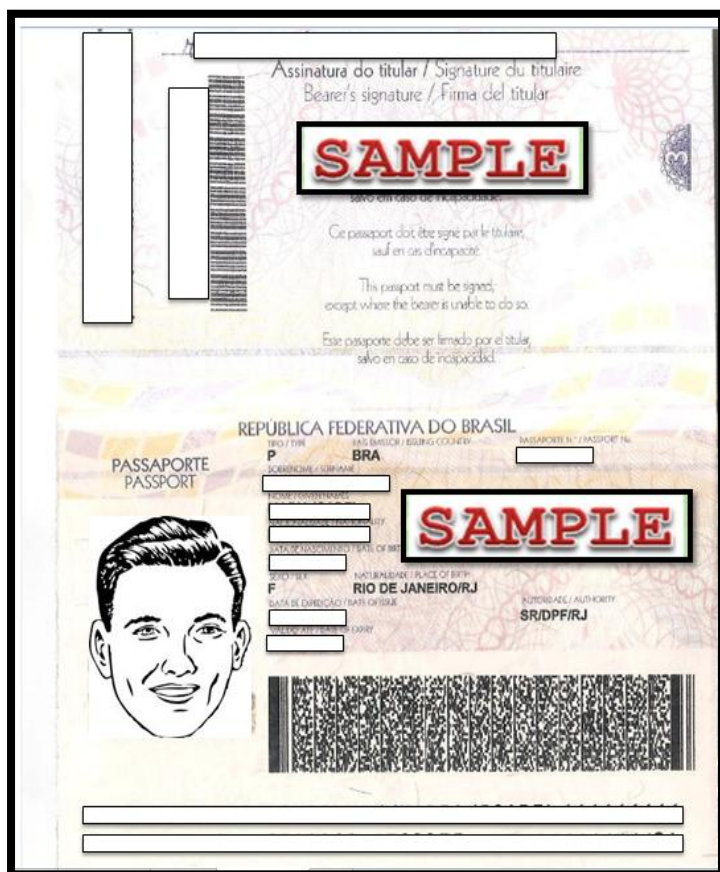
- Your ID or Passport number
- Your Date of Birth
- Your photograph
- Your ID or Passport expiry date
- Your signature

(PLEASE DO NOT UPLOAD YOUR DRIVING LICENSE)

Valid Documents accepted for IELTS:

Please note that **“Only Following Documents will be Accepted as Valid document”** for IELTS registration.

1. **Passport:**



2. National ID (RegistroGeral):

REPUBLICA FEDERATIVA DO BRASIL
ESTADO DO RIO DE JANEIRO
SECRETARIA DE ESTADO DA CASA CIVIL
DETRAN - DIRETORIA DE IDENTIFICAÇÃO CIVIL

Polgar Direito 0316

SAMPLE

ASSINATURA DO TITULAR

CARTEIRA DE IDENTIDADE

VÁLIDA EM TODO O TERRITÓRIO NACIONAL

REGISTRO GERAL: [] DATA DE EXPEDIÇÃO: []

NOME: []

FILIAÇÃO: []

NATURALIDADE: [] DATA DE NASCIMENTO: []

DOC. ORIGEM: []

CNPJ: []

003 1 Via

FERNANDO AVELINO S. VIEIRA
PROFESSOR DE DIREITO
MATR. 24/907.130-7

0316

LEI Nº 7.116 DE 20/08/83

3. National Registry of Foreigners (REGISTRO NACIONAL DE ESTRANGEIROS):

REPÚBLICA FEDERATIVA DO BRASIL
CÉDULA DE IDENTIDADE DE ESTRANGEIRO

RNE: [] CLASSIFICAÇÃO: PERMANENTE VALIDADE: []

NOME: []

FILIAÇÃO: []

NACIONALIDADE: []

NATURALIDADE(PAÍS): []

ÓRGÃO EMISSOR: CGP/DIREX/DPF

SAMPLE

DATA DE NASCIMENTO: [] SEXO: M

DATA DE ENTRADA: []

VIA: 1

DATA DE EXPEDIÇÃO: 10/01/2014

2799911-40157150201

CHE: [] DPF: []

PORTARIA Nº 526/95 DO MIN. DA JUSTIÇA

ASSINATURA DO PORTADOR

SAMPLE

[]

[]

4. **In some special cases below ID's are also accepted:**

✓ **Defense/Navy/Military/Police department, ID cards**

Points to Remember:

Please **DO NOT upload your Photo or Driving License** or any other ID proof except ID's mentioned above.

How to upload the documents

The scanned document must be smaller than 1600 by 1600 pixels and the file size should be 1.5 MB or less.

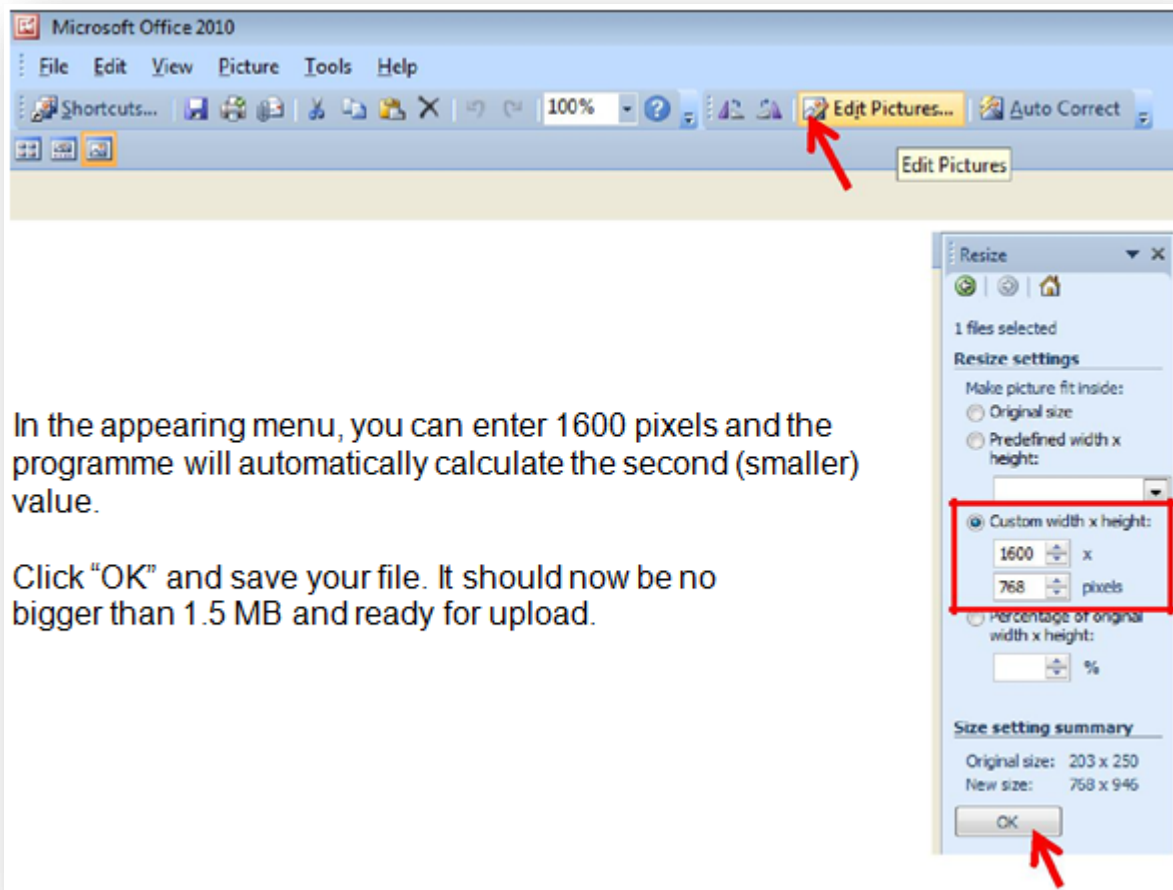
Only **JPEG**, **GIF** or **PNG** files are supported at present.

How to make picture files smaller:



You can use Microsoft Office Picture Manager; this is part of the standard Windows Office package (like Word, Excel etc.):

Open your **JPEG**, **GIF** or **PNG** with Picture Manager and select **“Edit Pictures”**



If the upload is successful the document will be displayed above the Edit, Remove and Browse buttons.

Upload your Identity Document

Document Guidelines

Your scanned identity document must contain :

- your ID number
- your signature
- your date of birth
- your photograph
- your ID expiry date

Your scanned document must be in JPEG, GIF or PNG format. The dimensions must be smaller than 1600 by 1600 pixels and the file size should be 1.5MB or less

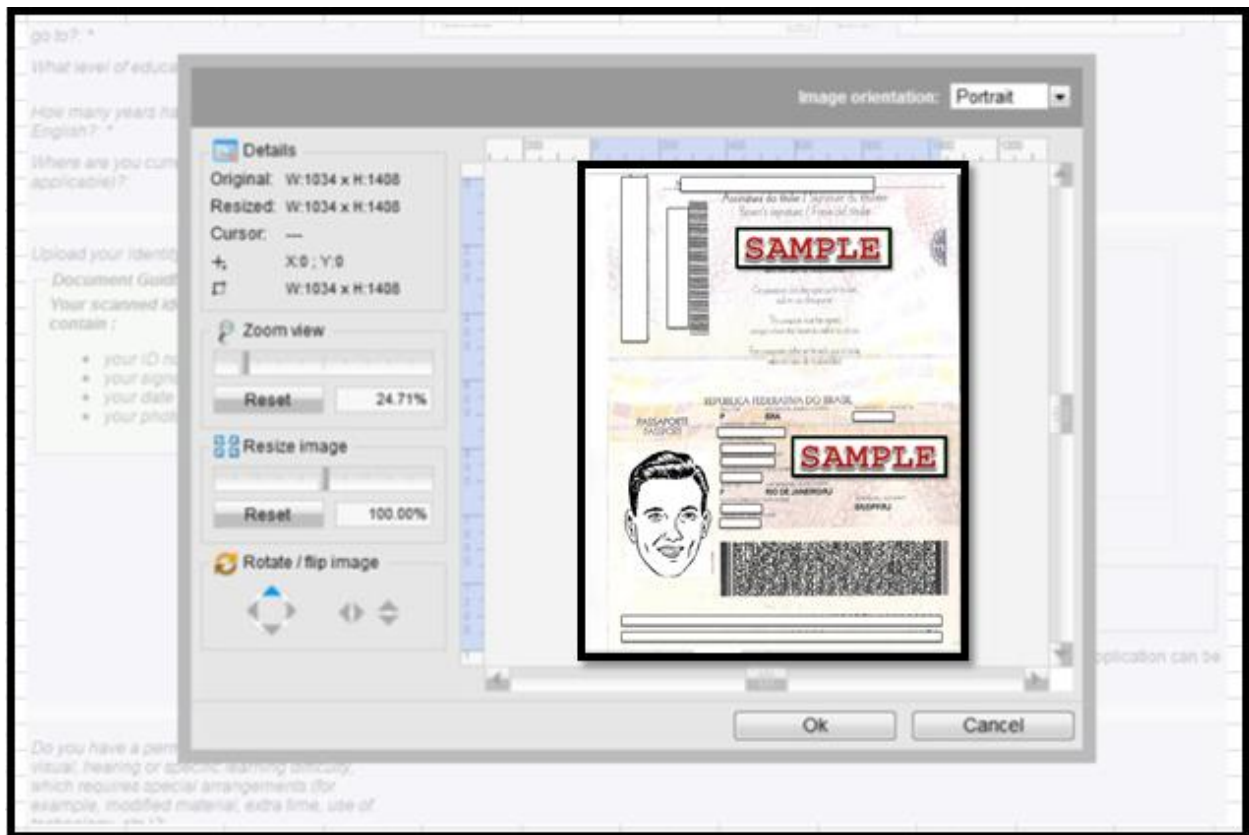
Instructions

1. Click browse to select your image.
2. Click open to upload.

Please note that your ID document must be manually checked by your centre before your application can be accepted. Your application is not complete until your ID document has been checked

The interface shows a sample ID document thumbnail above the 'Edit', 'Remove', and 'Browse' buttons.

If you wish you can then perform some basic editing of your image by clicking on the Edit button or on the image itself. This opens the Edit window where the image can be rotated, cropped and resized.




Clicking on 'Ok' will save any changes you have made. Once you are happy with the image you can proceed with your registration as normal.

If not, you can click on the Remove button underneath the image and upload another.

Before the application is submitted the summary screen is displayed but now it will include the uploaded image and the option to go back and change it along with any of the other details.

Confirm Details
PLEASE REVIEW YOUR IELTS TEST DETAILS

 **Your IELTS Test Application has not been submitted yet**
Please review your IELTS test application details below. If your details are correct, please click the button at the bottom of this page.

IELTS Test Details

You have selected the following IELTS test module: [\(Change IELTS Test Details\)](#)

Module:

Date:

Fee :

Town/City:

Candidate Details

You have submitted the following candidate details: [\(Change Candidate Details\)](#)

Name:

Address:

Date of Birth:

Gender:

Country of Nationality:

First Language:


Email:

Telephone:

Mobile:

Identification:

Number:

 [\(Change Document\)](#)

After you pay the bar coded document (boleto bancário) your application will be checked against the photo and if your document is accepted you will receive an email from noreply.ors@britishcouncil.org confirming your application.

If however the document is rejected (mainly because the above document criteria are not met), then you will receive an email with a link to enable you to upload a replacement document.

For any further information or clarification please contact the IELTS Centre.