

1) Personal Details (all fields are required)

English Name	(Please underline surname)	Student Number	
Chinese Name		Telephone Number	(mobile) (home/office)
E-Mail		Address	(in Chinese if applicable)
Please ensure that you have completed your details correctly. All correspondence and confirmation letter will be sent via email to the email address specified above.			

2) Institution Details (all fields are required)

Institution Name			
Name of Contact		Department	
Telephone No		Fax No	
E-mail			

3) List the examinations you wish to take with the British Council Taipei, giving date(s), time(s), and the name of subject(s) and course code(s).

	Exam Date	Exam Time	No of Hours	Subject(s)
1				
2				
3				
4				

4) Special Requirements YES / No

If "YES", please obtain an approval from your university/institution, and specify your requirements below.

5) Declaration

- I understand that the personal data on this Request Form is collected for the purposes of the Academic/Professional exam.
- I affirm that all the information I have provided in this Request Form is true and accurate to the best of my knowledge.
- I am aware of all local fee payment terms.
- I understand that the British Council reserves the right to cancel or postpone the test date due to natural disaster, war or other reasons beyond their control.

Signature of Candidate: _____

Date: _____

FOR OFFICE USE ONLY

Recipient: _____

Date: _____