Please follow these instructions CAREFULLY

1. **Scan** or **take a photo** of your passport.

2. Click on

3. Choose the **CORRECT**:  
   a. Test Date 
   b. Module 
   c. Test Venue 

Select the checkbox and click ‘Continue’

STOP!  
Make sure you choose the **CORRECT** test. You will NOT be able to change this later.
4. If you are an existing user, please fill in your username and password and click ‘Login’. If you are a new user, click ‘Continue’.

5. Complete all your personal information on this page.
6. Type in your preferred **password** at the bottom of the personal information page. Your **username** will be automatically generated by the booking system and cannot be changed. **Ensure that you remember your username and password for future use.**

7. Scroll to the bottom on the Terms and Conditions page. Tick ‘**I have read and agree....**’ and click ‘Continue’. 
8. Fill in the application information. Be ready to upload a scan or photo of your passport now.

9. Type in your **passport** details and click ‘**Select image to upload**’. Once your passport scan or copy has been uploaded, click ‘**Continue**’.
10. Complete the Recognising Organisations page if you want your results to go to any recognising organisations like Universities and Immigration.

11. Check all your details are correct in the booking summary page and click ‘Continue’.

12. Click ‘Pay Offline’.....even if you want to pay ONline!

13. Click the link to go back to the CQU IELTS website
14. Scroll down to the Payment section and select the correct location. Follow the payment instructions.