

## ID SCAN GUIDELINES

IELTS is very strict about the ID scan as it is the primary form of ID that is used for the test. Please scan your valid ID at a higher resolution so that the details of your face and all of the writing can be clearly seen. **If by 4 days prior to your test your ID scan is not approved, your test will be cancelled and you will not receive a refund.**

Some reasons for ID scan rejections include:

- Missing signature
  - o If your signature is on a different page, please scan that page and save all of the scanned pages as one document.
- Poor quality scan including:
  - o Watermark across the face
  - o Blurry image
  - o Pixilated image when zooming in
- Camera flash reflection
- Selfies
- Wrong or unaccepted ID
- Black and white scan
- Expired ID

The coloured digital copy of your ID document must include the following information:

- ID Document Number
- ID Expiry Date
- Picture
- Full name
- Date of birth
- Signature

If you have received an email requesting you to rescan your ID and you do not know how to do that in your profile, please follow the steps below:

1. Log into <https://my.ieltsessentials.com/>.
2. Scroll down to the My Bookings section of the page and click on Details.
3. At the top of the page, click on “3 Application Details”.
4. Scroll down to the File section and upload the new scanned passport file.

**Examples of the acceptable IDs: a valid passport from any country or a valid Canadian PR Card:**

