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2007–08

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through June 2008.

Test of English as a Foreign Language[™]

Information *and* Registration

BULLETIN

for Internet-Based Testing (iBT)

TOEFL[®] iBT

Important!

Make sure you have the correct Bulletin!

This *Bulletin* is for TOEFL[®] Internet-based testing **ONLY**. Information about TOEFL paper-based testing and the *TEST OF SPOKEN ENGLISH*[™] is in a separate *Bulletin*.

Read all of the information in this *Bulletin* carefully. For the latest information on when TOEFL iBT will be introduced in your area, as well as up-to-date lists of test locations and institution codes, please visit the Learners and Test Takers section of the TOEFL Web site.

FREE COPY

www.ets.org/toefl

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REGISTRATION

Register early for the location and test date you want. Test centers fill up quickly.

- ONLINE** ▶ Test takers with credit/debit cards can register online in the Learners and Test Takers section of the TOEFL Web site at www.ets.org/toefl. American Express®, Discover®, JCB®, MasterCard®, and VISA® are accepted. Note: Any debit/check card branded with one of the five accepted credit card logos can be processed. Test takers with bank accounts in the United States or its territories* can also pay online with an electronic check (e-check). There is no extra charge for this service. ETS reserves the right to add or remove online payment methods at its own discretion and without notice. See “Payment Policies” on pages 7–8 for additional details.
- ▶ Test dates are available on the TOEFL Web site at www.ets.org/toefl. Regular registration closes seven days prior to the test date (not including the day of the test). Late registration closes three days prior to the test date (not including the day of the test). Registrations received after the regular registration deadline incur a late fee of US\$25. See “Registration Information” on pages 6–8.

United States, U.S. Territories,* and Canada

PHONE Call the Prometric® TOEFL Registration Center at **1-443-751-4862** or **1-800-GO-TOEFL (1-800-468-6335)**.

TTY **1-800-529-3590**

MAIL Complete the Registration Form in this *Bulletin*. Refer to the instructions on the form.

Regular registration closes seven days prior to the test date (not including the day of the test). Late registration closes three days prior to the test date (not including the day of the test). Registrations received after the regular registration deadline incur a late fee of US\$25. If you are registering by mail, your registration form must be received four weeks before your earliest test date choice. See “Registration Information” on pages 6–8.

International Testing Locations

PHONE Call the Regional Registration Center (RRC) that services the country in which you plan to test prior to the registration deadline. (See pages 16–17 for RRC contact information.)

If you live OUTSIDE the United States and plan to test WITHIN the United States, call 1-443-751-4862.

MAIL Complete the Registration Form in this *Bulletin*. Mail it to the RRC that services the country where you plan to test. Refer to the instructions on the form.

Regular registration closes seven days prior to the test date (not including the day of the test). Late registration closes three days prior to the test date (not including the day of the test). Registrations received after the regular registration deadline incur a late fee of US\$25. If you are registering by mail, your registration form must be received four weeks before your earliest test date choice. See “Registration Information” on pages 6–8.

* American Samoa, Guam, Puerto Rico, and U.S. Virgin Islands

TEST TAKERS WITH DISABILITIES

- ▶ ETS is committed to serving test takers with disabilities by providing services and reasonable accommodations that are appropriate given the purpose of the test. Nonstandard testing accommodations are available for test takers with disabilities who meet ETS requirements. If you are requesting nonstandard testing accommodations, **you must register through ETS and have your accommodations approved prior to testing.**
- ▶ The 2007–08 *Bulletin Supplement for Test Takers with Disabilities* for GRE®, TOEFL®, TSE®, and *The Praxis Series*™ tests contains contact information, registration procedures, and forms. The *Supplement* should be used in conjunction with the information and registration form(s) in this *Bulletin*. To request a copy of the *Supplement*, contact TOEFL Disability Services. See “Test Takers with Disabilities” on page 5.
- ▶ To request a large-print copy of this *Bulletin* and the 2007–08 *Bulletin Supplement for Test Takers with Disabilities* for GRE, TOEFL, TSE and *The Praxis Series* tests contact TOEFL Disability Services. See “Test Takers with Disabilities” on page 5.

TEST PREPARATION MATERIAL

- ▶ As part of your registration, you will receive access to a one-time use practice opportunity—the TOEFL Sampler.
- ▶ Join the TOEFL Practice Online community at www.ets.org/toeflpractice. TOEFL Practice Online offers exclusive ETS test materials and is the ONLY Web site that simulates the TOEFL iBT testing experience by covering all four skills: Reading, Writing, Listening, and Speaking. It offers you a variety of targeted practice so you can monitor progress and help confirm readiness for test day. Membership also gets you access to a tour of the TOEFL iBT test; diagnostic reports for your completed practice tests; discussion boards; and TOEFL® access, an online community that provides information on studying in English-speaking countries.

ON THE TEST DAY

- ▶ Report to the test center at least 30 minutes prior to your scheduled testing time. If you arrive late, you may not be admitted, and your test fee will be forfeited.
- ▶ Review the ID requirements on pages 9–10 and bring the required documents with you. Without the required ID documents, you will not be permitted to test and your test fee will be forfeited.
- ▶ The entire TOEFL iBT test session (including check-in) is approximately four and one-half hours long.
- ▶ For other important information regarding test day, see “Test Center Procedures and Regulations” on pages 10–12.

ABOUT THE TOEFL TEST

TOEFL® (TEST OF ENGLISH AS A FOREIGN LANGUAGE™)

The TOEFL® test measures the ability of nonnative speakers of English to use and understand English as it is spoken, written, and heard in college and university settings.

TOEFL scores are accepted by more than 6,000 colleges, universities, and licensing agencies in 110 countries. Every test center is open to everyone who is properly registered, regardless of race, color, creed, or national origin (subject to U.S. sanctions programs and embargoes).

This *Information and Registration Bulletin* contains information about the TOEFL Internet-based test (TOEFL iBT). A list of TOEFL iBT test locations is available in the Learners and Test Takers section of the TOEFL Web site at www.ets.org/toefl.

The TOEFL Internet-Based Test (TOEFL iBT)

The TOEFL iBT is approximately four and one-half hours long and has four sections:

- ▶ **Reading**—measures the ability to understand academic reading material.
- ▶ **Listening**—measures the ability to understand spoken English as it is used in colleges and universities.
- ▶ **Speaking**—measures the ability to speak English in an academic context.
- ▶ **Writing**—measures the ability to write in a way that is appropriate for college and university course work.

The test is delivered via the Internet. It emphasizes integrated skills and helps confirm you are ready to communicate your ideas about what you will read and listen to in your academic courses. Integrated tasks require you to combine more than one skill. You'll be asked to:

- ▶ Read, listen, and then speak in response to a question
- ▶ Listen, and then speak in response to a question
- ▶ Read, listen, and then write in response to a question

The test you take includes extra questions in either the Reading or Listening section that do not count toward your score. These are either questions that enable ETS to make test scores comparable across administrations or new questions that help ETS determine how such questions function under actual testing conditions.

Each section of the test has a time limit. The computer will indicate when to start and stop each section. If you finish a section early, you may go on to the next section, but you may NOT go back to a section you have already completed. You may, however, go back within the Reading section during the time allotted for it. Failure to follow this rule may result in your scores being canceled. There is a mandatory 10-minute break midway through the testing session.

Computer Keyboard Requirement

The TOEFL iBT is administered on a standard English language (QWERTY) computer keyboard. QWERTY is the most common modern-day keyboard layout on English language computer keyboards. It takes its name from the first six letters displayed at the top of the keyboard. It is recommended that you practice typing on a QWERTY keyboard before taking the TOEFL iBT.

Web Resource Guide

www.ets.org/toefl

The official TOEFL Web site has many resources you may find helpful to familiarize yourself with the test:

- ▶ TOEFL Practice Online (www.ets.org/toeflpractice) offers exclusive ETS test materials and is the only Web site that:
 - ▶ simulates the **TOEFL iBT testing experience** by covering all four skills: Reading, Writing, Listening, and Speaking
 - ▶ offers a variety of **targeted practice** so you can monitor your progress and **helps confirm readiness** for test day
 - ▶ helps predict performance with INSTANT scores and feedback for Reading, Listening, Writing, and Speaking
- ▶ Membership to TOEFL Practice Online also gets you access to:
 - ▶ A tour of the TOEFL iBT test
 - ▶ Your personal account, so you can manage your profile, as well as purchase and take TOEFL practice tests
 - ▶ Diagnostic reports for your completed practice tests
 - ▶ TOEFL® access online student community that provides information on studying in English-speaking countries
 - ▶ Discussion boards and study tips

Note: The TOEFL Practice Online does not contain the extra questions in Reading and Listening sections that are part of every TOEFL iBT test. Therefore, the TOEFL Practice Online is shorter than the actual TOEFL iBT test.

CONTACT INFORMATION

GENERAL INQUIRIES

TOEFL Services

Phone

1-877-863-3546—United States,
U.S. Territories,* Canada
1-609-771-7100—all other locations
Monday–Friday
8:00 a.m.–8:00 p.m. New York time

Phones are busiest all day on Monday.

Mail

TOEFL Services
Educational Testing Service
PO Box 6151
Princeton, NJ 08541-6151 USA

Include the following: name, address, date of birth, test date, registration number, and phone number (U.S. residents only). Allow 4 to 6 weeks for a response.

Fax

1-610-290-8972

Registration forms cannot be faxed. Faxed correspondence will be handled in the same time frame as all other mail.

E-mail

toefl@ets.org

Allow approximately 3 to 5 business days for a response.

TEST TAKERS WITH DISABILITIES

Phone

1-866-387-8602—United States, U.S. Territories,* Canada
1-609-771-7780—all other locations
Teletypewriter (TTY) Number: 1-609-771-7714
Monday–Friday
8:30 a.m.–5:00 p.m. New York time

Mail

TOEFL Disability Services
Educational Testing Service
PO Box 6054
Princeton, NJ 08541-6054 USA

Fax

1-609-771-7165

E-mail

stassd@ets.org

REGISTRATION

See “Registration Information” on pages 6–8 or go to the Learners and Test Takers section of the TOEFL Web site at www.ets.org/toefl.

TEST QUESTION INQUIRIES

Mail

MS 42N-208
TOEFL Test Question Inquiries
Educational Testing Service
Rosedale Road
Princeton, NJ 08541-0001 USA

Fax

1-609-683-2600

You should notify the test administrator of a problem or question before you leave the test site or you may contact ETS immediately after the test. See “Test Question Inquiries” on page 14.

EXPRESS COURIER DELIVERY

MS 25Q-310
Distribution and Receiving Center
TOEFL Services
225 Phillips Boulevard
Ewing, NJ 08628-7435 USA

TEST PREPARATION MATERIALS/ PUBLICATIONS

Phone

1-800-446-3319—United States, U.S. Territories,* Canada
1-609-771-7243—all other locations
Monday–Friday
8:00 a.m.–7:00 p.m. New York time

Mail

TOEFL Order Services
Educational Testing Service
PO Box 6161
Princeton, NJ 08541-6161 USA

Web

See “Test Preparation” in the Learners and Test Takers section of the TOEFL Web site at www.ets.org/toefl.

ONLINE PRACTICE MATERIALS

TOEFL iBT practice materials are available online at TOEFL Practice Online (www.ets.org/toeflpractice).

TEST CENTER COMPLAINTS

Mail

MS 16-Z
TOEFL iBT Complaints
Internet-Based Testing Network Group
Educational Testing Service
Rosedale Road
Princeton, NJ 08541-6163 USA

Fax

1-609-771-7710

Visit the TOEFL Web site at
www.ets.org/toefl
for the most up-to-date information.

*American Samoa, Guam, Puerto Rico, and U.S. Virgin Islands

REGISTRATION INFORMATION

How to Register for TOEFL iBT

The easiest way to register is online in the Learners and Test Takers section of the TOEFL Web site. See “Online Registration” below. Test centers fill up quickly so early registration is recommended to get your preferred test location and date selection.

ONLINE REGISTRATION USING A CREDIT/DEBIT CARD OR E-CHECK

Test takers with credit/debit cards can register for the test online in the Learners and Test Takers section of the TOEFL Web site at www.ets.org/toefl. American Express, Discover, JCB, MasterCard, and VISA are accepted. NOTE: Any debit/check card branded with one of the five accepted credit card logos can be processed. Test takers with U.S. domestic bank accounts can also register and pay online with an electronic check (e-check). There is no additional charge for this service. ETS reserves the right to add or remove online payment methods at its own discretion and without notice. See “Payment Policies” on pages 7–8.

- ▶ Registration is open 24 hours a day.
- ▶ Regular registration closes seven days prior to the test date (not including the day of the test).
- ▶ Late registration closes three days prior to the test date (not including the day of the test).
- ▶ **Registrations received after the regular registration deadline incur a late fee of US\$25.**

Test dates and a list of test locations are in the Learners and Test Takers section of the TOEFL Web site. Test locations are continually being added, so be sure to check the TOEFL Web site and the TOEFL iBT online registration system for the most up-to-date information.

When you register online, you will be required to establish a user name and password. You will be able to return to the site to:

- ▶ update personal/contact information (e.g., change your password or modify your address)
- ▶ view your registration
- ▶ reschedule or cancel your registration
- ▶ place orders for services, such as additional score reports
- ▶ check status of previously placed orders
- ▶ view your scores
- ▶ pay an outstanding balance

You should return to your online profile and print out your registration confirmation right before the test day. If there is a change in the test center (e.g., a different building than originally scheduled), it will be updated in your profile under “View Orders.”

TELEPHONE REGISTRATION USING A CREDIT/DEBIT CARD OR E-CHECK

To schedule by phone, you need a valid credit/debit card (American Express, Discover, JCB, MasterCard, or VISA) or a U.S.-based bank account if you are paying by e-check. Note: Any debit/check card branded with one of the five accepted credit card logos can be processed.

- ▶ Regular registration closes seven days prior to the test date (not including the day of the test).
- ▶ Late telephone registration closes at 5:00 p.m. (New York Time) the day before the test.
- ▶ **Registrations received after the regular registration deadline incur a late fee of US\$25.**

- ▶ If you plan to test in the United States, Canada, or a U.S. territory* call **1-443-751-4862** or **1-800-GO-TOEFL (1-800-468-6335)**.
- ▶ If you live outside the United States and want to test at a center in the United States, call **1-443-751-4862**.
- ▶ For testing outside the United States, U.S. Territories,* or Canada, call the Regional Registration Center (RRC) **that services the country in which you plan to test** (see pages 16–17 for the RRC for your area).
- ▶ The teletypewriter (TTY) number is **1-800-529-3590**.

When you call, you will be given a registration number. Be sure to write it down. You must bring your registration number to the test center on the test day. You will also be given a test date, reporting time, and test center address. You should have the codes for your designated institutions when you call. Institution codes can be found in the Learners and Test Takers section of the TOEFL Web site. Refer to the Registration Form in this *Bulletin* for the information you will be asked for when you call.

MAIL-IN REGISTRATION

You can register by mail by completing the registration form in this *Bulletin* (the form is also downloadable from the TOEFL Web site) and mailing it to the address on the form.

- ▶ Fill in all the information on the Registration Form. Be sure to indicate two test center choices.
- ▶ Include a money order, check, or credit/debit card information. (See “Payment Policies” on pages 7–8.)
- ▶ Test takers requesting testing accommodations must use the registration form in this *Bulletin*. They cannot register online or by phone. See the *Bulletin Supplement for Test Takers with Disabilities* for further information about requesting testing accommodations.
- ▶ Mail the completed form to the address on the form or the appropriate RRC. Mailing instructions are on the form. **The registration form must be received at least four weeks before your earliest test date choice.**

You will be assigned a test date, time, and location based on the information you provide on the form. If your requested date(s) cannot be accommodated, **you will be scheduled for the next available test date unless you indicate on the form that you do not want to be rescheduled.** If you choose not to be rescheduled, your payment will be returned to you.

You will be assigned to a test date as close as possible to your choices. If your assigned test date does not meet your needs, contact TOEFL Services or the appropriate RRC within 24 hours of receipt of your registration confirmation.

If you do not receive a confirmation of your registration, you must call the location where you mailed your registration at least **three full business days** prior to the registration deadline for your earliest test date choice.

TEST RETAKE POLICY

You may take the TOEFL iBT test only once in any seven-day period, even if you took the test and canceled your scores. If you test more than once in a seven-day period, your new scores will not be reported and your test fee will not be refunded. Violation of this policy may result in additional action being taken.

*American Samoa, Guam, Puerto Rico, and U.S. Virgin Islands

IMPORTANT THINGS TO KNOW WHEN REGISTERING

- ▶ Each test location represents a general area, not necessarily a specific city. For example, Berlin can mean the test center is in Berlin itself, or within approximately a 50-mile radius.
- ▶ Information regarding test center availability is subject to change. The most current information regarding test centers, dates, and other registration information is in the TOEFL iBT online registration system at www.ets.org/toefl.
- ▶ When searching for a test center, consider areas beyond your city, state, or province. Centers listed under a different area may be closer than you think. For example, if you are searching for a center in the New York City area, search in the Northern New Jersey area as well.
- ▶ Not all test centers are open on all dates.
- ▶ When you select a date and general location in the online registration system, you'll see a list of the centers in that area. If you are looking for different centers, try picking a different date.
- ▶ You must select your score recipients (designated institutions to receive your scores) by 10:00 p.m. (New York Time) the day before the test. If you do not select score recipients by this time, you will be charged a fee for sending score reports. You **cannot** select your score recipients at the test center. An Institution Code list is available during online registration. The Institution Code list is also in the Learners and Test Takers section of the TOEFL Web site.
- ▶ When registering, be sure that the spelling of your name exactly matches the name printed on the identification document(s) you will present at the test center. If this information does not match, you will not be permitted to test and your test fee will be forfeited. See "Identification Requirements" on pages 9–10. If you registered online, you can go to the TOEFL Web site and update your profile until 10:00 p.m. (local test center time) on the day prior to the test.
- ▶ Register early; test centers fill up quickly.
- ▶ Take the test as soon as possible so your scores will be received in time to be considered with your application.
- ▶ Registration is not transferable. You are not allowed to let someone else use your registration.
- ▶ Walk-in registration is not available for TOEFL iBT.
- ▶ **Be sure to print your registration confirmation when you complete your registration. You can do this by choosing "Print and View Your Registration Confirmation" on the page with the heading "Thank You For Your Order." Your test date, start time, and test center address is located on the registration confirmation.**

Test Dates and Registration Deadlines

Test dates are in the Learners and Test Takers section of the TOEFL Web site. The regular registration deadline is seven days prior to the test date (not including the day of the test). The late registration deadline is three days prior to the test (not including the day of the test). For example, if your test date is Saturday, October 13, the deadline to register without a late fee is Saturday, October 6. If you are registering by mail, your registration form must be received at least four weeks before your earliest test date choice. Testing times vary between 8 a.m. and 7 p.m. Your start time will be indicated on your registration confirmation.

Fees for Tests and Services

The TOEFL iBT test fee varies by country. To find out what the fee is in your testing location, go to the Learners and Test Takers section of the TOEFL Web site, select "Register for the Test," and choose your test location.

US\$25	Late registration fee
US\$50	Rescheduling fee
US\$20	Reinstatement of canceled iBT scores
US\$17	Additional score report requests (per recipient)
US\$60	TOEFL iBT Speaking <i>or</i> Writing section rescore
US\$120	TOEFL iBT Speaking <i>and</i> Writing sections rescore
US\$20	Fee for returned check (paper)

Fees are subject to change without notice. The above amounts are exclusive of any Value Added or similar taxes. See "Fees" in the Learners and Test Takers section of the TOEFL Web site for information about taxes. Any tax is payable in addition to the amounts quoted.

Payment Policies

All payments for tests and services must:

- ▶ be made in full
- ▶ be dated within 90 days of the date of receipt at the Regional Registration Center or ETS
- ▶ have the correct numeric and written dollar amount
- ▶ have appropriate signature(s).

Services may be withheld for nonpayment of fees. All outstanding balances incurred from prior ETS tests and/or services must be paid in full in order to register for any future ETS test or service. If you do not submit the correct fee, your registration form or your request for service will be returned. Scores will not be released if a payment is returned for any reason.

Do not send cash or demand drafts. Receipts for bank checks are not acceptable. UNESCO coupons are not being accepted at this time. Unless an e-check is used, the actual negotiable check must be sent with your request for service.

PREFERRED FORMS OF PAYMENT

- ▶ Credit/Debit cards—American Express, Discover, JCB, MasterCard, or VISA. Note: Any debit/check card branded with one of the five accepted credit card logos can be processed.
- ▶ Electronic check (e-check) drawn on a U.S.-based bank

PAYING BY ELECTRONIC CHECK (E-CHECK)

- ▶ Electronic checks (e-checks) may be used for online payment if you have a bank account in the United States or its territories*. Electronic Check Processing (ECP) directly debits your checking or savings account for payment of goods and services.
- ▶ ETS offers this payment method via the Web or by telephone when the transaction can be processed in real time. ECP transactions will be processed in U.S. dollars against U.S. bank accounts only. E-checks will utilize the Automated Clearing House (ACH) network. The ACH is a process by which member financial institutions perform clearing of electronic debits and credits when the customer's bank is a member, or by generating a facsimile draft when the customer's bank is not a participant of the ACH network. ECP transactions will be submitted to ETS's electronic check payment processing

*American Samoa, Guam, Puerto Rico, and U.S. Virgin Islands

REGISTRATION INFORMATION *(continued)*

vendor for validation, verification, and settlement similar to a credit/debit card transaction.

- ▶ To complete this type of payment, you must have available, or be able to provide, the basic bank account information located at the bottom of a check: bank account number, bank (or American Banking Association) routing and transit number, and check number. Please be aware that your bank account may be debited the same day we receive your request and that you will not receive a canceled check.
- ▶ When e-check is selected as the method of payment, you authorize ETS to deduct the stated fees from your checking or savings account, as provided by you. In doing so, you also understand that the authorization remains in full force and effect until ETS receives notification from you in such time and such manner as to afford ETS and the financial institution opportunity to act on it.

OTHER ACCEPTABLE FORMS OF PAYMENT

- ▶ Check
- ▶ Money order
- ▶ Euro checks in Europe drawn on a bank in the same country as the currency

PAYING BY CHECK OR MONEY ORDER

- ▶ Post-dated checks are **not** acceptable.
- ▶ Checks and money orders in U.S. dollars must be drawn on a bank in the U.S. and made payable to “ETS-TOEFL iBT.”
- ▶ Euro checks should be drawn on a bank in the same country as the person writing the check. For example, a Euro check written by a German resident must be drawn on a bank in Germany.

If paying by check, please comply with the following:

- ▶ Bank name and its address should be preprinted on the face of the check
- ▶ Check must have a preprinted check number
- ▶ Check must include Candidate or Payee name and address
- ▶ Check date CANNOT be over 90 days old
- ▶ Checks missing the preprinted name and address and checks with typewritten names are not acceptable
- ▶ Checks and money orders payable in one of the acceptable currencies below must be drawn on a bank in the same country as the currency. For example, a check written in Australian dollars must be drawn on a bank in Australia.
- ▶ Checks in Canadian dollars must be drawn on a bank in Canada at the prevailing rate of the U.S. dollar plus GST/HST/QST.

ACCEPTABLE CURRENCIES

You must submit payment in U.S. dollars, by credit/debit card, or by using one of the acceptable currencies. **Payments submitted in currencies other than those listed below will not be accepted and will be returned to you.**

Because of the conversion to the Euro and recent changes in banking policies, ETS no longer accepts payment in certain currencies. Payments at the prevailing rate of the U.S. dollar may be remitted in the following currencies only:

Australian Dollar	Euro	Norwegian Kroner
British Pound	Hong Kong Dollar	Singapore Dollar
Canadian Dollar	Japanese Yen	Swedish Kroner
Danish Kroner	New Zealand Dollar	Swiss Franc

- ▶ Payments made in the currencies listed above must be made at the Telegraphic Transfer Selling (TTS) exchange rate of the U.S. dollar equivalent.
- ▶ Refunds, if necessary, will be made in U.S. dollars.
- ▶ Services may be withheld for nonpayment of current fees and unpaid previous balances.

Rescheduling or Canceling

You must reschedule or cancel your registration **no later than three full days before your test date** (not including the day of the test or the day of your request). For example, the deadline to reschedule a Saturday test is Tuesday. If your request is not received at least three full days in advance, your full test fee will be forfeited. Test administrators are not authorized to make schedule changes.

To reschedule, you must provide:

- ▶ Your registration number
- ▶ The full name you used to register

The fee for rescheduling is US\$50. Payment must be received prior to rescheduling.

- ▶ If you are testing in the U.S., Canada, or a U.S. territory,* you can reschedule on the TOEFL iBT online registration system or call **1-443-751-4862** or **1-800-GO-TOEFL (1-800-468-6335)** to reschedule or cancel.
- ▶ If you are testing outside the U.S., Canada, or a U.S. territory,* you can reschedule on the TOEFL iBT online registration system or call the appropriate Regional Registration Center (RRC) to cancel or reschedule.
- ▶ You cannot reschedule or cancel your registration via mail or e-mail.

Test Fee Refunds

If you cancel your registration by the deadline, you will receive a refund equivalent to half of the original test fee. The remainder of your payment will be retained to cover expenses for processing your registration and holding space at the test center. Refunds will be in U.S. dollars. Cash refunds are not available. Refunds will not be given if you do not follow proper registration procedures and/or fail to present the required identification documents at the test center.

PAYMENTS BY CREDIT/DEBIT CARD OR E-CHECK

- ▶ A refund will be processed automatically and be credited back to the original credit/debit card or bank account.

PAYMENTS BY CHECK

- ▶ Refunds are processed automatically.
- ▶ If original payment was drawn on a U.S. domestic bank, allow eight weeks after your cancellation for your refund to be processed.
- ▶ If original payment was made in non-U.S. funds drawn on a bank outside the United States, allow 12 weeks for your refund to be processed.

*American Samoa, Guam, Puerto Rico, and U.S. Virgin Islands

ON THE TEST DAY

What to Bring to the Test Center

- ▶ **The acceptable and valid identification document(s), with a signature and photograph, that you specified when you registered to test.** Your ID will be checked before you are admitted. The name you give when you register must match the name on the identification document(s) you present at the test center. See “Identification Requirements” below.
- ▶ Your registration number. You will get this when you register. You will not receive an admission ticket. **Return to your online profile and print out your registration confirmation right before the test day.** If there is a change in the test center (e.g., a different building than originally scheduled), it will be updated in your profile.

Identification (ID) Requirements

The identification information and requirements contained in this section must be read by all test takers.



NOTE: Your ID requirements depend upon the country of your citizenship and the country in which you plan to test. Please read the specific information below for acceptable primary and supplemental identification documents.

GENERAL ID INFORMATION

- ▶ You must have acceptable and valid identification (ID) with a signature and photograph to be admitted to a test center. Expired documents are not acceptable. The photograph on your ID document must be recent and recognizable. Original documents must be presented; copies are not acceptable. ID requirements are strictly enforced. It is your responsibility to read and understand the instructions and requirements.
- ▶ If you arrive at the test center without the required ID, the test center administrator will not admit you to the test and you will forfeit your test fee.
- ▶ **When registering, you must use exactly the same name and the same spelling of that name that appears on the primary ID document you will present at the test center.** Make sure to provide your entire first (given name) and entire surname (family name). If your ID document contains two surnames, enter the names exactly as presented on your ID document. If you register via the telephone, please ensure that the representative makes your registration in the complete name that appears on your ID document. Do NOT register under a nickname. If the name shown on your primary ID does not match the name you registered under, you will not be permitted to test. When applying to a college or university, use the same name and spelling of your name on your application.
- ▶ Check the name on your registration confirmation document. Your name must match the name on your primary ID document. If the name does not match the name on your primary ID document, go to the TOEFL online registration system and update your profile BEFORE the test date.
- ▶ **NAME CHANGES WILL NOT BE MADE—only misspellings of your name can be corrected at check-in. If your name has changed for any reason, including marriage, you still must present primary ID in the name under which you registered, or you will not be permitted to test. Marriage certificates and divorce decrees cannot be used to confirm name differences.**

- ▶ If the test administrator questions the ID you present, you will be required to present additional proof of identity. If positive confirmation cannot be made, you may be refused admission to the test center and will forfeit your test fee.
- ▶ Test center personnel will check your ID before assigning you a seat at the test center and you will be asked to sign the test center log. The test administrator will check your signature to verify that you are the person in your photo identification. The administrator will repeat this procedure before and after all breaks.
- ▶ Admittance to the test center does not imply that your form of ID is valid or that your scores will be reported. All reported cases of questionable ID are subject to review and approval by the ETS Office of Testing Integrity.

ACCEPTABLE PRIMARY IDENTIFICATION DOCUMENTS

Testing in Bangladesh, India, and Pakistan

- ▶ All test takers in Bangladesh, India, and Pakistan MUST use **valid passports** as their ID documents.

Testing WITHIN Your Country of Citizenship

Only one form of primary ID is needed if your primary ID document contains a **photograph** and **signature**. IDs that can be used to meet the photograph and signature requirements are:

- ▶ Passport with photograph and signature
- ▶ Driver's license with photograph and signature
- ▶ State ID issued by motor vehicle agency with photograph and signature
- ▶ National ID with photograph and signature
- ▶ Military ID with photograph and signature

If the test administrator has any concerns about the primary ID document, you will be required to present an acceptable supplemental ID from the list of acceptable supplemental ID documents. If your primary ID does not contain your signature, either sign the document or present an additional ID from the list of supplemental identification documents.

Testing OUTSIDE Your Country of Citizenship

- ▶ You must present your **passport** as your primary identification document (citizens of European Union and Schengen Zone countries see page 10). If you do not meet this requirement, ETS may automatically cancel your test scores.
- ▶ U.S. military personnel may present their **U.S. military ID cards** for admission to test centers. If a military ID card does not contain a signature, a supplemental ID from the list on page 10 is required.

If your passport is **not written in English-language letters**, you must also present an additional ID from the list of supplemental identification documents that contains a recent, recognizable photo and is in English.

If your passport **does not contain your signature**, either sign your passport or present an additional ID from the list of supplemental identification documents.

Testing in European Union/Schengen Zone Countries

If you are taking the test within a European Union or Schengen Zone country outside of your own, you can use your valid **national or European identity card** if you have one. The card must contain:

- ▶ a recent, recognizable photograph
- ▶ your date of birth
- ▶ your signature

If your ID is **not in English-language letters** and the test administrator cannot read the language in which it is written, you may not be allowed to test.

If your official ID **does not contain your signature**, you must present an additional document from the list of supplemental identification documents below that does contain your signature.

ACCEPTABLE SUPPLEMENTAL IDENTIFICATION DOCUMENTS

If your primary identification is missing either a **photograph** or a **signature**, you must present one of the following supplemental IDs in addition to your primary ID. The supplemental ID must contain a recent, recognizable photograph and your signature, and cannot be expired. Supplemental IDs that can be used to meet the photograph and signature requirements are:

- ▶ a government-issued ID document including, but not limited to, passport, driver's license, state ID cards, national identification, or military identification. (There are exceptions: see "Unacceptable Identification Documents" below.)
- ▶ student ID
- ▶ confirmation of identity letter from your educational institution. (A sample confirmation of identity letter is available on the TOEFL Web site.) The letter must contain your name and date of birth; a recent, recognizable photograph; your signature; the name of your school; and the date issued. It must be typed on the original letterhead of the educational institution you attend(ed), and the signature of the school official and the school seal must overlap your photograph. A letter of identity is valid for only one year after the date issued.

UNACCEPTABLE IDENTIFICATION DOCUMENTS

- ▶ Any expired ID
- ▶ International driver's license
- ▶ Draft classification card
- ▶ International student ID
- ▶ Credit/debit card of any kind
- ▶ Notary-prepared letter or document
- ▶ Social Security card
- ▶ Employee ID card
- ▶ Learner's permit or any temporary identification document (e.g., driver's license)
- ▶ Photocopy of ID

If you cannot meet the specified ID requirements or if you have questions about ID, you must contact the ETS Office of Testing Integrity (1-609-406-5430, fax: 1-609-406-9709, or e-mail: TSReturns@ets.org) before you register. If you do not contact the ETS Office of Testing Integrity before registering and are not admitted to the test, you will forfeit your test fee. It is your responsibility to ensure that your ID documents are up to date and available on testing day.

Test Center Procedures and Regulations

GENERAL GUIDELINES

- ▶ Test center administrators will not honor requests for schedule changes.
 - ▶ Dress so that you can adapt to any room temperature.
 - ▶ Friends or relatives who accompany you to the test center are not allowed to wait in the test center or be in contact with you while you take the test. Except for ETS-authorized observers, visitors are not allowed in the testing room while testing is in progress.
- The following procedures and regulations apply during the entire test session, which begins at sign-in, ends at sign-out, and includes breaks.
- ▶ You will be required to write (not print) and sign a confidentiality statement at the test center. If you do not complete and sign the statement, you cannot test and your fees will NOT be refunded.
 - ▶ Your picture will be taken and reproduced at your testing station and on your score report. Be sure the correct photograph is displayed on your assigned testing station.
 - ▶ You must answer at least one question in each Reading and Listening section, write at least one essay, and complete at least one Speaking task every time you take the test to receive an official score report.
 - ▶ A booklet of blank paper (scratch paper) is provided for you to use during the test. All scratch paper must be returned to the test center administrator at the end of the testing session.
 - ▶ If at any time during the test you have a problem with your computer, or need the test administrator for any reason, raise your hand.
 - ▶ Testing premises are subject to videotaping.

VERIFYING YOUR ID

You must present valid and acceptable identification documents. See "Identification Requirements" on pages 9–10 for acceptable identification documents. Identification verification at the test center may also include:

- ▶ thumb printing
- ▶ photographing/videotaping
- ▶ other forms of electronic ID confirmation

If you refuse to present ID and/or have your ID verified, you will not be permitted to test and you will forfeit your test fee.

PERSONAL ITEMS

Personal items other than identification documents are not allowed in the testing room. This includes cell phones, PDAs, BlackBerry® devices, and any other electronic or photographic devices. You will not have access to your personal items during the test or during breaks. Before the test, you will receive instructions from test center staff regarding where you must deposit personal items. You will be required to follow the procedures set by the test center for storage of your cell phone or any electronic or photographic device you bring to the test center. If you take personal items into the test room, they will be collected by the test center staff. If you fail to follow the directions of the test center staff, you will not be permitted to take the test. Any violation of this procedure during the test or breaks may result in cancellation of your scores, dismissal by the test center staff, or banning from future testing. Test centers and ETS assume no responsibility for personal items or devices that you choose to bring into the test center.

SEATING

The test administrator will assign you a seat.

TIMING

- ▶ The maximum time allotted for untimed sections before the test is 30 minutes. The purpose of untimed sections before the test is to become familiar with important information that will make your Internet-based testing experience as convenient as possible. The time you spend on untimed sections should not be used for any other purpose. Infractions will be reported to ETS, and the test administrator is authorized to dismiss you from the test administration if you fail to follow the test administrator's directions.
- ▶ The Reading or Listening section of a test may include some extra questions. However, the available testing time for the entire test is the same for everyone.
- ▶ You may pace yourself with your own watch, but the computer is the official timekeeper.
- ▶ Watch alarms and clocks on cell phones are not permitted.
- ▶ You will not be permitted to continue the test or any part of it beyond the established time limit.

TAKING A BREAK, LEAVING YOUR SEAT

- ▶ There is a mandatory 10-minute break midway through the testing session. If you exceed the time allotted, you may be dismissed or your score may be canceled.
- ▶ To leave your seat at any time other than the break, raise your hand. Timing of the test section will not stop. If you must leave the testing room, you are required to show the administrator your identification document(s) before you leave the room and when you return.
- ▶ You cannot have access to your cell phone during the test or during breaks.

DELAYED OR RESCHEDULED TESTS

Weather conditions or other circumstances beyond the test administrator's or ETS's control may require a delayed start or the rescheduling of your test. If your test session is canceled or if it is later determined that your scores could not be reported, you can:

- ▶ retest free of charge OR receive a full refund of the original test fee.
- ▶ seek reimbursement from ETS for reasonable and documented expenses (for yourself only) associated with traveling to the test center.
- ▶ To request reimbursement, contact TOEFL Services within 30 days of your original test date. Reimbursement requests must include your:
 - ▶ name
 - ▶ date of birth
 - ▶ mailing address
 - ▶ daytime telephone number
 - ▶ e-mail address
 - ▶ original test date
 - ▶ registration number
 - ▶ a brief description of what occurred at the test center

ETS will determine the appropriateness of the request. Approved reimbursements are made in U.S. dollars.



Although tests are administered under strict supervision and security measures, testing irregularities may sometimes occur. Please contact ETS as soon as possible to report any observed behavior that may lead to an invalid score — for example, someone copying from another test taker, taking a test for someone else, having access to test questions before the exam, or using notes or unauthorized aids.

All information is held in the strictest confidence.

Phone: 1-800-353-8570* or 1-609-406-5430

Fax: 1-609-406-9709

E-mail: TSReturns@ets.org

DISMISSAL FROM A TEST CENTER

The test administrator is authorized to dismiss you from a test session and/or your scores may be canceled for violations such as, but not limited to, the following:

- ▶ Attempting to take the test for someone else or having someone take the test for you
- ▶ Failing to provide acceptable identification
- ▶ Obtaining improper access to the test, part of the test, or information about the test
- ▶ Using or having a telephone or cell phone in your possession during the test session or during breaks.
- ▶ Using any aids in connection with the test, such as mechanical pencils, pens, pagers, beepers, calculators, watch calculators, books, pamphlets, notes, rulers, highlighter pens, stereos or radios with headphones, cell phones, watch alarms, stop watches, dictionaries, translators, PDAs, Blackberry devices, and any handheld electronic or photographic devices
- ▶ Creating a disturbance (disruptive behavior in any form will not be tolerated; the test administrator has sole discretion in determining what constitutes disruptive behavior)
- ▶ Attempting to give or receive assistance. Communication in any form is not permitted during the test administration. Discussion or sharing of test content during the test administration, and/or during breaks is prohibited. Discussion or sharing of test content after the test is also prohibited.
- ▶ Removing or attempting to remove any test content, scratch paper, or notes relating to the test. Under no circumstances may test content or any part of the test content be removed, reproduced, and/or disclosed by any means (e.g., hard copy, verbally, electronically) to any person or entity.
- ▶ Referring to, looking through, or working on any test, or test section, *when not authorized to do so*, or working after time has been called
- ▶ Tampering with the computer
- ▶ Leaving the test room or test center vicinity without permission during the test session or during breaks
- ▶ Taking a weapon or firearm into the test center
- ▶ Taking food, drink, or tobacco into the testing room
- ▶ Taking excessive or extended unscheduled breaks during the test session. Test administrators are required to strictly monitor unscheduled breaks and report test takers who take excessive or extended breaks.
- ▶ Failing to follow any of the test administration regulations in this *Bulletin*, given by the test administrator, or specified in any test materials

*American Samoa, Guam, Puerto Rico, and U.S. Virgin Islands

DISMISSAL FROM A TEST CENTER *(continued)*

ETS reserves the right to take all action—including, but not limited to, barring you from future testing and/or canceling your scores—for failure to comply with test administration regulations or the

test administrator's directions. If your scores are canceled, they will not be reported, and your fees will not be refunded.

SCORES AND SCORE REPORTING

Examinee Score Record/ Official Score Reports

Your TOEFL test payment entitles you to:

- ▶ one printed and one online examinee score record
- ▶ up to four official score reports that ETS will send directly to the institutions or agencies you designate when registering for the test

Score report recipients can be added or deleted through the TOEFL iBT online registration system until 10 p.m. (local test center time) on the day prior to the test date. ETS will send an examinee score record to you and official score reports to your designated institutions 15 business days after you take the test. The printed score record that is mailed to you will contain all of the final section scores as well as your total score.

Score Report Posting and Mailing

Scores are posted on the TOEFL iBT online registration system 15 business days after the test date (with a few exceptions) and then mailed to you and your designated score recipients. You will need your user name and password to view your scores online. You will not receive an unofficial score at the end of the testing session. Score report posting and mailing dates are in the Learners and Test Takers section of the TOEFL Web site. Test results cannot be given any earlier. Allow 7 to 10 days for delivery of mail within the continental United States and additional time for delivery to other areas.

ETS will send the examinee score record to you at the address available on the test date. If the postal service returns your score record as undeliverable, TOEFL Services will send it again only if there is a new address on file. If your address changes after you take the test, go online and update your profile or contact TOEFL Services (see “Contact Information, General Inquiries” on page 5).

For a fee, you may also request additional official score reports for institutions you did NOT identify when you registered to test. Your request may be made online, by phone, mail, or fax. You may order additional score reports through the TOEFL iBT online registration system or by using the Score Report Request Form in the back of this *Bulletin*. This form can also be downloaded from the Learners and Test Takers section of the TOEFL Web site.



NOTE: Test centers do not provide receipts or printed scores for the test.

Interpreting Your TOEFL iBT Scores

Your scores are based on your performance on the questions in the test. You must answer at least one question in each Reading and Listening section, write at least one essay, and complete at least one Speaking task to receive an official score report. For the Internet-based test, you will receive four scaled section scores and a total score:

- ▶ Reading (0–30)
- ▶ Listening (0–30)
- ▶ Speaking (0–30)
- ▶ Writing (0–30)
- ▶ Total Score (0–120)

In addition to numeric scores, your examinee score record also includes performance feedback that indicates your performance level and a description of the kinds of tasks that test takers within the reported score range can typically do.

Canceling Your Scores

At the end of the test session, you will be given the option to cancel your scores. **You cannot cancel your score for one section of the test and have the scores for the remaining sections reported.** Although you have the option to cancel your scores, consider very carefully before doing so. Your scores will be reported to institutions only at your request. If you cancel your scores, they will NOT be reported to you or any institutions, and no refund will be made. Canceled scores are not added to your permanent record. If you wish to take the test again, you must reregister and submit another test payment.

Canceled scores can be reinstated if your request is received at ETS within 10 days after your test date. You may call, fax, or mail a written request to TOEFL Services (see page 5 for contact information). The fee for TOEFL iBT score reinstatement is US\$20. Your request should include your:

- ▶ Name
- ▶ Date of birth
- ▶ Daytime phone number
- ▶ Registration number
- ▶ Payment

Scores will be reinstated and reported online approximately two weeks after receipt of your request. Your scores will be mailed to you and your designated institutions shortly thereafter.



2007–08 TOEFL® Internet-based Test (iBT) Registration Form

Register online at www.ets.org/toefl. It's fast and easy!

This form can be downloaded at www.ets.org/toefl.

If paying by electronic check (e-check), **DO NOT** complete this form. Register online at www.ets.org/toefl, call 1-443-751-4826 or 1-800-GO-TOEFL (within the United States, U.S. Territories,* or Canada), or call the Regional Registration Center (RRC) that services the country where you plan to test. See the *Bulletin for Internet-based Testing* for RRC contact information.

Completing this form and submitting payment will register you for the TOEFL iBT test. All information requested must be complete or your form will be returned. This form must be received at ETS at least four weeks before your earliest test date choice.

Note: Be sure to complete all four pages, and staple the completed form before mailing.

- Print all information clearly. Be sure to enter your name exactly as it is shown on your primary identification document.
- Use black ink.
- **If you are testing outside the United States, U.S. Territories,* and Canada,** mail the completed form and payment to the RRC that services the country where you plan to test. See the *Bulletin for Internet-based Testing* for the RRC addresses.
- **If testing in the United States, U.S. Territories,* and Canada,** mail the completed registration form and payment to:

**ETS-TOEFL iBT Registration Office
PO Box 6152
Princeton, NJ 08541-6152 USA**

- **Test takers requesting testing accommodations:** You must complete and submit this form. To get further information about requesting testing accommodations, use one of the communication methods listed on page 5 of this *Bulletin* or go to www.ets.org/disability.

* American Samoa, Guam, Puerto Rico, and U.S. Virgin Islands

If you have previously taken an ETS iBT-delivered test, please indicate your name, test date, date of birth, and registration number below.

Name: _____ Test Date: _____

Date of Birth: _____ Registration Number: _____



TEST LOCATION

Choose two test locations in order of preference. Enter the city code and print the city name and country name for each choice. For locations and city codes, see the Test Center and Institution Code list in the Learners and Test Takers section of the TOEFL Web site at www.ets.org/toefl.

* First Choice City Code: City Name: _____

Country Name: _____

* Second Choice City Code: City Name: _____

Country Name: _____

TEST DATE

Specify five test dates in order of preference. For testing dates, see the Learners and Test Takers section of the TOEFL Web site at www.ets.org/toefl. Please note that start times will vary and may be anywhere between 8 a.m. and 7 p.m. This form must be received at ETS at least four weeks before your earliest test date choice.

MM: Month of the Year DD: Day of the Month YY: Year

* First Choice:

MM	DD	YY
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

 Third Choice:

MM	DD	YY
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

 Fifth Choice:

MM	DD	YY
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

Second Choice:

MM	DD	YY
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

 Fourth Choice:

MM	DD	YY
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

If your requested test date(s) cannot be accommodated, you will be scheduled for the next available test date unless you check the box below.

Do not reschedule me, please return my payment.

SCORE REPORT RECIPIENTS

Using the Test Center and Institution Code list in the Learners and Test Takers section of the TOEFL Web site at www.ets.org/toefl, indicate where you would like your score reports sent. The Department Code list is also in the *Bulletin*. Enter a department code only if you are applying for graduate study. If you are not applying for graduate study, you must fill in 00 as the department code for each institution or agency you list.

1. Score Report Recipient:

Institution
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Department
<input type="text"/> <input type="text"/>

3. Score Report Recipient:

Institution
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Department
<input type="text"/> <input type="text"/>

2. Score Report Recipient:

Institution
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Department
<input type="text"/> <input type="text"/>

4. Score Report Recipient:

Institution
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Department
<input type="text"/> <input type="text"/>

TEST FEES

The TOEFL iBT test fee varies by country. To find out what the fee is in your testing location, go to the Learners and Test Takers section of the TOEFL Web site, select "Register for the Test," and choose your test location. Information about payment policies is in the *Bulletin for Internet-based Testing*. Fees are subject to change without notice.

TOEFL iBT test fee \$ _____

In Canada, add GST/HST and QST to total remittance.

GST/HST Reg. #131414468 RT \$ _____

QST Reg. #1087967545 \$ _____

Add Value Added or similar taxes where applicable * \$ _____

TOTAL AMOUNT DUE (DO NOT SEND CASH) \$ _____

*See "Fees" in the Learners and Test Takers section of the TOEFL Web site for information about taxes.

PAYMENT (Information about payment policies is in the *Bulletin for TOEFL Internet-based testing*.)

Payment type: (check one) Credit/Debit Card* Check Euro Check Money Order

*Indicate which credit/debit card is being used and enter your credit/debit card number and expiration date. Note: Any debit/check card branded with one of the five accepted credit card logos can be processed.

American Express® Discover® JCB® MasterCard® VISA®

Credit/Debit Card Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

		–		
--	--	---	--	--

Month

Year

For all checks drawn on a U.S. bank, be aware that you are authorizing ETS at its discretion to use the information on your check to make a one-time electronic debit from your account for the amount of your check; no additional amount will be added. If you do not have sufficient funds in your account, an additional service fee of US\$20 will be added to your account. All outstanding balances incurred from prior ETS tests and/or services must be paid in full in order to register for any future ETS test or service.

Please write, DO NOT PRINT, the following statement and sign your name.

I hereby agree to the conditions set forth in the 2007–08 *Information and Registration Bulletin* for TOEFL iBT, specifically those concerning test administration, payment of fees, the reporting of scores, and the confidentiality of test questions. I certify that I am the person who will take the test at the center and whose name and address appear on this form.

Signature: _____ Date: _____

Thank you for registering to take the TOEFL iBT. If you have provided an e-mail address, confirmation of this registration will be sent to your e-mail address. If you have not provided an e-mail address, confirmation will be sent via the postal service. Do NOT send your registration form more than once. This will help avoid extra processing by TOEFL Services and unnecessary charges to you.

Ordering Additional Official Score Reports

You can have official score reports mailed to institutions you did not identify when you registered to test. Additional score reports can be ordered online through the TOEFL online registration system or by completing the Score Report Request Form in this *Bulletin*. This form is also available on the TOEFL Web site. You will receive an acknowledgement confirming that your score reports were mailed.

The Score Report Request Form will be returned to you if you do not include complete and accurate information and the correct fee. Designated institutions cannot be changed or deleted after you submit the request. No refunds will be made.

ONLINE (CREDIT/DEBIT CARD OR E-CHECK REQUIRED)

- ▶ Reports are mailed approximately **four to seven days** after your request.
- ▶ The fee is US\$17 for each report ordered.

MAIL OR FAX

- ▶ Follow the instructions on the back of the Score Report Request Form for completing and mailing your request and payment.
- ▶ Reports are mailed **two weeks** after receipt of your request form.
- ▶ The fee is US\$17 for each report ordered.
- ▶ If you are paying by credit/debit card, you may fax your form to **1-610-290-8972**. Faxed requests will not be processed unless complete credit/debit card information is provided. If you think your faxed request may not have gone through and you attempt to resend the information, write “DUPLICATE” in large letters on all repeat requests. This will help avoid extra processing by TOEFL Services and unnecessary charges to your credit/debit card.



NOTE: TOEFL scores are measurement information and are subject to all restrictions on release of information indicated in this *Bulletin*. They are not the property of the examinee. The information contained in your TOEFL examinee record is the same as the information printed on your official score report.

PROCESSING TIPS

- ▶ Do not send a letter with your request.
- ▶ Mark identification codes only for institutions you did not provide when you registered.
- ▶ List no more than eight institutions on one form. To order more than eight reports, use a second form.
- ▶ Sign and date the form.
- ▶ Include an acceptable form of payment and include the correct amount (reports will only be sent to the number of institutions for which you have paid).

HOW LONG ARE SCORES VALID?

- ▶ TOEFL scores are valid for **two years**. Because language proficiency can change considerably in a relatively short period of time, scores more than two years old cannot be reported or verified.
- ▶ If you took the TOEFL test more than two years ago and need to submit scores to an agency or institution, you must take the test again to have your scores reported.

Requests for Rescores

You can request that the Writing and Speaking section scores of your test be reviewed through a rescore process up to **three months** after your test date. You may make this request for either the Writing or Speaking section, or you may request that both sections be included in the rescore process. Only one request per administration can be submitted. You cannot request a review of the Speaking section and then at a later time request a review of the Writing section. The fee for a Writing or Speaking section rescore process is US\$60. The fee to have both sections included in the rescore process is US\$120.

TOEFL iBT Speaking and Writing sections are reviewed by scoring specialists in the rescore process. If the rescore process confirms your score, you will be notified by letter. If the review results in a change in your score, you will receive a revised examinee score record. Revised official score reports will also be sent to the institutions that you designated as score recipients. These revised scores will become your official scores.

Complete the Rescore Request Form in the back of this *Bulletin* and send it, with the required fee, to the address on the form. If you are paying by credit/debit card, you may fax the form.

The results of the score review process will be available approximately three weeks after TOEFL Services receives your Rescoring Request Form and fee.

Other Score-Related Information

SCORE VERIFICATION

Institutions have the ability to verify examinee score records sent directly to them from examinees. If there is a difference between the official scores recorded at ETS and those on the score record you provided, the institution will be requested to send ETS a copy of the score record you submitted. At the written request of the institution official, ETS will report the official scores, as well as any previous scores recorded for you within the last two years. ETS or its authorized representative will also provide information about your scores at the request of an institution or agency that has a copy of your examinee score record.

ACCEPTABLE SCORES

Each institution that requires TOEFL scores decides for itself what scores or ranges of scores are acceptable. These requirements vary from institution to institution, depending on such factors as your field of study, your level of study (graduate or undergraduate), whether you will be a teaching assistant, and whether the institution offers special courses in English as a foreign or second language. There is no specific passing or failing score. If you have questions about how your scores have been used or interpreted, contact the institutions or agencies that received your test results directly.

TEST SCORE DATA RETENTION

Individually identifiable TOEFL test scores are retained in a database for only two years. After two years, all test-taker information and scores are removed. If you took the TOEFL test more than two years ago, you will have to take the test again to have scores sent to you, an institution, or agency.

CONFIDENTIALITY OF SCORES

The TOEFL program recognizes the right of examinees to privacy with regard to information that is stored in data or research files held by Educational Testing Service and the program's responsibility to protect information in its files from unauthorized disclosure. ETS or its authorized representative may share examinee score data with institutions or agencies for verification purposes.

TOEFL test score data and writing and speaking responses that may be used at any time for informational, research, statistical, or training purposes are not individually identifiable.

Information retained in TOEFL records is the same as the information printed on the examinee's score record and on the official score reports. Official score reports will be sent only to those institutions or agencies designated by the examinee when he or she registered to test, on a Score Report Request Form submitted at a later date, or otherwise specifically authorized by the examinee.

Scores are not to be released by institutional recipients without the explicit permission of the examinee.

Your score record and the documents you complete that are retained at ETS (for example, your photograph) may be released to third parties, such as government agencies or parties to a lawsuit, if requested pursuant to a subpoena or required by applicable law.

TEST QUESTION INQUIRIES

Language specialists prepare TOEFL test questions. These specialists follow careful, standardized procedures developed to ensure that all test material is of consistent high quality. Each question is reviewed by several members of the ETS staff. The TOEFL Committee of Examiners, an independent group of professionals in the fields of linguistics, language testing, and language teaching that reports to the TOEFL Board, establishes overall guidelines for the test content and specifications. After test questions have been reviewed and revised as appropriate, they are selectively administered in trial situations and assembled into tests. The tests are then reviewed according to established ETS and TOEFL program procedures to ensure that all possible versions of the test are free of cultural bias. Statistical analyses of individual questions ensure that all items provide appropriate measurement information.

Although ETS employs extensive quality control checks throughout the development of test questions and the preparation of final tests, typographical errors or flaws in questions may occasionally occur. If you suspect a problem and want to question a test item for any reason, notify the test administrator before you leave the test site. You may also write to MS 42N-208, TOEFL Test Question Inquiries, Educational Testing Service, Rosedale Road, Princeton, NJ 08541-0001, USA, or send a fax to 1-609-683-2600 immediately after taking the test. Please include the name of the test, the section of the test, the test date, the name of the center where the test was taken, and, if possible, the number of the test item being questioned. If you have a complaint about the testing facilities or the test administrator, write to TOEFL iBT Complaints (see "Test Center Complaints," page 5) within three days after the test date. Be sure to give the date of the test, the name of the test center, and the city and country in which you tested.

ETS Score Cancellation Policy

ETS strives to report scores that accurately reflect the performance of every test taker. Accordingly, ETS's standards and procedures for administering tests have two primary goals: giving test takers equivalent opportunities to demonstrate their abilities, and preventing any test takers from gaining an unfair advantage over others. To promote these objectives, ETS reserves the right to cancel any test score when, in ETS's judgment, a testing irregularity occurs, there is an apparent discrepancy in a test taker's identification, the test taker engages in misconduct, the test taker attempts to use the work or ideas of others as their own in the essay section of the test, or the score is invalid for another reason. Reviews of scores by ETS are confidential. When, for any of the above reasons, ETS cancels a test score that has already been reported, it notifies score recipients that the score has been canceled, but it does not disclose the reason for cancellation except when authorized to do so by the test taker and in certain group cases.

TESTING IRREGULARITIES

"Testing irregularities" refers to problems with the administration of a test. When testing irregularities occur, they may affect an individual or groups of test takers. Such problems include, without limitation, administrative errors (such as improper timing, improper seating, defective materials, and defective equipment); improper access to test content; and other disruptions of test administrations (such as natural disasters and other emergencies). When testing irregularities occur, ETS may decline to score the test or may cancel the test score. When in ETS's judgment it is appropriate to do so, ETS gives affected test takers the opportunity to take the test again as soon as possible without charge.

IDENTIFICATION DISCREPANCIES

When, in ETS's judgment or the judgment of test center personnel, there is a discrepancy in a test taker's identification, the test taker may be dismissed from the test center. In addition, ETS may decline to score the test or may cancel the test score and you will forfeit your test fee.

MISCONDUCT

When ETS or test center personnel find that there is misconduct in connection with a test, the test taker may be dismissed from the test center, or ETS may decline to score the test or may cancel the test score. Test takers whose scores are canceled because of misconduct will forfeit their test fees. Misconduct includes, but is not limited to, noncompliance with the "Test Center Procedures and Regulations" on pages 10–12 of this *Bulletin*.

SCORES AND SCORE REPORTING *(continued)*

PLAGIARISM

ETS reserves the right to cancel the scores of test takers when, in ETS's judgment, there is evidence that an essay includes, for example, text or ideas that are substantially similar to that found in other TOEFL responses or quotations or paraphrasing, without attribution, of language or ideas from published and unpublished sources. Such responses do not reflect the independent speaking or compositional writing skills that the test seeks to measure.

INVALID SCORES

ETS may also cancel scores if, in its judgment, there is substantial evidence that they are invalid for any other reason. Evidence of invalid scores may include, without limitation, unusual answer patterns and/or inconsistent performance on different parts of the test. Before canceling scores pursuant to this paragraph, ETS notifies the test taker in writing about its concerns, gives the test taker an opportunity to submit information that addresses ETS's concerns, considers any such information submitted, and offers the test taker a choice of

options. The options include voluntary score cancellation or arbitration in accordance with ETS's standard Arbitration Agreement. In addition, the test taker is sent a copy of the booklet *Why and How Educational Testing Service Questions Test Scores*, which explains this process in greater detail. (This booklet is available to any test taker at any time upon request from the ETS Office of Testing Integrity. Call 1-800-353-8570 or e-mail TSReturns@ets.org.)



NOTE: The arbitration option is available only for tests administered in the United States.

TEST DATES

Test dates are available in the Learners and Test Takers section of the TOEFL Web site. Not all test dates are offered in all locations. To find out which test dates are offered at centers in your area, go to the TOEFL iBT online registration system.

TOEFL iBT introduction dates have not yet been set for some countries. When these countries are ready to implement TOEFL iBT, a message will be posted on the TOEFL Web site. To provide continued access for TOEFL and TSE test takers in these areas, ETS will offer the TOEFL paper-based test (TOEFL pBT) and, as needed, the TSE test until the TOEFL iBT can be delivered.

TEST LOCATIONS

The most current information regarding test locations for TOEFL iBT is in the Learners and Test Takers section of the TOEFL Web site at www.ets.org/toefl. Test takers should also check the TOEFL iBT online registration system because test centers are added daily to the testing network. Information regarding test center availability is subject to change without notice.

TOEFL iBT REGIONAL REGISTRATION CENTERS

The Regional Registration Centers (RRCs) and the countries associated with each region are listed below. If there is no test center in your country, TOEFL iBT may not be available in your area. See the TOEFL Web site at www.ets.org/toefl for a listing of TOEFL paper-based test centers.

Note: When calling an RRC that is located outside the country from which you are calling, you must dial the international access number. E-mail addresses are for informational requests only.

REGION 3

Japan

R-Prometric KK
Kayabacho Tower 15F
1-21-2 Shinkawa, Chuo-ku
Tokyo 104-0033 Japan

Registration Phone: 81-3-5541-4800

Fax: 81-3-5541-4810

E-mail: japan.rrc@thomson.com

REGION 4

Korea

Prometric Registration Center
Sampung Building, 310-68
Euljiro-4Ga, Jung-Gu
Seoul, 100-194
Republic of Korea

Registration Phone: 1566-0990

Fax: (02) 2116-8338

Web: www.toeflkorea.or.kr

REGION 5

Antigua, Argentina, Aruba, Bahamas, Barbados, Belize, Bermuda, Bolivia, Brazil, Cayman Islands, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, El Salvador, Grenada, Guadeloupe, Guatemala, Guyana, Haiti, Honduras, Jamaica, Martinique, Mexico, Netherlands Antilles, Nicaragua, Panama, Paraguay, Peru, St. Lucia, St. Kitts and Nevis, St. Vincent, Suriname, Trinidad and Tobago, Uruguay, Venezuela

Prometric, Inc.

Latin America/Caribbean RRC
3110 Lord Baltimore Drive, Suite 200
Baltimore, MD 21244 USA

Registration Phone: 1-443-751-4995

Fax: 1-443-751-4980

Web: www.prometric.com/contactus/testtakers/globalcsform.htm

REGION 6

Afghanistan, Australia, Bangladesh, Bhutan, Brunei Darussalam, Cambodia, Fiji, French Polynesia, Hong Kong, Indonesia, Kiribati, Laos, Macau, Malaysia, Marshall Islands, Micronesia, Mongolia, Myanmar, Nepal, New Caledonia, New Zealand, Northern Mariana Islands, Pakistan, Palau, Papua New Guinea, Philippines, Pohnpei Island, Samoa, Singapore, Solomon Islands, Sri Lanka, Tahiti, Taiwan, Thailand, Tonga, Viet Nam, Western Caroline Islands

Prometric
PO Box 12964
50794 Kuala Lumpur
Malaysia

Courier Address:

Prometric BV, Branch Office Co. No. 993721-U
ATTN: Regional Registration Center
21A-15-1 Faber Imperial Court
Jalan Sultan Ismail
50250 Kuala Lumpur
Malaysia

Registration Phone: 60-3-7628-3333

Fax: 60-3-7628-3366

Web: www.prometric.com/contactus/testtakers/globalcsform.htm

Candidates in Taiwan can contact the RRC by calling 886-2-8194-0200.

Candidates in Australia/New Zealand can contact the RRC by calling 61-2-9640-5899.

TOEFL iBT REGIONAL REGISTRATION CENTERS *(continued)*

REGION 7

Algeria, Bahrain, Egypt, Gaza, Iran, Iraq, Jordan, Kuwait, Lebanon, Morocco, Oman, Qatar, Saudi Arabia, Sudan, Syria, Tunisia, United Arab Emirates, West Bank, Yemen

Prometric
ATTN: PTC Registrations Middle East
PO Box 2024
8203 AA Lelystad
Lelystad, The Netherlands

Courier Address:

Prometric
ATTN: PTC Registrations Middle East
Noorderwagenplein 6
8223 AL Lelystad
Lelystad, The Netherlands

Registration Phone: 31-320-239-530

Fax: 31-320-239-531

Web: www.prometric.com/contactus/testtakers/globalcsform.htm

REGION 9

Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Cote D'Ivoire, Democratic Republic of the Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Reunion, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, South Africa, Swaziland, Tanzania, Togo, Uganda, Zambia, Zimbabwe

Prometric
ATTN: PTC Registrations Africa
PO Box 2024
8203 AA Lelystad
Lelystad, The Netherlands

Courier Address:

Prometric
ATTN: PTC Registrations Africa
Noorderwagenplein 6
8223 AL Lelystad
Lelystad, The Netherlands

Registration Phone: 31-320-239-593

Fax: 31-320-239-886

Web: www.prometric.com/contactus/testtakers/globalcsform.htm

REGION 12

Albania, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Kazakhstan, Kosovo, Kyrgyzstan, Latvia, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russian Federation, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Tajikistan, Turkey, Turkmenistan, Ukraine, United Kingdom, Uzbekistan

Prometric
ATTN: PTC Registrations Europe
PO Box 2024
8203 AA Lelystad
Lelystad, The Netherlands

Courier Address:

Prometric
ATTN: PTC Registrations Europe
Noorderwagenplein 6
8223 AL Lelystad
Lelystad, The Netherlands

Registration Phone: 31-320-239-540

Fax: 31-320-239-541

Web: www.prometric.com/contactus/testtakers/globalcsform.htm

REGION 14

India
Thomson Testing Private Limited
2nd floor
DLF Infinity Tower—A
Sector 25, Phase II
DLF City Gurgaon
Haryana 122002
India

Courier Address:

Thomson Testing Private Limited
2nd floor
DLF Infinity Tower—A
Sector 25, Phase II
DLF City Gurgaon
Haryana 122002
India

Registration Phone: 91-124-4147700

Fax: 91-124-4147773

Web: www.prometric.com/contactus/testtakers/globalcsform.htm

TOEFL iBT INSTITUTION CODES

An up-to-date listing of agencies and institutions that accept TOEFL scores is available in the Learners and Test Takers section of the TOEFL Web site at www.ets.org/toefl. This list is also available during online registration. If your intended score recipient is not listed, contact the institution or agency directly to get the code number before you register. Note: If you are applying for graduate study, see the Department Codes list below.

TOEFL iBT DEPARTMENT CODES

This list is only for students applying for **graduate** study. **If you are not applying for graduate study**, you must fill in 00 as the department code for each institution or agency you list.

Graduate Schools: If you are applying for graduate study in a field other than business or law, copy the appropriate code from the list below.

02 - Graduate Schools of Management

03 - Law Schools

HUMANITIES

11 Archaeology
12 Architecture
26 Art History
13 Classical Languages
28 Comparative Literature
53 Dramatic Arts
14 English
29 Far Eastern Languages and Literature
15 Fine Arts, Art, Design
16 French
17 German
04 Linguistics
19 Music
57 Near Eastern Languages and Literature
20 Philosophy
21 Religious Studies or Religion

22 Russian/Slavic Studies

23 Spanish
24 Speech
10 Other foreign languages
98 Other humanities

SOCIAL SCIENCES

27 American Studies
81 Anthropology
82 Business and Commerce
83 Communications
84 Economics
85 Education (including M.A. in Teaching)
01 Educational Administration
70 Geography
92 Government
86 History
87 Industrial Relations and Personnel

88 International Relations
18 Journalism
90 Library Science
91 Physical Education
97 Planning (City, Community, Urban, Regional)
89 Political Science
93 Psychology, Clinical
09 Psychology, Educational
58 Psychology, Experimental/Developmental
79 Psychology, Social
08 Psychology, other
94 Public Administration
50 Public Health
95 Social Work
96 Sociology
80 Other social sciences

BIOLOGICAL SCIENCES

31 Agriculture
32 Anatomy
05 Audiology
33 Bacteriology
34 Biochemistry
35 Biology
45 Biomedical Sciences
36 Biophysics
37 Botany
38 Dentistry
39 Entomology
46 Environmental Science
40 Forestry
06 Genetics
41 Home Economics
25 Hospital and Health Services Administration
42 Medicine
07 Microbiology

74 Molecular and Cellular Biology
43 Nursing
77 Nutrition
44 Occupational Therapy
56 Pathology
47 Pharmacy
48 Physical Therapy
49 Physiology
55 Speech-Language Pathology
51 Veterinary Medicine
52 Zoology
30 Other biological sciences

PHYSICAL SCIENCES

54 Applied Mathematics
61 Astronomy
62 Chemistry
78 Computer Sciences
63 Engineering, Aeronautical

64 Engineering, Chemical
65 Engineering, Civil
66 Engineering, Electrical
67 Engineering, Industrial
68 Engineering, Mechanical
69 Engineering, other
71 Geology
72 Mathematics
73 Metallurgy
75 Oceanography
76 Physics
59 Statistics
60 Other physical sciences

Use 99 for any department not listed.

TOEFL iBT COUNTRY AND REGION CODES

Use this list when indicating the code for the country where you are currently living (your mailing address), the code for your country of citizenship, and the code for your native country (the country where you were born).

AFG	Afghanistan	COL	Colombia	GTM	Guatemala	LTU	Lithuania		Islands	SWZ	Swaziland
ALB	Albania	COM	Comoros	GIN	Guinea	LUX	Luxembourg	NOR	Norway	SWE	Sweden
DZA	Algeria	COD	Congo,	GNB	Guinea-	MAC	Macau	OMN	Oman	CHE	Switzerland
ASM	American		The		Bissau	MKD	Macedonia,	PAK	Pakistan	SYR	Syrian Arab
	Samoa		Democratic	GUY	Guyana		Former	PLW	Palau		Republic
AND	Andorra		Republic of	HTI	Haiti		Yugoslav	PAN	Panama	TWN	Taiwan
AGO	Angola	COG	Congo	VAT	Holy See		Republic of	PNG	Papua New	TJK	Tajikistan
AIA	Anguilla	COK	Cook Islands		(Vatican City	MDG	Madagascar		Guinea	TZA	Tanzania,
ATG	Antigua and	CRI	Costa Rica		State)	MWI	Malawi	PRY	Paraguay		United
	Barbuda	CIV	Cote D'Ivoire	HND	Honduras	MYS	Malaysia	PER	Peru		Republic of
ARG	Argentina	HRV	Croatia	HKG	Hong Kong	MDV	Maldives	PHL	Philippines	THA	Thailand
ARM	Armenia	CUB	Cuba	HUN	Hungary	MLI	Mali	POL	Poland	TGO	Togo
ABW	Aruba	CYP	Cyprus	ISL	Iceland	MLT	Malta	PRT	Portugal	TON	Tonga
AUS	Australia	CZE	Czech	IND	India	MHL	Marshall	PRI	Puerto Rico	TTO	Trinidad and
AUT	Austria		Republic	IDN	Indonesia		Islands	QAT	Qatar		Tobago
AZE	Azerbaijan	DNK	Denmark	IRN	Iran, Islamic	MTQ	Martinique	REU	Reunion	TUN	Tunisia
BHS	Bahamas	DJI	Djibouti		Republic of	MRT	Mauritania	ROM	Romania	TUR	Turkey
BHR	Bahrain	DMA	Dominica	IRQ	Iraq	MUS	Mauritius	RUS	Russian	TKM	Turkmenistan
BGD	Bangladesh	DOM	Dominican	IRL	Ireland	MEX	Mexico		Federation	TCA	Turks and
BRB	Barbados		Republic	ISR	Israel	FSM	Micronesia,	RWA	Rwanda		Caicos Islands
BLR	Belarus	ECU	Ecuador	ITA	Italy		Federated	KNA	St. Kitts and	TUV	Tuvalu
BEL	Belgium	EGY	Egypt	JAM	Jamaica		States of		Nevis	UGA	Uganda
BLZ	Belize	SLV	El Salvador	JPN	Japan	MDA	Moldova,	LCA	St. Lucia	UKR	Ukraine
BEN	Benin	GNQ	Equatorial	JOR	Jordan		Republic of	VCT	St. Vincent	ARE	United Arab
BMU	Bermuda		Guinea	KAZ	Kazakhstan	MCO	Monaco		and the		Emirates
BTN	Bhutan	ERI	Eritrea	KEN	Kenya	MNG	Mongolia		Grenadines	GBR	United
BOL	Bolivia	EST	Estonia	KIR	Kiribati	MNE	Montenegro	WSM	Samoa		Kingdom
BIH	Bosnia and	ETH	Ethiopia	PRK	Korea,	MSR	Montserrat	SMR	San Marino	USA	United States
	Herzegovina	FRO	Faroe Islands		Democratic	MAR	Morocco	STP	Sao Tome	URY	Uruguay
BWA	Botswana	FJI	Fiji		People's	MOZ	Mozambique		and Principe	UZB	Uzbekistan
BRA	Brazil	FIN	Finland		Republic of	MMR	Myanmar	SAU	Saudi Arabia	VUT	Vanuatu
BRN	Brunei	FRA	France	KOR	Korea,	NAM	Namibia	SCT	Scotland	VEN	Venezuela
	Darussalam	GUF	French		Republic of	NRU	Nauru	SEN	Senegal	VNM	Viet Nam
BGR	Bulgaria		Guiana	KOS	Kosovo	NPL	Nepal	SRB	Serbia	VGB	Virgin Islands
BFA	Burkina Faso	PYF	French	KWT	Kuwait	NLD	Netherlands	SYC	Seychelles		(British)
BDI	Burundi		Polynesia	KGZ	Kyrgyzstan	ANT	Netherlands	SLE	Sierra Leone	VIR	Virgin Islands
KHM	Cambodia	GAB	Gabon	LAO	Lao,		Antilles	SGP	Singapore		(U.S.)
CMR	Cameroon	GMB	Gambia		People's	NCL	New	SVK	Slovakia	WLS	Wales
CAN	Canada	GZS	Gaza Strip		Democratic		Caledonia	SVN	Slovenia	WBA	West Bank
CPV	Cape Verde	GEO	Georgia		Republic	NZL	New Zealand	SLB	Solomon	YEM	Yemen
CYM	Cayman	DEU	Germany	LVA	Latvia	NIC	Nicaragua		Islands	ZMB	Zambia
	Islands	GHA	Ghana	LBN	Lebanon	NER	Niger	SOM	Somalia	ZWE	Zimbabwe
CAF	Central African	GRC	Greece	LSO	Lesotho	NGA	Nigeria	ZAF	South Africa		
	Republic	GRL	Greenland	LBR	Liberia	NIU	Niue	ESP	Spain		
TCD	Chad	GRD	Grenada	LBY	Libyan Arab	NIR	Northern Ireland	LKA	Sri Lanka		Use UND for any
CHL	Chile	GLP	Guadeloupe		Jamahiriya	NOR	Northern	SDN	Sudan		country/region
CHN	China	GUM	Guam	LIE	Liechtenstein	MNP	Mariana	SUR	Suriname		not listed.

TOEFL iBT NATIVE LANGUAGE CODES

AFR	Afrikaans	SCR	Croatian	HEB	Hebrew	LAV	Latvian	PAN	Punjabi	TON	Tongan
AKA	Akan	CZE	Czech	HIL	Hiligaynon	LIN	Lingala	PUS	Pushto	TUR	Turkish
ALB	Albanian	DAN	Danish	HIN	Hindi	LIT	Lithuanian	RUM	Romanian	TUK	Turkmen
AMA	Amharic	DUT	Dutch	HUN	Hungarian	LUA	Luba-Lulua	RUS	Russian	TWI	Twi
ARA	Arabic	DYU	Dyula	IBO	Igbo	LUO	Luo	SMO	Samoan	UIG	Uighur
ARM	Armenian	EFI	Efik	ICE	Icelandic	MAC	Macedonian	SAT	Santali	UKR	Ukrainian
ASM	Assamese	ENG	English	ILO	Iloko	MAD	Madurese	SCC	Serbian	URD	Urdu
AZE	Azerbaijani	EST	Estonian	IND	Indonesian	MLG	Malagasy	SNA	Shona	UZB	Uzbek
BAM	Bambara	EWE	Ewe	IPK	Inupiaq	MAY	Malay	SND	Sindhi	VIE	Vietnamese
BAK	Bashkir	FAS	Farsi	ITA	Italian	MAL	Malayalam	SIN	Sinhalese	WOL	Wolof
BAQ	Basque	FIJ	Fijian	JPN	Japanese	MLT	Maltese	SLO	Slovak	XHO	Xhosa
BEL	Belarusian	FIN	Finnish	JAV	Javanese	MAR	Marathi	SLV	Slovenian	YAP	Yapese
BEM	Bemba	FRE	French	KAN	Kannada	MAH	Marshallese	SOM	Somali	YID	Yiddish
BEN	Bengali	FUL	Fula (Peul)	KAU	Kanuri	MEN	Mende	SPA	Spanish	YOR	Yoruba
BER	Berber	GAA	Ga	KAS	Kashmiri	MIN	Minangkabau	SUN	Sundanese	YPK	Yupik
BIK	Bikol	GLA	Gallegan (Galicien)	KAZ	Kazakh	MON	Mongolian	SWA	Swahili	ZHA	Zhuang
BOS	Bosnian	LUG	Ganda	KHM	Khmer	MOS	Mossi	SWE	Swedish	ZUL	Zulu
BUL	Bulgarian	GEO	Georgian	KIK	Kikuyu	NEP	Nepali	TGL	Tagalog		
BUR	Burmese	GER	German	KIN	Kinyarwanda	NOR	Norwegian	TGK	Tajik		
CAT	Catalan	GRE	Greek	KOK	Konkani	ORI	Oriya	TAM	Tamil		
CEB	Cebuano	GRN	Guarani	KOR	Korean	ORM	Oromo	TAT	Tatar		
NYA	Chichewa (Nyanja)	GUJ	Gujarati	KUR	Kurdish	PAU	Palauan	TEL	Telugu		
CHI	Chinese	KRW	Korean	KUR	Kurukh	POL	Polish	THA	Thai		
CHV	Chuvash	GWI	Gwichin	KUS	Kusaiean	PON	Pohnpeian	TIB	Tibetan		
		HAU	Hausa	LAO	Lao	POR	Portuguese	TIR	Tigrinya		

Use UND for any language not listed.

COMPLETING AND SUBMITTING THE TOEFL iBT SCORE REPORT REQUEST FORM

Use this form to request official score reports for institutions you did NOT indicate when you registered to test.

Fill in the following information on the other side where appropriate:

- registration number
- name
- date of birth
- test date

To order an official score report for an institution:

- go to the TOEFL Web site (www.ets.org/toefl) and check the list of agencies and institutions that accept TOEFL scores
- find the name of the agency/institution to which you want your score report sent
- write the name, address, and institution code where indicated
- if the institution or agency does not have an assigned code number, fill in the institution name and complete mailing address and leave the institution code area blank

If you plan to study at the undergraduate level, or if the recipient is not a college or university:

- leave the space for department name blank
- write 00 in the boxes for department code

If you plan to study at the graduate level:

- go to the TOEFL Web site (www.ets.org/toefl) or page 18 of this *Bulletin* and check the list of department codes
- find the name of the department in which you plan to study
- write the name and code in the appropriate boxes
- write 99 for the code if your department is not listed
- your score report will be sent to the institution's undergraduate school if you do not write a department code

Note: You cannot delete or change designated institutions after your completed form has been submitted. List no more than eight institutions or agencies on this form. If you wish to order more than eight reports, you may photocopy the form or download it from the TOEFL Web site. A confirmation that your official score reports have been mailed will be sent to you.

Check the appropriate box to show the number of score reports you are requesting. Reports will be mailed two weeks after your request and payment are received or after scores become available.

You MUST do the following to give ETS authorization to release your TOEFL iBT scores:

- sign the form
- date the form

Acceptable payments:

- **Credit/debit card.** Check the appropriate box indicating which credit/debit card you are using (American Express, Discover, JCB, MasterCard, and VISA only; no other credit/debit cards may be used). Note: Any debit/check card branded with one of the five accepted credit card logos can be processed. In the boxes, enter your credit/debit card number and expiration date. The total due will be calculated automatically at ETS and billed to your account.
- **Check or money order in U.S. dollars** or any other acceptable currency listed in the *Bulletin* made payable to ETS-TOEFL iBT. Please write your registration number on your check or money order.

UNESCO coupons are not being accepted at this time. Receipts for bank checks or money orders are **NOT** acceptable payments.

DO NOT SEND CASH.

The TOEFL office will send reports only to as many institutions as you have paid for, no matter how many you requested. (Fees are subject to change without notice.)

If your mailing address has changed since the test date indicated, check the appropriate box and fill in the requested information.

Submitting your request form:

If you are paying by credit/debit card, you may fax this form to TOEFL Services at 1-610-290-8972.

Faxed requests will not be processed unless credit/debit card information is complete. If you think your faxed form may not have been received and you try resending your fax, write "DUPLICATE" in large letters on all repeat attempts. This will help avoid unnecessary processing and charges to your credit/debit card.

If you wish to mail your request and payment, send it to:

ETS-TOEFL iBT
PO Box 6153
Princeton, NJ 08541-6153 USA

If you wish to send your request via a courier service, address it to:

TOEFL Document Processing
225 Phillips Boulevard
Ewing, NJ 08628-7435 USA

By sending your check, be aware that you are authorizing ETS at its discretion to use the information on your check to make a one-time electronic debit from your account for the amount of your check; no additional amount will be added. If you do not have sufficient funds in your account, an additional service fee of US\$20 will be added to your account.



TOEFL® iBT RESCORING REQUEST FORM

Check the appropriate box, complete the form, and follow the submission instructions below.

I request that the following be reviewed through the rescore process for the test date indicated below:

TOEFL iBT Speaking and Writing (US\$120) TOEFL iBT Speaking (US\$60) TOEFL iBT Writing (US\$60)

Test Date: _____ Registration Number: _____
Month Day Year

Name: _____ Date of Birth: _____
Month Day Year

Address (include ZIP or postal code): _____

Check this box if your mailing address has changed since the test date indicated above. Print your new address below.

Address (include ZIP or postal code): _____

Check if paying by American Express® Discover® JCB® MasterCard® VISA®

Credit/Debit Card Number

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Expiration Date

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Month Year

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SUBMITTING THE TOEFL iBT RESCORING REQUEST FORM

Complete the form and send it with the required fee to:

TOEFL Services
Educational Testing Service
PO Box 6151
Princeton, NJ 08541-6151 USA

Checks must be made payable to ETS-TOEFL iBT. In Canada, add GST/HST (Reg. No. 131414468 RT) and QST (Reg. No. 1087967545) to total remittance. Add Value Added or similar taxes where applicable. See "Fees" in the Learners and Test Takers section of the TOEFL Web site for information about taxes. By sending your check to us, you authorize ETS to convert the check into an electronic fund transfer. Please be aware that your bank account may be debited the same day we receive your payment and you will not receive a canceled check. If you are paying by credit/debit card, this form may be faxed. Faxed requests will not be processed unless complete credit/debit card information is provided. The fax number is 1-610-290-8972.

The results of the rescoring process will be available approximately three weeks after the receipt at TOEFL Services of your Rescoring Request Form and fee.

NOTE: All forms will be processed upon receipt, and a charge will be made to your credit/debit card. If you think your faxed form may not have been received by TOEFL Services, and you attempt to send the information again, write "DUPLICATE" in large letters on all repeat requests. This will help avoid extra processing by TOEFL Services and unnecessary charges to your credit/debit card.



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www.ets.org/toeflpractice112.html

Also available, *The Official Guide to the New TOEFL® iBT* at www.ets.org/toeflguide42.html

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